

COCHIN CANCER RESEARCH CENTRE
Govt. Medical College Campus, HMT Road, Kalamassery,
Ernakulam – 683503.
Phone: 0484 2411700

Limited Tender No. 617(2)/16/CCRC

.....December 2016

To

Sir/Madam,

- 1) Sealed limited tender is invited in two bid system for supply of cleaning staff at the Cochin Cancer Centre(CCRC), Kalamassery. The tender should be submitted in two bid system i.e. technical and financial bid separately. Both envelopes should be properly sealed and bear the superscription "Limited tender for supply of cleaning staff for CCRC" and should be addressed to the Special Officer, Cochin Cancer Centre, Govt. Medical College Campus, HMT Road, Kalamassery, Ernakulam – 683503.

Technical bids should contain:-

- *Delivery period*
- *EMD/EMD exemption certificate*

Financial bid should contain:-

- *Monthly remuneration per head. The tenderer should quote rate as per Minimum Wages Act, that is, the rate quoted should include pay plus eligible allowances etc.*
- 2) The tender duly signed and sealed in each page by the tenderer alongwith necessary documents shall be submitted to the Special Officer, Cochin Cancer Centre, Govt. Medical College Campus, HMT Road, Kalamassery, Ernakulam – 683503 on or before 4 pm on 9/01/2017. Late tenders will not be accepted. The technical bids will be opened at 2.30 pm on 10/1/2017 in the presence of such tenderer or their authorised representatives who may be present at that time. The tenderer should submit an Earnest Money Deposit(EMD) of 1% of the annual estimated cost for the service, along with the technical bid. The EMD amount may be paid by demand draft in favour of the Special Officer, Cochin Cancer Research Centre payable at Ernakulam. Those agencies who are exempted from paying EMD shall furnish necessary certificate in support of their claim along with technical bid.
 - 3) The EMD will be refunded to the unsuccessful tenderer immediately. The financial bids of technically qualified firms will be opened on 11/01/2017 at 10 am.

Terms and conditions:-

- 1) The tenderer will provide necessary number of female cleaning staff in in the Cochin Cancer Research Centre, Kalamasserry as required by Centre. The cleaning staff shall have work for 8 hours. One among the personnel engaged shall be nominated as the supervisor who shall supervise the work of the cleaning staff engaged by the agency.
- 2) The cleaning staff provided by the tenderer at Cochin Cancer Research Centre, Kalamasserry will be having good physical fitness and below the age of 58 years.
- 3) The agency shall remove and replace any cleaning staff in case of any complaint is raised by Cochin Cancer Research Centre, Kalamasserry. The Special Officer of Cochin Cancer Research Centre, Kalamasserry or the officer authorized by him reserve the right to direct any cleaning staff engaged by the cleaning agency not to enter the premises of Cochin Cancer Research Centre, Kalamasserry without assigning any reason what so ever.
- 4) The cleaning staff provided by the agency will be the employees of the agency and will not have any right in Cochin Cancer Research Centre, Kalamasserry for any monitory and other benefits including continuation of employment. There will not be any employer employee relationship between the cleaning staff deployed by the agency and Cochin Cancer Research Centre, Kalamasserry.
- 5) Before deploying the cleaning staff the agency would verify the character, behavior and track records of the cleaning staff and ensure that only good personnel are deployed.
- 6) In case of absence, sick leave, accident etc of the cleaning staff substitution would be provided in time by the agency.
- 7) In case of any accidents happened to the employees during the working time the agency will take responsibility of the employees.
- 8) All statutory payments including ESI, PF etc, would be the responsibility of the agency/contractor. He should provide documental evidence every month to prove the statutory payments failing which the security amount will be withheld and legal action will be initiated against the agency.
- 9) The successful tenders should enter into an agreement with the Cochin Cancer Research Centre, Kalamasserry for the successful completion of the contract.

- 10) The rates quoted should be inclusive of all pay eligible as per Minimum Wages Act and it should be firm without any escalation till the expiry of contract period.
- 11) The tenderer can visit the work site prior to the submission of the tender.
- 12) Any clarification regarding the tender can be had from the office during working hours on all working days.
- 13) If the tender is accepted, the agency shall supply the security guards within 15 days or as requested by the Special Officer, CCRC. The successful tenderer should submit an agreement in Kerala stamp paper worth Rs.200/- and a security deposit of 5% of the annual estimated cost for the service in the form of DD/Bank guarantee/FD receipt from a commercial bank. The successful tenderer is required to deposit only the balance amount of security amount, adjusting the EMD amount. The EMD and security deposit will be forfeited and credited to CCRC account in the event of a breach of contract by the agency, in terms of the relevant contract.
- 14) If any agency is exempted from furnishing security deposit/EMD by virtue of any government order, shall furnish relevant orders/certificate along with the tender.
- 15) The Special Officer reserves the right to accept or reject the tender without assigning any reason whatsoever. The decision of the Special Officer will be final. For legal purposes, the cause of action will be deemed to have arisen in Ernakulam District.

Yours faithfully,


21.12.16.

Ernakulam