

## MINUTES OF MEETING

In pursuant to order no. TRIHMS-13011/9/2022 Dated 10<sup>th</sup> August 2022, the Pre-bid Meeting for the tender Sanitation and Housekeeping Services was held in Lecture Hall-I of TRIHMS Medical college on 16<sup>th</sup> August 2022 from 12:00 Hrs to 14:00 Hrs

The following attended the meeting: -

- |   |            |
|---|------------|
| 1. Dr. Dukhum Raina (CMS TRIHMS Hospital) | - Chairman |
| 2. Dr. Tao Kaki (DCMS TRIHMS Hospital)    | - Member   |
| 3. Dr. Rajen Kombo (OSD (P), TRIHMS)      | - Member   |
| 4. Mr. V. Chello (FAO, TRIHMS)            | - Member   |
| 5. Mr. Nongki Yirang (BME, TRIHMS)        | - Member   |

No. of Bidder Attended:

1. M/s T. N Private Security Services

The following changes have been proposed by the board:-

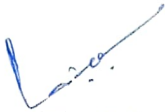
SL. No	Page No/Annexure	Existing Paragraph	Change Paragraph
1.	Page No. 1	Tenders in sealed cover are invited under <b>two-bid</b> system from reputed and experienced agencies on behalf of the Chairman Governing Council, Tomo Riba Institute of Health and Medical Sciences, Arunachal Pradesh, Naharlagun, for providing Sanitation/House Keeping Services at the premises of TRIHMS , Naharlagun on contract basis initially for a period of 3 (three) years extendable further subject to satisfactory performance of the service provider, requirement of the services by TRIHMS, availability of fund thereof, and mutual agreement thereon between the two parties.	Tenders in sealed cover are invited under <b>two-bid</b> system from reputed and experienced agencies on behalf of the Chairman Governing Council, Tomo Riba Institute of Health and Medical Sciences, Arunachal Pradesh, Naharlagun, for providing Sanitation/House Keeping Services at the premises of TRIHMS, Naharlagun on contract basis initially for a period of 3 (three) years subject to satisfactory annual performance evaluation report. The contract shall be extendable further subject to satisfactory performance of the service provider during the initial contract period of 3 years, requirement of the services by TRIHMS, availability of fund thereof, and mutual agreement thereon between the two parties.
2.	Page 1,2 and 5	Security Deposit 10% of Annual Work value	Security Deposit 5% of Annual Work Value
3.	Page 6 under General Condition of Contract. Point 13	In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by TRIHMS besides annulment of the contract.	In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor is liable to be forfeited, besides annulment of the contract.
4.	Page 9,	Blank	Included manpower

SL. No	Page No/Annexure	Existing Paragraph	Change Paragraph
	Annexure I		requirement (enclosed)
5.	Page 12, Annexure III	Table changed	New table enclosed

All other Terms & Conditions remain same.

The findings of the board is put up for for perusal and accordingly a corrigendum may be issued

Enclosed: As stated above.



Dr. Tao Kaki  
(DCMS, TRIHMS Naharlagun)  
(Member)



Dr. Rajen Kombo  
(OSD (P), TRIHMS)  
(Member)



Mr. Nongki Yirang  
(BME, TRIHMS)  
(Member)



Mr. V. Chello  
(FAO, TRIHMS)  
(Member)



Dr. Dukhum Raina  
(CMS, TRIHMS)  
(Chairman)

**SCOPE OF WORK****Area of work:**

All open and covered area within the boundary of the TRIHMS Hospital, Naharlagun, will be in the scope of housekeeping services to be provided by the contractor.

**Cleaning Services:**

The aim and objective is to provide a high level of clean, hygienic and presentable look to the entire area. The contractor and his management team will supervise the awarded work. The contractor has to ensure that the staff deployed are dressed in neat and clean uniform approved by the TRIHMS Hospital, Naharlagun. Officials of TRIHMS will also monitor the entire work and staff.

The service of sanitation workers engaged by the contractor shall be governed by the job specifications/ job disciplines to be framed by TRIHMS authority.

**Manpower Requirement**

Sl .no	Manpower	Quantity
1	Sanitary Supervisor	6
2	Sanitary and Housekeeping Personnel	123
	Total	<b>129</b>

**FINANCIAL BID**

(In sealed Cover-II superscribed "Financial Bid")

**TENDER FOR PROVIDING "SANITATION AND HOUSEKEEPING SERVICES TO TRIHMS NAHARLAGUN"**

Sl. No.	Description	Percentage [to be read in conjunction with latest rules, Acts, policies etc. of the Competent Authorities]	Sanitation Supervisor	Sanitation and House Keeping Staff
	<b>Section A</b>			
1	Wages <b>Per Month</b>			
2	ESI, if applicable in Arunachal Pradesh	4 % (of wages)		
3	EPF	12 % of wages		
4	House Rent Allowance	As applicable		
5	ESI on HRA	@ 4 %		
		<b>Total-A</b>		
	<b>Section B</b>			
6	Leave / weekly off etc. (Leave reserve)	@4.33 days ( <b>Total A/30*4.33</b> )		
		<b>Total-B</b>		
	<b>Section C</b>			
7	Bonus	Rs. 7000/- or 8.33% of wages (Sl no. 01) whichever is higher		
8	Uniform outfit/washing allowances	@ 8% (of wages) (Sl.no. 01)		
		<b>Total-C</b>		
9		<b>Total (A+B+C)</b>		
10	<b>Service Charges</b>	-----%	Rs.	Rs.
11	<b>GST (as applicable) on services</b>	18%		
12	<b>Grand Total</b>			

**NOTE:**

1. TRIHMS Naharlagun may ask to depute additional housekeeping staff as and when needed.
2. The rate is inclusive of weekly off.
3. The tenderer has to provide uniform, Identity Card, Umbrella, Raincoat etc. to each staff.
4. The quote for wages should not be less than the minimum wage notified by Govt. of Arunachal Pradesh.

**Declaration by the Bidder:**

This is to certify that I before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself to abide by them.

**Note:**

- (i) No other charges would be payable by Client.
- (ii) There would be no increase in rates during the Contract period except provision under the terms & conditions.

Place .....

Date .....