

**ROGI KALYAN SAMITI  
SUB-DIVISIONAL HOSPITAL, KARANJIA  
AT/PO- KARANJIA, MAYURBHANJ, ODISHA**

**Tender Call Notice No02/SDH/KAR /Date. 28.05.2018.**

Sealed tenders are invited from interested firms & agencies for providing Skilled, Semi-Skilled & Unskilled man power to RKS SDH Karanjia for the year 2018-19. The firm/agency is required to deposit EMD amounting to Rs. 10,000/- (Ten Thousand Only) in shape of Bank Draft from any nationalised bank infavour of "**Superintendent, SDH, Karanjia**" payable at SBI, Karanjia which is refundable except in case of selected bidder. The tender documents details terms and conditions can be downloaded from the website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in). The required documents are to be sent to the Superintendent, SDH, Karanjia, At/Po- Karanjia, Mayurbhanj. so as to reach the undersigned by Speed Post/Reg. Post/ Courier services latest by 20.06.2018 12 noon. The technical BID will be opened on **dt 22.06.2018 by 11AM** in presence of Bidders or their authorized representatives in the office of the Superintendent, SDH Karanjia. The tender documents are to be submitted with separate demand draft from any nationalised bank towards cost of tender documents, EMD & processing fee in favour of Superintendent SDH Karanjia amounting to Rs 2000/- (Two thousand only), Rs 10,000/- (Ten Thousand) Rs 500/- (Five hundred only) respectively. The authority reserves rights for modification/ cancellation/rejection of any/all tenders at any time without assigning any reason thereof.

Sd/-

Superintendent-cum-

Member Secretary, RKS,SDH, Karanjia



**TENDER DOCUMENT**  
**ANNUAL CONTRACT FOR PROVIDING OF**  
**SKILLED, UNSKILLED & SEMI- SKILLED MANPOWER**  
**TO**  
**ROGI KALYAN SAMITI**  
**SUB-DIVISIONAL HOSPITAL, KARANJIA**  
**MAYURBHANJ, ODISHA**

**Price: Rs.2000.00**

(THE TENDER DOCUMENTS, DETAIL TERMS AND CONDITIONS, REQUIRD FORMATS CAN BE DOWNLOADED FROM WEBSITE [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in). THE BIDDER SHOULD ENCLOSE A DD OF RS. 2000.00 TOWARDS COST OF TENDER DOCUMENTS AT THE TIME OF SUBMISSION)

LAST DATE OF RECEIPT TENDER DOCUMENT IS **20.06.2018** BY 12Noon  
DATE FOR OPENING OF TECHNICAL BID: **22.06.2018** AT 11 A.M

THE DOCUMENTS ARE TO BE SUBMITTED BY SPEED POST/REGD  
POST/COURIER ONLY

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For SDH, Karanjia Dist.- Mayurbhanj

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**Office of the Superintendent**  
**Sub-Divisional Hospital, Karanjia, Dist.- Mayurbhanj-757037**

Tender Notice No. : 02/SDH/KAR dt. 28.05.2018.

**NOTICE INVITING TENDER**

**FOR OUTSOURCING OF SKILLED, SEMI-SKILLED & UNSKILLED MANPOWER**

Sealed Tenders are invited under Two Bid system (Part- I: Technical Bid and Part -II : Price Bid) for outsourcing of SKILLED, SEMI-SKILLED & UNSKILLED manpower from registered firm/agency with annual turnover of Rs. 20 Lakh or more for last three years, holding valid license under Contract Labour (Regulation & Abolition) Act, 1970, registered with EPFO, ESIC, having GSTN registration.

The estimated annual cost of the work is Rs. 15 Lakhs. The firm/agency must have successfully executed/completed similar works for supply of Skilled, Semi-Skilled & Unskilled man power in Govt./Semi Govt./Autonomous Bodies/CSIR or its Laboratories/Institutes at least one during the last three years.

Detail tender documents terms and conditions, required format can be downloaded from the website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) and the bidder need to enclose one demand draft amounting to rupees 2000/- (Two thousands rupees only) from any nationalized bank drawn in favour of **Rogi Kalyan Samiti, Superintendent, S.D.H., Karanjia, Mayurbhanj** towards cost of tender documents along with all other required documents.

