

**TENDER FOR PROVIDING
MANPOWER
ON
JOB OUTSOURCING BASIS
AT AIIMS RAIPUR**

DME Stage	Particular
NIT No.	Tender Enquiry No. ADMIN/Tender/Manpower/1/2015
NIT Issue Date	31.01.2015
Pre Bid Meeting	12.02.2015 at 12:30 AM
Last Date of Submission of bid	25.02.2015 at 03:00 PM
Venue	Administrative Officer, AIIMS Raipur- 492099
Tender Cost	₹ 5000/-
EMD Amount	₹ 9,66,000/-



All India Institute of Medical Sciences, Raipur
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**TENDER FOR PROVIDING MANPOWER ON
JOB OUTSOURCING BASIS AT AIIMS RAIPUR**

Tenders in sealed cover are invited under **two-bid** system from reputed, experienced and financially sound Manpower Agencies on behalf of the Director, All India Institute of Medical Sciences, Raipur, for providing manpower on job outsourcing basis at All India Institute of Medical Sciences, Raipur.

The interested agencies are required to submit the technical bid (qualifying bid) and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed **"Tender for Providing Manpower on Job Outsourcing Basis at AIIMS, RAIPUR"** and should reach at the office of **"The Administrative Officer, AIIMS, Tatibandh Raipur - 492 099**, before 3:00 PM on or before **25.02.2015**. The technical bids will be opened on the same day at 3:30 PM at AIIMS, Raipur. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement etc. can be downloaded from website www.tender.gov.in or www.aiimsraipur.edu.in. The tender document should enclose an additional DD for **₹ 5,000.00** (non-refundable) in favour of **"AIIMS Raipur"**, payable at Raipur, along with their tender bid in the Cover-I "Technical Bid". The bid security (EMD) of **₹ 9,66,000/-** (Rupees Nine Lakh Sixty Six Thousand only) should be paid by Demand Draft in favour of **"AIIMS Raipur"** payable at Raipur. The Tender Documents are not transferable. Tender submitted without cost of Tender form will be summarily rejected.

Any future clarification and/or corrigendum(s) shall be notified through the Administrative Officer, AIIMS, Raipur and also uploaded website **www.aiimsraipur.edu.in** & **www.tenders.gov.in**.

Administrative Officer
For and on behalf of Director,
AIIMS, Raipur

Terms and Conditions

Relating to Submission of Bids:

1. The agreement shall commence from the date of execution of agreement and shall continue till **11 (Eleven) months** unless it is curtailed or terminated by the authority owing to deficiency of service, Sub-standard quality of manpower deployed, breach of contract etc or charge in requirements.
2. The agreement shall automatically expire on completion of **11 (Eleven) months** of date of agreement unless extended further by the mutual consent of the Manpower Service Provider and the Authority.
3. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called at any circumstances.
4. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions with signature on each page must be submitted with the technical bid as token of acceptance of terms & conditions.
5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, in the Technical Bid application there are cuttings, if any, must be signed by the person authorized to sign the tender bids.
6. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the contract.
7. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) has to deposit **10% Security Deposit** by way of Bank Guarantee or Fixed Deposit Receipt in favour of "AIIMS Raipur" drawn on any Scheduled Bank and payable at Raipur. Bank Guarantee Bond of a scheduled bank in the prescribed format is also acceptable in this regard. Security deposit will remain valid for the period of sixty (60) days beyond date of completion of all contractual obligations of the agency including statutory obligations.
9. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage if required. In case, any such document furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
10. The bid shall be valid and open for acceptance of the competent authority for a period of 180 days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder shall be entertained.
11. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the

bid offered shall be permitted.

12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with the all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same rates, the Director, AIIMS, Raipur shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. Such decision by the authority shall be final.

The Director, AIIMS, Raipur, have discretionary right to award on the same rate parallel contract to the next eligible agency, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily.

