

**TERMS AND CONDITIONS FOR CONTRACT OF PATIENTS SHIFTING
TROLLEYS AND WHEEL CHAIRS IN AYUB TEACHING HOSPITAL,
ABBOTTABAD**

1. The period of contract will be upto 30.06.2021 or till the finalization of next year tender, however contract can be terminated at any time by hospital authority with one month notice or on poor performance it can be terminated at any time without notice.
2. The contractor will have to deposit earnest money equal to 02 months quoted rent in shape of CDR in the name of undersigned with the tender.
3. The highest rent offer of the bids shall be considered as successful.
4. If available stock of wheel chair and trolleys become short the contractor will be responsible to arrange the wheel chairs and trolleys on patient flow and need basis of Hospital.
5. Monthly rent shall be deposited by 5th of each month in advance failing which 5% penalty shall be imposed for the due month in case of non-deposit of rent for consecutive 2-Months; the contract shall be automatically cancelled.
6. Patients shifting trolleys and wheel chairs shall be charged Rs.20 per trolley/ wheel chair per patient.
7. The contractor will be responsible for maintenance and repairing of trolleys and wheel chairs.
8. the shift facilitator will be responsible for shifting patients from the ambulance to the resuscitation department and then to the concerned units/departments
9. The contractor will ensure human resource for recovery of Wheel chairs and trolleys.
10. The trolleys/ wheel chairs will be provided once at the start of contract and will be reviewed 6 monthly.
11. In case of loss of hospital assets (trolleys/ Wheel Chairs), the cost shall be deposited in hospital accounts or contractor has to fulfill the loss.
12. Initial 3 months will be probation, during which shortcoming on part of contractor shall lead to cancellation.
13. Your services shall be evaluated through DDMS (Admin) and DDMS (A & E) department of ATH MTI, on monthly basis.
14. The contract workers shall report in uniform dress clearly indicating their function. The uniform shall bear name of the contractor/firm.
15. The uniform shall be approved by the contractor from hospital Authority.
16. The contractor will increase the number of wheel chairs and trolleys on monthly basis mentioned in financial bids.

17. Sub-letting will not be allowed and if found, so the contract will be cancelled by forfeiting the call deposit in favor of the institution.
18. Bio-data of the worker along with copy of ID cards will have to be deposited with the administration by the contractor.
19. Any type of narcotic/weapon in the hospital premises is strictly prohibited.
20. In case of any violation the contract shall be terminated with out any notice and security will be forfeited and firm will be blacklisted.
21. The tender shall be received as per advertisement & will be opened in presence of available contractors.
22. In case of any conflict raised between both parties (institution and Contractor) the matter shall be resolved through mutual understanding but the decision of the undersigned shall be final.
23. The bidder must be registered with Income Tax and should be on ATL maintained by the FBR.
24. the bidder must be registered with Khyber Pakhtunkhwa revenue authority (KPRA)
25. The contractor shall ensure working of staff 24/7 basis.
26. The bidding procedure as given in KPRA rules 2014 i.e single stage single envelope procedure.
27. The rate offered in bid must be typed and printed, hand written rates in financial bids will be cancelled.
28. Tender shall be received and open as per advertisement Notice.

**I abide the terms and conditions and offer Rs. _____/rent per month
Rupees in words _____**

Contractor's Name _____ S/O _____

OFFICE ADDRESS _____

CELL NO. _____ NIC NO. _____

SIGNATURE AND STAMP _____

**HOSPITAL DRECTOR
MTI Abbottabad**