- i) **Availability of tender documents** : Up to 20.06.2018  
(from website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in))
- ii) **Cost of Tender document** : Rs. 2000.00  
**Last date and time for receipt of Tender document** : 20.06.2018 (up to 12 Noon)
- iv) **Date & Time of Tender Opening (Only technical bid): 22.06.2018 (11 AM)**
- v) **Earnest Money Deposit (EMD) amounting to Rs.10000/- (Ten thousand Only) and processing fee amounting Rs 500/- (Five hundred Only) need to be deposited in shape of demand draft from any nationalize bank in favour of Superintendent, RKS SDH Karanjia, Payble at SBI Karanjia.** The Processing fees is not refundable and the EMD is refundable except the successful bidder.
- vi) **Price Bid:** The date and time of opening of the price bid will be decided by the committee after finalization of technical bid.
- vii) **Offer by Fax/E-mail will be summarily rejected.**

The committee reserves the right to accept/reject any or all the tenders without assigning any reason their of at any time of the process.

### Eligibility criteria

1. Human Resource Development Group (Council of Scientific and Industrial Research) invites tenders from reputed licensed firm/agency under the provisions of Contract Labour (Regulation & Abolition) Act, 1970 for outsourcing of **SKILLED, SEMI-SKILLED & UN-SKILLED** manpower located at SDH, KARANJIA on contract basis. For skilled workers- knowledge of computer operation is necessary.
2. firm/Agency may submit the following documents with the technical bid. in Part- I (Technical Bid):-
  - i) Attested registration certificate of agency issued by the appropriate authority.
  - ii) Attested copy of valid labour license from the Regional Labour commissioner for specific number required for the contract under contract Labour (Regulation & Abolition) Act, 1970.
  - iii) Attested copy of valid GSTN Registration certificate.
  - iv) Attested copy of registration under EPFO.
  - v) Attested copy of registration under ESI.
  - vi) Status: whether Proprietor/Firm/Company.
  - vii) The firms/agency must have successfully executed/completed similar works for supply of skilled, Semi skilled unskilled workers in Govt./Semi Govt./Autonomous Bodies/CSIR or its Laboratories/ Institute during the last three years.
  - viii) Annual Turn Over of the Agency/firm of Rs. 20 Lakh or more for the last three years, which need to be certified by the chartered accountant.
  - ix) Customer's satisfaction proof.
  - x) Copy of PAN Card & ITR for the last three years.
  - xi) An undertaking that the agency has not been blacklisted by any Government Department /Autonomous bodies, CSIR or any of its laboratories as on the date of submission of the bid.

NB:-The firm/agency not providing complete and correct information as per requirement shall not be considered

### **Procedure of submission of tender documents.**

1. Tender document need to be submitted in two parts comprising **Part-I: Technical Bid & Part-II: Price Bid. The Part-I (Technical Bid)** should contain the demand draft for EMD, processing fees cost of the tender documents in shape of demand draft as outlined in notice inviting tender along with other relevant documents as mentioned above. **The Part-II (Price Bid)** should contain the price offered in prescribed format. Both the parts should be enclosed in separate envelope and properly superscribed as **technical bid and price bid for providing man power to SDH Karanjia** with mentioning the tender notice number and date. Both the envelope (Part-1 & Part-2) should be sealed in a single envelope being superscribed as **Tender for outsourcing of man power to SDH Karanjia** with mentioning tender notice no and date on the cover. These documents need to be submitted Superintendent RKS SDH Karanjia in due manner and time as specified in notice inviting tender. The mode date of opening of tender is specified in specified in notice inviting tender.
2. Tender documents received after due date/time and without EMD, cost of Tender document & processing fees shall be rejected.
3. The Superintendent, S.D.H, Karanjia, Mayurbhanj reserves the right to accept or reject any or all the offers without assigning any reason.
4. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.