13. AIIMS, Raipur shall reimburse the Agency to the extent of the amount of variation arising out of the upward revisions in minimum wages as per Labour Commissioner of India above the rates mentioned in the contract and derived statutory obligations thereof provided the documentary evidence is produced by the Agency making such payments to that extent only.
14. AIIMS, Raipur reserves the right to accept or reject any or all bids without assigning any reasons. AIIMS, Raipur also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
15. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out-rightly.

B. General :

16. The period of the contract may be extended for mutually agreed period after the successful / satisfactory completion of initial contract & based on the manpower requirement at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm /Agency. This office, however, reserves right to terminate this initial contract without assigning any reason thereof at any time after giving two months notice to the selected service providing Company/ Firm / Agency.
17. The number and arrangement of deployment of the manpower is without prejudice to the right of Administrative Officer, at AIIMS, Raipur to deploy the personnel in any other number or manner considered to be more suitable in the interest of the AIIMS, Raipur.
18. The manpower that is posted to work in the different areas of AIIMS will have to follow the schedule as per the requirement of the operational area. They may also be posted to work in shift as per the institute's requirements. No extra payment will be made on this account.
19. The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay perks and other facilities admissible to casual, adhoc, regular/ confirm employees of this institute during the currency or after expiry of the contract.
20. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Agency shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ other capacity at the Institute.
21. The tenderer will be bound by the details furnished by it to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.

22. The Agency shall ensure fulfillment of qualifications (academic/professional), skills, experience, age limit and other engagement conditions as tabulated above. The Agency will get their antecedents, identity proof, character and conduct and medical health suitability verified.
23. The full particulars of the personnel to be deployed by the Agency including their names, addresses and identity proof shall be furnished to the Administrative Officer, AIIMS, Raipur along with testimonials before they are actually deployed for the job.
24. The Agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Administrative Officer, at any time without assigning any reason whatsoever.
25. A local representative of Agency shall be In-charge of the manpower system and shall be responsible for the efficient rendering of the service under the contract. The local representative will ensure proper conduct by the deployed personnel and prohibition of alcoholic / any form of tobacco consumption etc. The personnel shall work under directives and guidance of the Administrative Officer and will be answerable to the Administrative Officer. This will, however, not diminish in any way, the Agency's responsibility under the contract to the AIIMS, Raipur. The local representative will also maintain the muster roll, the wages / payment register and other documents as provided in the Contract Labour Act.
26. The Agency shall provide necessary undertaking and documentary evidence in this regard.
27. A senior level representative of the Agency shall visit AIIMS, Raipur at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the Administrative Officer, AIIMS, Raipur, officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working. The responsibility of transportation, food and other essential requirements in respect of each deployed personnel will be solely with the agency. The Agency will strictly ensure that any sensitive / confidential nature of information related to the organization is not divulged or disclosed to any person by the personnel deployed by it.
28. The Agency shall ensure that any replacement of the personnel, as required by the Administrative Officer, AIIMS, Raipur for any reason specified or otherwise, shall be effected promptly without any additional cost to the AIIMS, Raipur. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Administrative Officer, AIIMS Raipur at Agency's own cost.
29. The Agency shall provide reasonably good uniform, name badges with Photo Identity Cards to its personnel deployed at AIIMS, Raipur at its own cost and ensure that these cards are to be constantly displayed, maintained in good condition and their loss should be reported immediately. Entry permit for the particular Bldg/Block, where the personnel is actually deployed, shall be issued by Administrative Office, AIIMS. Incidentals for the respective categories of manpower shall be borne / supplied by the Agency at its cost.
30. The Agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the AIIMS, Raipur/ MoH&FW / Govt. of India / any State or any Union Territory.
31. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Administrative Officer, AIIMS, Raipur. Proposals for efficient functioning shall be discussed, considered and implemented from time to time by the agency with approval of Administrative Officer, AIIMS, Raipur or other competent authority.
32. The Agency shall be solely responsible for compliance to the provisions of various Labour and

industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at AIIMS, Raipur site or for any accident caused to them and the institute shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Administrative Officer, at AIIMS, Raipur for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications:-

- (a) The Payment of Wages Act 1936
 - (b) The Employees Provident Fund & MP Act, 1952
 - (c) The Contract Labour (Regulation) Act, 1970
 - (d) The Payment of Bonus Act, 1965
 - (e) The Payment of Gratuity Act, 1972
 - (f) The Employees State Insurance Act, 1948
 - (g) The Employment of Children Act, 1938
 - (h) The Motor Vehicle Act, 1988
 - (i) Minimum Wages Act, 1948
33. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the Administrative Officer, AIIMS Raipur and maintain liaison with the police. FIR will be lodged by the Administrative Officer, AIIMS, Raipur, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
34. The agency shall ensure that staff appointed by them is fully loyal-to and assist the Administrative Officer, AIIMS, Raipur during normal periods as well as during other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the AIIMS, Raipur.
35. In case of any loss that might be caused to AIIMS, Raipur due to lapse on the part of the personnel discharging their responsibilities will be borne by the Agency and in this connection, Administrative Officer, AIIMS, Raipur shall have the right to deduct appropriate amount from the bill or from the Performance Bank Guarantee submitted by the contracting agency to make good such loss to AIIMS, Raipur besides imposition of penalty. In case of frequent lapses on the part of the personnel deployed by the agency, Director, AIIMS, Raipur shall within its right terminate the contract forthwith or take any other action without assigning any reason whatsoever. Such penalties / termination shall be binding on the agency.
36. In the event of any personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
37. As and when Administrative Officer, AIIMS, Raipur requires additional manpower strength on temporary or emergent basis, the Agency will depute such personnel under the same terms and conditions. For the same, a notice of two days will be given by the Administrative Officer, AIIMS, Raipur. Similarly, if the personnel deployed by the agency at any time found absent from duty or sleeping or found engaged in irregular activities, the Administrative Officer, AIIMS, Raipur shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non- observance of the terms of contract.
38. The Agency shall arrange to maintain the daily shift-wise attendance record of the

personnel deployed by it showing their arrival and departure time. The Director, AIIMS, Raipur has the right to depute a team for inspecting and verifying the documents and records maintained by the agency at any time.

39. AIIMS, Raipur shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month by the 10th day of the month. The monthly bill shall include supporting documents, satisfactory performance certificate along with documents verifying payment by the agency to its employees in the previous month. No other charges of any kind shall be payable. No advance payment shall be made to the Agency. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
40. In case of non-compliance/non-performance of the services according to the terms of the contract, the Administrative Officer, AIIMS, Raipur shall be at liberty to make suitable deductions from the bill without *prejudice* to its right under other provisions of the Contract.
41. The Agency shall be solely liable for all payment/dues of the personnel deployed by clearly specifying the deductions on account of EPF, ESI and other statutory obligations etc. The Agency shall fully indemnify AIIMS, Raipur against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labor or other laws to the extent they are applicable to establishment /work in AIIMS, Raipur. Any complaint towards non- payment of wages, other liabilities and statutory obligations will lead to immediate termination of contract with penalty.
42. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Department or Office concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month.. The Service provider shall deposit the monthly remuneration in the respective bank account of the Group 'C' Manpower Assistance and shall furnish a consolidated statement of such deposit along with his claim of reimbursement. As far as possible the payment will be released by the second week of the succeeding month.
43. The Service Charges payable to the agency in providing the requisite manpower will be in claimed percentage of the total monthly wages payable to the manpower. In this regard, total monthly wages will be on the basis of actual deployment of manpower during the month.
44. The decision of the Director AIIMS, Raipur in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
45. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of this Institute.
46. The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The Institute shall, in no way, be responsible for settlement of such issues whatsoever.
47. In case of any dispute between the Agency and AIIMS, Raipur, the Director, AIIMS, Raipur shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Raipur.
48. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by Director, AIIMS, Raipur. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.

49. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
50. An agreement shall be signed with the successful bidder as per specimen enclosed.
51. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.
52. In case of deficiencies in providing quality service, the authority will have the right to impose penalty as per decision of the Committee which shall be deducted from the monthly bill.
53. The successful bidder will enter into an agreement with AIIMS Raipur for provide, suitable and qualified manpower as per requirement of AIIMS Raipur on the above terms and conditions.

Note: *These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between 'Client' (First Part) and the 'Agency' (Second Part) and any non-compliance shall be deemed as breach of the Contract/Agreement.*

**Administrative Officer
AIIMS Raipur (CG)**

TECHNICAL REQUIREMENTS

TENDER FOR

“TENDER FOR PROVIDING MANPOWER ON JOB OUTSOURCING BASIS”

AT AIIMS RAIPUR”

1. The Bidder may be a proprietary firm/ Partnership firm/ Limited Company, Corporate body legally constituted, who possess the required licenses, registrations etc as per law valid at least for 12 months from the date of the opening of tender.
2. The Bidder should have at least three years' experience in providing manpower to Government Departments, Public Sector Companies/ Banks, etc.
3. The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction Raipur. If at the time of bidding such office at Raipur is not available, the successful bidder must open his office within **15 days** work order issued.
4. The Bidder has their own Bank Account.
4. The applicant should have had average annual financial turnover (gross) atleast **₹ 1.64 Crore** on works during the last three years ending 31st March of previous year. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
5. The Bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
6. As a proof of technical capacity and competence the tenderer should have satisfactorily completed at least one work of nature similar to that of the respective tender costing not less than **₹ 1.10 Crore** of the respective tender in the preceding 3 years.
7. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency).
8. The bidder shall submit affidavit that the agency is/ has not been blacklisted by Central Govt. / State Govt. / any PSU.
9. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
 - (i) EPF Registration:
 - (ii) ESI Registration:
 - (iii) Service Tax Registration:
 - (iv) Valid License issued by Regional Labour Commissioner, Govt of India or should give an undertaking that the bidder would obtain it positively within 30 days of the award of the work.

Administrative Officer
AIIMS Raipur (C.G.)

APPLICATION - TECHNICAL BID**TENDER FOR PROVIDING MANPOWER ON JOB OUTSOURCING BASIS****AT AIIMS RAIPUR**

(In Separate sealed cover-I super scribed "Technical Bid")

Sl. No.	Particular						Page No.
1.	Name & Address of the tenderer / Organization / Agency with phone number, email and name telephone/mobile number of contract person.					Mention in Letter head	
2.	Name of Proprietor/Partner's/Director's					Mention in Letter head	
2.	Experience in the work of providing Manpower Services. Particular of experience (attach certificate, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/ or on hand for last 3 years along with a certificate from the organization where the job was carried out					In following format	
	SI No.	Name of Client, Address & Telephone/Fax no.	Manpower Services Provided		Amount of Contact	Duration of Contract	
			Type of manpower provided	No.		From	To
3.	Set-up your Agency, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this services:						
(a)	Is the establishment registered with the Government					Submit relevant documents.	
(b)	Do you have Labour license. Please provide details and attach a copy. License to keep armed guards and license for guns/shots should also be enclosed.					Submit relevant documents.	
(c)	Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in AIIMS Raipur.					Mention in Letter head	
4.	Please submit copy of the relevant document.						
(a)	EPF No:						
(b)	ESI Code:						
5.	Are you governed by minimum wages rules of the Govt. of India? If yes, please give details.						
6.	Please attach copy of last 3 years of Income Tax						
7.	Having annual turnover not below of ₹ 1.64 Crore in the last three financial years Please attach balance sheet of the company (duly certified by chartered Accountant for last three (3) years)					Submit relevant documents.	
8.	Having successfully completed at least one work of similar magnitude and duration worth ₹ 1.10 Crore in one of the last three years in any Organization under State/ Central Government/ PSU/ Autonomous Body.					Submit relevant documents.	