5. The tenderer shall not be permitted to tender for works in The Superintendent, S.D.H., Karanjia. if his relative is posted in the grade of Controller of Exam. / Deputy Secretary/Under Secretary/SO or Junior Engineer. He shall also intimate the name of the person(s) who are working with him in any capacity and are relatives as mentioned above.
6. Note : A person shall be deemed to be relative of another if, and only if, (a) they are members of a Hindu undivided family, or (b) they are husband and wife, or (c) the one is related to the other in the following manner : father, mother (including step mother), son (including step son), son's wife, daughter
7. The tenderer shall quote rates both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On checking if there are difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed :
  - a. When there is difference between the rates in figures and in words, the rates, which correspond to the amount worked out by the tenderer, shall be taken as correct.
  - b. When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words the rate quoted by the tenderer in words shall be taken as correct.
  - c. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
8. The tenderer should quote the rates after assessing the work requirement.
9. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
10. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, should mention it separately in the covering letter submitted along with the tender.

### **Period of Engagement :-**

The engagement shall be for a period of one year from the date of actual operation (beginning of service) or signing of contract whichever is later. The contract may be extended further if required in existing terms and conditions with consent of both the parties. The agency shall sign the contract document and start providing services within 21 days of issue of later of award/intimation.

### **SCOPE OF WORK:**

Tender for Skilled, Semi-skilled & Un-skilled manpower are invited from contractors holding valid license under Contract Labour (Regulation & Abolition) Act, 1970, registered with EPF, ESIC authorities, having GSTN registration and successfully carried out at least three similar works for supply of manpower of 50 or more persons under a single contract during the last 3 years in Govt./Semi-Govt./Central Autonomous bodies and /or for CSIR or its Laboratories/Institutes on contract basis.

## TERMS AND CONDITIONS:

### 1. Earnest Money Deposit.

- a) The applicant shall submit EMD of **Rs.10,000/-(Rupees Ten thousand)** only in form of demand draft from any nationalised bank drawn in favour of **Superintendent, Rogi Kalyan Samiti, S.D.H, Karanjia** payable at **Karanjia** which must accompany Part-1(Technical Bid) .
- b) The EMD of the unsuccessful bidder shall be returned within one month of the selection of the agency.

### 2. Bank Guarantee:

Bank guarantee of 10% of Annual Contract value will be furnished by the successful bidder in shape of demand draft from any nationalised bank in favour of Superintendent, Sub Divisional Hospital, Karanjia payable at Karanjia. It will be kept with Superintendent, SDH Karanjia during the period of contract and shall be released to the agency or firm after successfully completion of contract.

3. The detail tender documents terms and condition can be downloaded from website ([www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in)). The tender documents received can only be considered only when accompanied by the demand draft for cost of tender document, processing fees and EMD as outlined in notice inviting tender.
4. The number of skilled, semi-skilled and un-skilled member will be purely need best and may increase or decrease as per requirement. The superintendent, SDH Karanjia will be under no obligation to engage any specific number of manpower during the period of contract. Manpower on hourly basis may be required.
5. The Superintendent, S.D.H, Karanjia reserves the right to cancel the tender any stage of finalization of the tender process without assigning any reason.
6. The Superintendent, S.D.H, KARANJIA reserves the right to alter/ modify/reject any or all conditions of this tender notice.
7. The person engaged by the Agency should not have any adverse police records / Criminal cases pending against them. The agency should make adequate enquires about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel engaged by the agency must have been verified by the service provider before their deployment after investigation by the local police, collecting proofs and identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Society. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of intimation from the authority/Superintendent.
8. The service provider shall provide necessary persons as and when required by the concerned RKS time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no employee and employer relationship between the employees of the service provider and this society and further that said the person of the service provider shall not claim any absorption/regularization of service.
9. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services in concerned RKS under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to the concerned RKS.

10. The service provider's personnel shall not divulge or disclose to any person, any details of office operational process, technical know-how, security arrangements, administrative / organizational matters as all are confidential / secret nature.
11. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of the society. The service provider shall be responsible for any act of indiscipline on the part of the persons deployed by him.
12. That the persons deputed shall not be below the age of 18 years and shall not interfere with the duties of the staff of the society.
13. The society may require service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or, for his / her / their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel, if they unacceptable to the society because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
14. The service provider has to provide uniform dresses, badges, shoes, batons, and Name plate and photo identity cards to the persons employed by him / her for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.
15. The service provider shall ensure proper conduct of his person in office premises and enforce prohibition of consumption of alcoholic drinks, beetle, smoking, loitering without work.
16. The transportation, food, medical and other statutory requirements in respects of each personnel of the service provider shall be the responsibility of the service provider.
17. Working hour would be normally 8 to 12 hours per day during working days. However, in exigencies or work, they may be required to sit beyond the stipulated time and the personnel may be called on Sunday s and other gazetted holidays also.
18. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including minimum wages act, employees provident fund, ESI Act, etc. and the society shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on an account of any obligation.
19. The service provider will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be released by the second week of the following month after deduction of taxes deductible at source under the laws in force.