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Sl. No.	Particular		Page No.
9.	PAN	Please attach certificate copy	
10.	Trade License No.	Please attach certificate copy	
11.	Service Tax Registration No.	Please attach certificate copy	
12.	Give your own Bank Account & Bank Details (copy of Bank Statement is also attached)	Submit relevant documents	
13.	Acceptance of terms & conditions attached (Yes/No). Whether each page of NIT and its annexure have been signed and stamped	Please sign each page of terms & conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.	
14.	Power of Attorney / authorization for signing the bid documents	Mention in Letter head	
15.	Please submit a notarised affidavit on Indian Non judicial stamp paper of ₹ 10/- that no case is pending with the police against the Proprietor / firm / partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.		
16.	Please submit registered office / branch offices details at Raipur (copy of relevant documents is also attached), if not please submit Undertaking open his office within 15 days after the work order issued.		
17.	Details of the bid security (EMD) for ₹ 9,66,000/- FDR/DD/BG No: Date: Payable at:		
18.	Detail of cost of Tender for ₹ 5,000/- (downloaded from website) DD/Pay Order No: Date: Payable at:		
19.	Kindly mention the total number of pages in the tender document.		

Note:

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the attested documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.
- In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

APPLICATION - FINANCIAL BID

TENDER FOR
“PROVIDING MANPOWER ON JOB OUTSOURCING BASIS”
At AIIMS RAIPUR

1. Name of tendering Manpower Service Provider:
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, etc:

Sl. No.	Name of Man Power	Consolidated maximum package	Monthly distribution of package				Take Home remuneration of Employee
			To be deposited by service provider into GOVT account, as per GOVT Norms	Service charges to be quoted by service provider	Statuary / Labour related deposit		
					EPF	ESI	
	A	B	C	D	E	F	G
1	(Name of the Post) As per Annexure 1	As per Annexure 1	(as per norm) @ % of column No B	To be quoted by service provider @ % of column No B	(As per Norms) @ % of column No B	(As per Norms) @ % of column No B	B – (C+D+E+F)

- E is a column where service provider agency has to fill that how much % of consolidated maximum package he will charge every month against each post. This is basically a part of financial bid to be compared to decide L1.
- H is a column, where the take home remuneration amount will be calculated as per mentioned formula.
- TDS will be deducted as per Govt. norms.
- **Competent authority reserves the right to award the tender in the ration of 70:30 to Lowest 1 and lowest to 2 at the rate of Lowest 1, if Lowest 2 gives its consent for the same.**

APPLICATION - FINANCIAL BID

Table - 2

S.No.	Type of Man Power	Maximum Package for post mentioned	Service provider charges.-to be quoted by bidder, @ % of column no B
	A	B	C
S.No.	As per Annexure 1	As per Annexure 1	

- L-1 will be decided by Column C. Bidder quoting lowest in Column C will be treated L-1

Date:

Signature of authorized person

Full Name:

Place:

Seal:

Notes:

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which has been performed by each manpower.

ANNEXURE - A
ANNEXURE SHOWING DETAILS OF JOB OUTSOURCED

A. Description of Job, Qualification required, Number of post and Scope of Work:

The indicative rates of remuneration for each category have been worked out by the Institute and indicated against each designation. The firms have to quote their administrative/service charges for deploying the required number of manpower. All statutory liabilities like EPF, ESI etc on account of this manpower will be borne by the Bidder. The Agency shall provide Manpower at AIIMS Raipur by deploying adequately trained and well- disciplined personnel having fair command on Hindi & English in respect of the following categories, brief description of the scope of work mentioned against each:-

S.No.	Description	Educational Qualification	No. Of Posts	Maximum Consolidated Contractual amount per month per post inclusive of all statutory obligation
1	Lab Attendants	Essential: a) 10+2 with science. b) Diploma in Medical Lab Technology.	20	₹ 14,500
2	Store Keeper cum Clerk	Essential: Graduate from a recognized University with one year Experience in handling stores. Desirable: Post-graduate Degree/Diploma in Materials Management from a recognized Institution.	60	₹ 14,000
3	Office/ Store Attendants	Essential: 1. 10 th Pass or ITI equivalent	40	₹ 10,000
4	Gas Mechanic	Essential: 10+2 in Science with 5years experience in Medical Gas Pipeline System in a 200 Bedded Govt. Hospital or Trade Certificate or ITI Diploma in Mechanical Engg. with 3years experience	01	₹ 14,500

S.No.	Description	Educational Qualification	No. Of Posts	Maximum Consolidated Contractual amount per month per post inclusive of all statutory obligation
		in Medical Gas Pipeline System in a 200 Bedded Hospital.		
5	Pump Mechanic	Essential: 10+2 in Science with 5years experience in Medical Gas Pipeline System in a 200 Bedded Govt. Hospital or Trade Certificate or ITI Diploma in Mechanical Engg. with 3years experience in Medical Gas Pipeline System in a 200 Bedded Hospital.	01	₹ 14,500/-
6	Manifold Technician	Essential: 10+2 in Science with 7 years experience in Medical Gas Pipeline System in a 200 Bedded Govt. Hospital or Trade Certificate or ITI Diploma in Mechanical Engg. with 5years experience in Medical Gas Pipeline System in a 200 Bedded Hospital	05	₹ 15,500/-
7	Manifold Room Attendants	Essential: (1) 10+2 with Science from a recognized Board. (2) 3years experience in Medical Gas Pipeline System in a 200 Bedded Hospital	01	₹ 12,000/-
8	Junior Medical Record Officer (Receptionists)	Essential: (i) BSc (Medical Records) [Or] (ii) 10+2 (Science) from a recognised board + 1 Year	05	₹ 15,500/-

S.No.	Description	Educational Qualification	No. Of Posts	Maximum Consolidated Contractual amount per month per post inclusive of all statutory obligation
		Diploma in Medical Record Keeping (duration 1 year) from a recognised institute / university + 2 years' experience in Medical Record Keeping in a Hospital Setup [And] (iii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi		
9	Medical Record Technicians	Essential (i) 12th class pass, preferable in science or equivalent from a recognised board/ university & (ii) Certificate in medical records from a recognised institute or authority issued after not less than 6 months training course. Desirable: Experience of having handled medical records in a hospital/medical institute of Repute.	15	₹ 14,500/-
10	Mechanic (E & M)	Academic Qualification: Should have passed ITI diploma certificate in the trade. Professional Knowledge: Trade certificate from a recognized vocation training Institute. Three years practical experience in a workshop/department dealing with operation and maintenance of mechanical plants.	04	₹ 12,000/-
11	Wireman	Academic Qualification: Should have passed ITI Diploma / equiv. qualification in trade. Professional Knowledge: Electrical workman permit/workman's competency certificate electrical workman's/lineman licence (Certificate of	10	₹ 12,000/-

S.No.	Description	Educational Qualification	No. Of Posts	Maximum Consolidated Contractual amount per month per post inclusive of all statutory obligation
		competency Class - II) or any Other equivalent certificate with atleast 5 years experience in the line. Trade Test.		
12	Plumber	Academic Qualification: Should have passed ITI Trade certificate course or equivalent in the trade with atleast 5 years practical experience in the trade. Professional Qualification: Should have atleast 5 years experience as under: (i) Should have a working knowledge of the various types of specials used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him. (ii) Should have a thorough knowledge of working with various tools used in the Trade such as wrenches, spanners, caulking tools, stocks and dies etc. (iii) Should be able to make leak-proof joints for all types of pipes (of different materials). (iv) Should have a good knowledge of materials that go to form joints and be able to estimate requirement thereof. (v) Should be able to follow drawing and sketches and execute work according to lay out. (vi) Should possess plumbing licences in localities where such licences are issued by local authorities. (vii) Must be able to carry out overhaul of bibcocks, ball valves, sluice valves, including grinding and seating.	08	₹ 12,000/-
13	Operator (E & M)/ Lift Operators	Academic Qualification: Should have posses ITI Diploma or equivalent qualificati in the trade. Professional Qualification: Electrical workman permit/workman's competency	12	₹ 12,000/-