20. However, the payments will be subject to submission of challan of various statutory dues like CPA, ESI, ST, etc. dues of the personnel with regards to the preceding month of e.g. while submitting the bills for May-2018, the service provider must submit the challan for April-18.
21. No wages / remuneration will be paid to any staff for the day absence from duty.
22. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his / her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
23. The service provider shall be contactable at all times and message sent by Phone / e-mail / Special Messenger from the concerned RKS to the service provider shall be acknowledged immediately on receipt of the same day. The service provider shall strictly observe the instructions issued by the society in fulfillment of the contract from time to time.
24. The society shall not be liable for any loss, theft, burglary or robbery of any personal belongings, equipments of vehicles of the personnel of the service provider.
25. That the agency on its part and through its own resources shall ensure that the goods, materials and equipments, etc. of the society are not damaged on the process of carrying out the service undertaken by it and shall be responsible for such acts of commission and omission on the part of the employees / agent of the agency, then the agency shall be liable to reimburse to the society for the same. The agency shall keep the society fully indemnified against any such loss or damage.
26. The society will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages / remuneration will be decided in respect of the staff at the approved rates.
27. The successful bidder will enter in to a agreement with the concerned RKS for supply of suitable manpower as per requirement of the concerned RKS on these terms and conditions. The agreement will valid for a period of one year initially extendable for a further period up to one year subject to the concurrence of both the 1<sup>st</sup> and 2<sup>nd</sup> parties.
28. The rate of payment will be as per the prevailing rate notified by the Government in Labour & Employment Department for the labours.
29. The Service provider shall not assign, transfer or sub-contract the performance of service without the prior written consent of this office.
30. However, the agreement can be terminated by either party by giving one month notice in advance. If the Agency fails to give one month's notice in writing for termination of the Agreement then one month wages etc. and any amount due to the agency from the Society shall be forfeited by the Society.

**31.** That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

**32.** Any legal dispute arising out of this is subject to Karanjia jurisdiction only.

## 1. Payment & Price Validity

- a) The Agency shall be paid on monthly basis as per the contracted rate.
- b) While the bill for 1<sup>st</sup> month shall be paid after submission of bill for the month, payment from the 2<sup>nd</sup> month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF, ESI, etc. for the previous month and acquittance of payment of salary of engaged staff.
- c) The price as quoted by the Agency (as per **Part 2**) shall remain unchanged during the contract period.
- d) GST shall be paid at the applicable rate.
- e) Payment will be made on monthly basis subject to availability of fund time to time.
- f) Any delay of payment due to any reason by the authority, the agency will pay the salary to engaged staffs as per work certificate of hospital administrative and claim will be paid after wards.

## 2. Termination /Suspension of Agreement

- a) The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.
- b) The Hospital authority may suspend, by a notice in writing the agreement if the service provider fails to perform any of his obligations including carrying out the services, provided that such notice of suspension:
  - (i) Shall specify the nature of failure, and
  - (ii) Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.
- c) The Hospital after giving 30 days clear notice in writing expressing the intension of termination by stating the ground/grounds on the happening of any of the events (i) to (iv) below, may terminate the agreement after giving reasonable opportunity of being heard to the service provider.
  - (i) If the service provider do not take remedial measures in case of failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the Management have subsequently approved in writing.
  - (ii) If the service provider becomes insolvent or bankrupt.
  - (iii) If, as a result of force majeure, the service provider is unable to perform a material portion of the services in a period of not less than 60 days: or
  - (iv) If, in the judgment of the Management of Hospital, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

**TENDER FORM PART – 1 (Technical Bid)**

1	Name of the Firm / Agency	
2	Address of the Firm / Agency	
3	Name of Authorized Signatory ( in block letters)	
4	Specimen Signature of Authorized Signatory	
5	Telephone Number of Authorized Signatory Firm / Agency	
6	Registration No.	
8	GSTN Registration No.	
9	PAN No.	
10	P. F. Registration No.	
11	E. S. I. Registration No.	
12	Major Clients of the Firm / Agency (Give contact details of the agency)	
13	Financial position and operational results for last 3 financial years (2015-16, 2016-17 & 2017-18).	
14	Draft number and date of the EMD of Rs. 10,000/- submitted by the Firm / Agency (Yes/No)	
15	Whether the organization have submit the affidavit with following clause: 1. It has not been blacklisted by any Government Organization. 2. The organization does not have any legal suit / criminal case pending against it for violation of PF/ESI/MW Act or any other law. 3. That the organization agrees to abide by all terms & conditions of tender. 4. The organization will quote price inclusive all taxes.	
16	Whether the organization have quoted as per minimum wages act (Yes/No)	
17	Whether all documents submitted signed by the authorized signatory of the Firm/Agency (Yes/No)	

**DECLARATION**

I / We hereby certify that the terms & conditions, specification, etc. given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above is full and correct to the best of my / our knowledge. I / We understand that in case of any deviation in the above statement at any state, the Firm / Agency will be blacklisted and will not have any dealing with this office in future.

Place:

Date:

(Signature and seal of the authorized signatory)

**OFFICE OF THE SUPERINTENDENT**  
**Sub-Divisional Hospital, Karanjia, Mayurbhanj**  
**RATE SCHEDULE**  
**(to be submitted in Part-II (Price-Bid))**

Sl. No.	Item Description	Minimum Wage (Per worker) Per Day		
		Skilled	Un-Skilled	Semi-Skilled
1	Minimum Wage			
2	EPF (13.15%)			
3	ESI (4.75%)			
	Total			
4	GST (.....%)			
5	Service Charge			
6	Any other duties/ taxes etc.			
	Total (In figure)			
	Total (In words)			

Price to be quoted both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.

Place:

Date:

(Signature and seal of the authorized signatory)

Name & Address of the Bidder :-

Manpower (For official use only)

Sl. No	Criteria	Maximum Marks	Marks Obtained	Remarks
1	a) Registered Company: 5 Marks b) Society/ Partnership Firm/ Others : 3 Marks	5		
2	Years of Business Experience: a) Between 3 to 5 years : 5 Marks b) Above 5 years: 7 Marks c) Above 7 years: 10 Marks (To be calculated from date of incorporation/ registration)	10		
3	No. of field Staff employed: a) Between 1.5 to 2times : 5 Marks b) Above 2 times : 7 Marks c) Above 3 times : 10 Marks (Employed not less than ..... level staff (1.5 times of the required manpower in this bidding process) i.e. Staff directly engaged at the Clients locations (either single location or multiple locations) for rendering Manpower Services (non-administrative). (EPF and ESI returns to be furnished as supporting evidence in any of the three preceding months from the month when the proposal was submitted)	10		
4	Market Presence/ Clientele (Provided Manpower Services to Govt./ Semi-Govt./ Public Sector Clients): a) 1 to 2 nos. : 2 Marks b) 3 to 5 nos. : 4 Marks c) More than 5nos.: 5 Marks Provided similar services (Providing Manpower Services in Health Facilities) during the last 3 F.Y.s(Self Attested copies of Agreement/ Work orders are to be furnished along with the technical proposal).	5		

5	<p>Past Work Done (Last three years i.e. 2015-16, 2016-17 &amp; 2017-18):</p> <p>a) Above Rs. 8,00,000/-(equal to the estimated cost) : 4 Marks</p> <p>b) Above Rs. 16,00,000/- (2 times of the estimated cost) : 7 Marks</p> <p>c) Above Rs.24,00,000/- (3 times of the estimated cost) : 10 Marks</p>	10		
6	<p>Average Annual Turnover (last three years i.e. 2014-15, 2015-16, 2016-17) :</p> <p>d) Above Rs. 8,00,000/-(equal to the estimated cost) : 4 Marks</p> <p>e) Above Rs. 16,00,000/- (2 times of the estimated cost) : 7 Marks</p> <p>a) Above Rs.24,00,000/- (3 times of the estimated cost) : 10 Marks</p>	10		
	Total	50		