S.No.	Description	Educational Qualification	No. Of Posts	Maximum Consolidated Contractual amount per month per post inclusive of all statutory obligation
		certificate electrical workman's licence (certificate of competent Class-II) or any other equivalent certificate with practice experience of 5 years in handling E & M plants i/e running maintenance, knowledge of I.C. engines, electric wiring motors, pumps, generating sets.		
14	Mechanic (A/C & R)	Essential: (1) Pass in Matriculation or equivalent: (2) Must have undergone a minimum of 12 months' Refrigeration Mechanic or equivalent course in a recognised Technical Institute and must have served one year's apprenticeship in reputed firm or organisation of Air-Conditioning and Refrigeration Engineers. OR Two years 'apprenticeship in a reputed firm or organization of Air Conditioning and Refrigeration Engineers. (3) A minimum of one year's experience as an Air Conditioning or refrigeration serviceman, or as a Junior Mechanic or in any other skilled capacity on the maintenance and installation of water coolers, refrigerators, room air conditioners and small air conditioning and cold storage plants.	06	₹ 12,000/-
15	House Keepers (Junior warden)	Essential: 1. Graduate from a recognised University or equivalent. 2. Two years' experience as a Jr. Warden or equivalent in any College.	10	₹ 14,000/-

S.No.	Description	Educational Qualification	No. Of Posts	Maximum Consolidated Contractual amount per month per post inclusive of all statutory obligation
16	Jr. Scale Steno (Hindi)	Essential: (i) Matriculation or equivalent (ii) A speed of 80 w.p.m. in Stenography (English or Hindi) (OR) (i) Graduate in any discipline from a recognized University / Institution (ii) Skill Test norms: – Dictation – 10 mins @ 80 wpm – Transcription – 50 mins (English), 65 mins (Hindi) on a Computer (iii) Excellent command over English and Hindi (Written and Spoken) (iv) Skill Test to assess the soft skills of the candidate	01	₹ 14,500/-
17	Dispensing Attendants 1	Essential: 1. Diploma In Pharmacy from a recognised University/Institution 2 Should be a registered Pharmacist under Pharmacy Act 1948	04	₹ 14,500/-
18	Dissection Hall Attendants	Essential: 10+2 or equivalent with One year experience in the concerned department. Or 10 th Pass with three years experience in the concerned department.	08	₹ 14,000/-
19	Security-Cum-Fire- Jamedar	Essential: (i) 10 + 2 from a recognised Board / University; (Relaxable upto Class 10 in the case of Ex- servicemen who have excellent record and have passed third class	01	₹ 14,500/-

S.No.	Description	Educational Qualification	No. Of Posts	Maximum Consolidated Contractual amount per month per post inclusive of all statutory obligation
		examination of the Services) (ii) Following Physical Standards: a. Height: 167 cm and Chest: 80 cm with an expansion of 5 cm (For residents of hill areas height may be 162 cm, chest - 76 cm with an expansion of 5 cm). BS. should possess sound health free from defect/deformity/disease. c. Vision in both eyes should be 6/12 (without glasses). d. There should be no colour blindness. (Candidates claiming relaxation in height and chest will have to produce the certificate to this effect from the competent authority viz., Deputy Commissioner/ Distt. Magistrates/Tehsildars of their places of residence).		
20	Sanitary Inspector Grade – II	Essential: (i) Matriculation or equivalent from a recognised Board. (ii) Certificate of Sanitary Inspector Course. (iii) Not less than 4 years of experience in the line, preferably in a Hospital of repute.(Delhi)	04	₹ 16,000/-
21	Driver	Essential: i) Valid Driving Licence for driving heavy vehicles. ii) Knowledge of Motor Mechanism iii) Experience: 3 years Desirable : 8th passed 3 years service as Home Guard/Civil Volunteer.	07	₹ 14,200/-

All the above posts are tentative. The Competent Authority of AIIMS, Raipur has power to relax/amend/change any of the above parameters i.e. posts/number of posts/eligible qualification/scope of work etc. Any other duty can also be assigned to any of the above mentioned post by the institute.

The Agency shall ensure that the engaged manpower, as per the description, not only performs within its requisite scope of work but also ensure maintenance, upkeep & safety of the Complex, Stores, Furniture etc. as well as harmonious and cordial relationships with the employees, visitors, guests or any other persons within the complex / premises. The Agency will be held responsible for any illegal action by the deployed personnel.

Their deployment will be in general shift or round the clock in 3 shifts at AIIMS. The Agency will provide to all deployed personnel **Uniform, Name Badges and Identity Cards**. The Agency will also ensure that engaged manpower should maintain vigil and remain alert on respective official performances. The requirement of manpower in above defined categories or in additional categories may increase or decrease during the initial period of contract also.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER.

1. List of Manpower shortlisted by agency for deployment in the Office of the Director, AIIMS Raipur containing full details i.e. date of birth, cast and category (Gen./OBC/SC/ST) marital status, address, educational qualification etc.
2. Bio-data of all persons
3. Cast and category certificate and any other document considered relevant

(Dated Signature of the Tenderer with stamp of firm)

(To be made on Rs 100.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT FORMAT

This agreement is made at Raipur on the _____ day of _____ the Director, All India Institute of Medical Sciences, Raipur, **acting through Administrative Officer, AIIMS, Raipur, having its office at AIIMS, Raipur-492 099** (*herein after called 'Client'* which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

Second Part

M/s, _____ having its registered office at _____ (*hereinafter called the 'Agency'* which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part** . WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Manpower for AIIMS, RAIPUR at Raipur on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to personnel deployed in AIIMS, RAIPUR. The Client shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident / medical / health related liability / compensation for the personnel deployed by it at AIIMS, Raipur site. The Client shall have no liability in this regard.
3. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with the contract, the Client reserves its right to:
 - a. Cancel / revoke the contract; and / or
 - b. Impose penalty up to 10% of the Total Annual Value of contract
6. Security Deposit amounting @ 10% of the total cost in the form of Fixed Deposit Receipt or Bank Guarantee from a Scheduled bank shall be furnished by the Agency at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed at AIIMS, RAIPUR.
8. The personnel provided by the Agency will not claim to become the employees of AIIMS, RAIPUR and there will be no Employee and Employer relationship between the personnel engaged by the Agency & AIIMS, RAIPUR.

9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Central Govt.
10. The Agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
11. Decision of Client in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.
12. The Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Agency shall keep Client fully indemnified against liability of tax, interest, penalty etc. of the Agency in respect thereof, which may arise.
13. In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Raipur.
14. THIS AGREEMENT will take effect from date and shall be valid for one year.

Day of **IN WITNESS WHEREOF** both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Raipur in the presence of the witness

For and on behalf of the '**Agency**'

For and on behalf of the '**AIIMS, Raipur**'

Signature of the authorized Official
Name of the Official

Signature of the authorized Official
Name of the Official

Stamp / Seal of the '**Agency**'

SIGNED, SEALED AND DELIVERED

By the said _____

_____ (Name)

_____ on

behalf of '**Agency**' in presence of

Witness _____

Name _____

Address _____

By the said _____

_____ (Name)

_____ on

behalf of '**AIIMS, Raipur**' in presence of

Witness _____

Name _____

Address _____

DECLARATION

1. I _____ Son / Daughter / Wife of Sri. _____
_____ Proprietor / Director / authorized signatory of the Service
Provider, mentioned above, am competent to sign this declaration and execute this tender
document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them;
3. The information / documents furnished along with the above application are true and authentic to
the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of
any false information / fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Full Name:

Place:

Seal:
