



**PANDIT RAGHUNATH MURMU
MEDICAL COLLEGE & HOSPITAL,
BARIPADA, MAYURBHANJ**

Tender Reference No. 771 /PRM MCH/2023-24 Dt. 09.02.2024

**TENDER DOCUMENT
FOR
AWARD OF CONTRACT FOR PROVIDING NON-TEACHING
OUTSOURCING STAFF BY MANPOWER AGENCY**

**Address for correspondence – Office of the
Superintendent PRM MCH
At/Po- Baripada, Dist- Mayurbhanj, Odisha, Pin- 757001**


**Superintendent
PRM MCH, Baripada**

NOTICE INVITING PROPOSAL

Sealed notice two bid system for eligible Manpower Service providers for providing different category of post (non-teaching/paramedical/Hospital staff for engagement on outsourced basis as approved by finance Department to PRM Medical College & Hospital, Baripada for the period of one year is invited. Requirement/ eligibility criteria/ Terms and condition of the contract have been clarified in the additional documents (Annexure- A, B, C, D and E). Tender document (including additional documents) is available online on the district website www.mayurbhanj.nic.in.

Bidders are advised to read tender document (uploaded on website) and check their eligibility before participating in the bid.

Date of Issue of Tender:- 09.02.2024

Last date of submission of Tender:- 29.02.2024 at 5.30 PM

Date of Pre bid Tender Meeting: - 16.02.2024 at 12 Noon

Date of opening of Technical bid: - 01.03.2024 at 11.30 AM

Date of opening of Financial Bid:- will be intimated later.



Sd/-

Superintendent

PRM MCH, Baripada, Mayurbhanj

Superintendent

PRM MCH, Baripada

ANNEXURE-A

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. PROPOSAL:

Sealed Tender are invited from eligible, reputed and qualified organization for the assignment as defined under the Terms of Reference section. The invitation to bid is open to all bidders meeting the minimum eligibility criteria as mentioned in subsequent section of this RPF Document.

2. BACKGROUND INFORMATION:

The Superintendent, PRM Medical College & Hospital, Baripada-757001 requires to engage non-teaching/paramedics/Hospital staff on outsourcing basis. The Selected service provider Agency is required to supply manpower for the period of one year or till filling up of the said post through regular recruitment process which ever is earlier by Govt. of Odisha is invited. The requirement is subject to annual renewal based on satisfactory performance.

3. INSTRUCTION TO BIDDER:

3.1 General:

- a. While sincere effort has been made to provide comprehensive and accurate background information, requirements and specification, Bidders must form their own conclusions about the support to meet the requirements based on their past experience.
- b. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by Superintendent, PRM Medical College & Hospital, Baripada.
- c. No commitment of any kind, contractual or otherwise shall exit unless and until a formal written contract has been executed by Superintendent, PRM Medical College & Hospital, Baripada. Any notification of preferred bidders' status by the Superintendent, PRM Medical College & Hospital, Baripada, shall not give rise to any enforceable rights by the bidders. The Superintendent, PRM Medical College & Hospital, Baripada may cancel this tender at any time prior to a formal written contract being executed.

3.2. Pre-bid Meeting:

- a. The Bidders designated representative are invited to attend the Pre-Bid meeting at their own cost conveyance & responsibility, which will take place at office of the Superintendent, PRM Medical College & Hospital, Baripada. The date and time of the meeting will be communicated to the bidder(s) mentioned in the tender document.

- b. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- c. The prospective bidders are requested to submit any queries in format Form 13 in advance to reach Superintendent, PRM Medical College & Hospital, Baripada on or before the stipulated date as mentioned on the cover page of the tender document only as it may not be practicable at the Pre-bid meeting to answer all questions instantly. The Hospital authority shall not be responsible for ensuring that the bidders queries have been received by them. Any requests for clarifications received after the indicted date and time shall not be entertained by the department.
- d. The committee notified by Superintendent, PRM Medical College & Hospital, Baripada will endeavor to provide timely clarification to all queries.
- e. At any time prior to the last date for receipt of bids, Superintendent, PRM Medical College & Hospital, Baripada may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender document by a corrigendum.
- f. The corrigendum (if any) & clarification to the queries from all bidders will be posted on district website www.mayurbhanj.nic.in.
- g. Any such corrigendum shall be deemed to be incorporated into this Tender.
- h. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the Superintendent, PRM Medical College & Hospital, Baripada may, at its discretion, extend the last date for the receipt of Proposals.

3.3 Compliant proposals/ completeness of Tender paper.

- a. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph or any clause of the RFP may render non-complaint and the proposal may be rejected. Bidders must:
 - Include all documentation specified in this RFP
 - Follow the format prescribed in this RFP and respond to each element in the order as set out in this RFP
 - Comply with all requirements as set out within this RFP.

3.4 Key Requirements of the Bid:

- a. Right to Terminate the process.

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- b. The Superintendent, PRM Medical College & Hospital, Baripada may terminate the Tender process at any time and without assigning any reason thereof. The Superintendent, PRM Medical College & Hospital, Baripada makes to commitments, express or implied, that this process will result in a business transaction with anyone.
- c. The submission of tender paper does not constitute an offer by the Superintendent, PRM Medical College & Hospital, Baripada. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

3.5 Cost of Tender Paper

Tender document can be downloaded from district website www.mayurbhanj.nic.in. The bidders are required to submit the non-refundable tender document fee of **Rs. 11,800/- (10,000+ 18% GST)** (Rupees Eleven Thousand Eight Hundred) only in shape of an Account payee Demand Draft in favour of the Superintendent, PRM Medical College & Hospital, Baripada and payable at Baripada from any scheduled commercial bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

3.6 Earnest Money Deposit (EMD)

- a. Bidders shall submit along with their Technical Bids, EMD of Rs. 2,50,000.00/- (Rupees Two lakh fifty Thousand) only in shape of an Account payee Demand Draft in favour of the Superintendent, PRM Medical College & Hospital, Baripada and payable at Baripada from any scheduled commercial bank and shall be valid for 60 days from the due date of the tender/tender paper.
- b. EMD of all unsuccessful bidders would be refunded within 180 days of the bidder successful bidder as being unsuccessful. The EMD for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
- c. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- e. The amount of earnest money deposit of the successful bidder can be adjusted against the performance security deposited. The successful bidder in case of local MSE will have to deposit 25% of stipulated performance security by way of Demand draft drawn on any nationalized or schedule bank payable in favour of Superintendent, PRM Medical College & Hospital, Baripada. No interest shall be payable on the performance security /EMD/Performance bank guarantee.

- f. The EMD may be forfeited:
- If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, if the bidder fails to sign the contact in accordance with this tender paper.
 - If found to have a record of poor performance such as having abandoned work, having been black-listed, having faced Commercial failures etc.

3.7 Performance Security:

The performance security deposit is for due performance of the contract. As the contract shall be signed initially for a period of one year or till filling up of the said post through regular recruitment process which ever is earlier by Govt. of Odisha, the selected agency has to furnish a performance security deposit amounting to 5% of the total contract value (for one year) of the concerned district / Institution in the shape of DD from a National/ Scheduled Bank in India. The amount of Earnest money deposit of the selected bidder can be adjusted against the performance security deposit. The successful bidder in case of local MSE will have to deposit 25% of the stipulated Performance Security (i.e. 25% of 5% of the total contract value for three years) by way of demand draft drawn on any Nationalized/Scheduled Bank payable at location of the concerned District/ Institution or Bank Guarantee from any Nationalized/ Scheduled Bank in favour of Superintendent, PRM Medical College & Hospital, Baripada. The Authority/ Institutions in the following circumstances can forfeit it; 1)- When any terms or the condition of the contract is infringed. 2)- When the service provider fails in providing the required services satisfactorily.

3.8 Submission of Proposals:

- a. The bidders shall submit their tender paper as per the format given in this tender paper in the following manner:
- Technical Bid [Form 1 to Form 9] – in first envelope [Tender Paper, Technical Bid, EMD, Cost of Tender Paper]
 - Price Bid [Form 10 & 11] – in second envelope.
- b. The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- c. Please Note that Prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.
- d. The two envelopes containing copies of Technical Bid and Price Bid but shall be put in another single sealed envelope clearly marked "Proposal for Selection of Service Providing Agency to supply of manpower at PRM Medical College & Hospital, Baripada.

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- e. The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and fax number of the bidder.
- f. All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of bid. Overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- g. All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.

3.9 Authentication of Bids:

The tender paper shall be accompanied by a power-of-attorney in the name of the signatory of the proposal who can bind the Firm/Company.

3.10 Evaluation Process:

- a. Superintendent, PRM Medical College & Hospital, Baripada will constitute a Tender Evaluation Committee [Tender Committee] to evaluate the responses of the bidders.
- b. The Tender Evaluation Committee constituted by the Superintendent, PRM Medical College & Hospital, Baripada shall evaluate the tender papers and all supporting documents/ documentary evidence as specified in clause – 5.1 of tender paper may lead to rejection.
- c. The decision of the Committee in the evaluation of tender papers shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.
- d. The Committee may ask for meeting with the Bidders to seek clarifications on their proposals.
- e. The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f. Each of the tender paper shall be evaluated as per the criteria and requirements specified in this tender paper.

3.11 Tender Opening:

The Bids will be submitted by Dt. 29.02.2024 at 5.30 PM. The technical bids will be opened on Dt. 01.03.2024 at 11.30 AM in the Committee Hall of PRM MCH, in the presence of the Bidders or their authorized representatives, who may be present at the time of opening. The representative of the bidders are advised to carry the identity card or a

letter of authority from the tendering firms to identify their bona fides for attending the page 7 opening of the proposal. The date of opening for Financial Bid will be communicated to the bidders after analyzing the technical bid. In case of absence of any bidder then bid document will be opened by the committee members.

3.12 Tender Validity

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

3.13 Tender Evaluation:

- a. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers:
- Are not submitted in as specified in the tender document.
 - Received without the Letter of Authorization (Power of Attorney).
 - Are found with suppressions of details.
 - With incomplete information, subjective, conditional offers and partial offers submitted.
 - Submitted without the documents requested in the checklist.
 - Have non-compliance of any of the clauses stipulated.
 - With lesser validity period.
 - Received without Cost of Tender Paper/ EMD or both.

All responsive Bids will be considered for further processing as below.

Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

4. CRITERIA FOR EVALUATION:

Proposals for this contract will be assessed in accordance with Quality and Cost based Selection (QCBS) system. All bids will primarily be evaluated on the basis of eligibility criteria. The Tender Committee will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.

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- Any other relevant factors, if any, listed in the document, or health and F.W. Department, Odisha deems necessary or prudent to take into consideration.

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders satisfying all the pre-qualification criteria would be considered for technical evaluation. Bidders qualifying in the technical evaluation will only be considered for further financial bid. Bids of Tender which don't possess the minimum specified documents will be considered technically non-responsive and hence will be debarred from being considered for further evaluation.

4.1 Modifications:

Any Govt. notification or circular related to procurement of manpower serve will be enforced in future during the tender process or after awarding of the contract, will be binding up on both the tendering authority and tenderer.


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5. PRE-QUALIFICATION CRITERIA:

All bids will primarily be evaluated on the basis of Pre-Qualification Criteria. The Tender Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents detailed below as relevant to the bidder.

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
01	Legal Entity	<ul style="list-style-type: none"> The bidder must be a Company registered under the Indian Companies Act, 1956 (Now CA-2009) or registered under limited liability partnership act 2008 and be in business for more than 03 years in India as on last date of submission of bid. The bidder must be registered with GSTN, EPF, ESI, PAN and up-to-date IT return for the last three years. 	<ul style="list-style-type: none"> Certificates of Incorporation GST Registration Certificate EPF Registration Certificate with number ESI Registration Certificate with number PAN Copy IT Return for last 03 years and dully signed.
02	Average Annual Turnover and positive Net worth	<ul style="list-style-type: none"> Average Annual Turnover during last three financial years (as per the last published Balance sheets) should be minimum amount Rs. 5,00,00,000/- (Rupees Five Crore) 	<ul style="list-style-type: none"> Copy of the Audited Balance sheet and Profit & Loss Account. Showing the relevant trade for last three FY (2020-21, 2021-22 & 2022-23)
03	Consortium	<ul style="list-style-type: none"> Not Allowed 	
04	Technical Capability	<ul style="list-style-type: none"> The bidder must have successfully undertaken at least three projects not less than the amount Rs. 5,00,00,000/- (Rupees Five Crore) only in India primarily related to Project Management Consulting/ Supplying professional manpower/ implementation of e-Governance solution (Other than supply of Hardware and Data Entry) in last three financial years. 	<ul style="list-style-type: none"> Work order from the client mentioning details of order and amount of claim.
05	Local presence of the Bidders	<ul style="list-style-type: none"> The bidder's local presence is desirable and essential 	<ul style="list-style-type: none"> Self-Certified letter on existence of local office along with necessary evidence.

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OFFICE OF THE SUPERINTENDENT PANDIT RAGHUNATH MURMU MEDICAL COLLEGE & HOSPITAL, A/PO: BARIPADA- 757001, DISTRICT- MAYURBHANJ

E-mail: superintendentprmmch@gmail.com

06	Blacklisting	<ul style="list-style-type: none"> Affidavit by the Authorized signatory of the bidder that the bidder has not been backlisted by any Central/ State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices must be submitted on original letter head of the bidder with signature and stamp. 	<ul style="list-style-type: none"> Affidavit in prescribed format [Form-7]
07	Tender Fees	<ul style="list-style-type: none"> The bidder must have submitted Rs. 11,800/- (10,000+ 18% GST) (Rupees Eleven Thousand Eight Hundred) towards the cost of the Tender Document. 	<ul style="list-style-type: none"> In shape of Account Payee Demand Draft from any Scheduled Commercial Bank.
08	EMD	<ul style="list-style-type: none"> The bidder must have furnished the EMD of Rs. 2,50,000/- (Rupees Two Lakh fifty thousand only) 	<ul style="list-style-type: none"> In shape of Account Payee Demand Draft from any Scheduled Commercial Bank.

6. Technical Evaluation:

Bidders need to score minimum **50 Marks out of 100 marks** for qualifying to next stage i.e. Financial Evaluation. Details of Technical evaluation will be done on the following criteria:

- The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidders or their authorized representatives.
- Incase the bidders/ representative fail to remain present on the fixed opening date of tender, in that case the tender pepper will be opened in presence of the committee members.
- If a firm quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered.
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Sl. No.	Parameter	Supporting Documents	Maximum Marks	Marking criteria
01	Business Turnover: The Bidder should have had a minimum annual turnover of Rs. 05 Crore during each of the last years (202-21, 2021-22 & 2022-23) from exclusive activity of Manpower Providing Services.	Copy of the audited Balance Sheet and / or Certificate of the Chartered Accountant for preceding Three years.	30 Marks	Average of Annual Turnover for prescribed 03 years will be taken into account and mark s will be given as follows: <ul style="list-style-type: none"> 05-15 Crore- 10 Marks More than 15 Crore to 30 Crores - 20 Marks More than 30 crores - 30 Marks

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02	Business Operation: The Bidder must have a minimum of Five Years experience in supplying contractual outsourced manpower to reputed Central/ State Govt. Departments/Public Sector Companies/Banks.	Details of Contracts relating to supplying of manpower to reputed Central/State Govt. Departments/ Public Sector Companies/ undertaking in the five years along with attested copies of the work orders.	30 Marks	<ul style="list-style-type: none"> • Less than 5 years: 0 Marks • More than 5 years to 10 years: 10 Marks • More than 10 years to 15 years: 20 Marks • More than 15 years: 30 Marks
03	The Bidders must have executed manpower service contract in any Health Institution from 2018 to till date	Details proof of award of contract along with details address of service procuring authority.	20 Marks	Manpower service to health institution: - <ul style="list-style-type: none"> • (1 to 5 projects): 05 Marks • (5 to 10 projects): 10 Marks • (10 to 15 Project): 15 Marks • (15 or more): 20 Marks
04	Total no. of Manpower: The Agency should have proven tract record of providing average of 300 contractual outsourced manpower per month in minimum of three (3) projects of Central/State Govt. Departments/Public sector Companies/Banks/Public Ector company.	Satisfactory documentary proof to be attached	20 Marks	<ul style="list-style-type: none"> • Average manpower 100 to 300 outsourced manpower per month: 05 Marks • More than 300 to 600 average outsourced manpower per month: 10 Marks • More than 600 to 900 average outsourced manpower per month: 15 Marks • More than 900 outsourced manpower average per month: 20 Marks

7. FINANCIAL EVALUATION:

- The bidder must quote price exclusive of any taxes and duties.
- Arithmetical errors will be rectified on the following basis. Amount mentioned in word will prevail against the figure RFP for in case of any discrepancy in Financial Proposal.
- The bidders are informed to quote (minimum service charge to be 3.85% (3% profit plus transection charge) which should not exceed 70% as per office

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memorandum of Govt. of Odisha Finance Department No. 19595/F. Dt. 11.07.2023.

1. If multiple Bidders are found to be L1 (lowest-1) bidder in the financial evaluation, then the selection will be based on the Technical evaluation score of the L-1 bidders. Among the L-1 bidders having highest Technical score in Technical evaluation will be selected for awarding of the contract.
2. Further if the technical evaluation score of multiple L-1 bidders found to be same than among the L-1 bidders having highest score in technical evaluation, Point-3 will be selected for awarding of the contract.
3. If there is a further tie in point No. 3, then the bidder having the highest average annual turnover of the last three years will be selected for awarding of the contract.
4. If multiple bidders are found equal marks in the above process, then the highest scored bidder in (SL. No.-1) will be considered and will be awarded the contract.

8. APPOINTMENT OF SERVICE PROVIDER AGENCY:

8.1 Award Criteria:

The Superintendent, PRM Medical College & Hospital, Baripada will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

8.2 Right to Accept any Proposal and to Reject any or all proposal(s):

The Superintendent, PRM Medical College & Hospital, Baripada reserves the right to accept or reject any proposal bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

8.3 Notification of Award:

Prior to the expiration of the validity period, The Superintendent, PRM Medical College & Hospital, Baripada will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process/ public procurement process has not been completed within the stipulated period. The Superintendent, PRM Medical College & Hospital, Baripada may like to request the bidders to extend the validity period of the bid. In such case the extended period shall be accepted as mutually agreed upon.

Upon successful bidder's signing the contract, The Superintendent, PRM Medical College & Hospital, Baripada will notify each unsuccessful bidder and return their EMD.

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8.4 Contract Finalization and Award-

The Superintendent, PRM Medical College & Hospital, Baripada shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalized for award & signing.

8.5 Signing of Contract

After notification by The Superintendent, PRM Medical College & Hospital, Baripada on the successful bidder that its proposal has been accepted. The Superintendent, PRM Medical College & Hospital, Baripada shall enter into a contract, incorporating all clauses and the proposal of the bidder between the department and the successful bidder. The Draft Legal Agreement will be provided as a separate document.

8.6 Failure to Agree with the Terms and Conditions of the Tender Paper:

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event The Superintendent, PRM Medical College & Hospital, Baripada may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, The Superintendent, PRM Medical College & Hospital, Baripada shall forfeit the EMD of the successful bidder.

8.7 Period of Contract:

The period of contract shall be for a period of one year or till filling up of the said post through regular recruitment process whichever is earlier by Govt. of Odisha from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms & conditions.

9. Terms of Reference

9.1 Role and Responsibility of the Human Resource Service Providing Agency:

The Human Resource Service Providing Agency (HRSPA) selected will be completely responsible to The Superintendent, PRM Medical College & Hospital, Baripada report to him/her for regular activities.

Following are the key responsibility of agency.

9.2 The HRSPA must ensure that the following categories of Human Resource are deployed in and will not be engaged by the agency for any other activities during their term of engagement.

Notes:

1. The manpower requirement is approximate and likely to change at the discretion of competent authority at the time of award of contract or at any stage during the contract period. The agency shall be bound to provide additional manpower or reduce/ retrench the existing manpower at the direction of the tendering authority.

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2. Candidate must be having minimum Standard/ Benchmarks/ Qualifications/ Age for the services sought is as per Govt. of Odisha Norms which shall also be followed by the agency strictly.
3. The duties and responsibilities of the manpower deployed by the agency are similar to the job profile for above posts of PRM Medical College & Hospital, Baripada.
4. The agency will ensure the required representations of reserved category candidates as per Government norms and protocol.
5. Retired personnel who have retired from Govt. Services/ Private Sectors on attaining the age of superannuation and below 65 years having good service records and physically fit shall be eligible to be considered for re-employment.
6. All these Non-Teaching posts will be filled up by taking only fresh/retired candidates as per the post criteria.
7. The Employee's contribution towards EPF and ESI for outsourced personnel will be reimbursed over and above the amount of consolidated remuneration by the Tenderer subject to satisfactory proof of such contribution made.
 - a. Engagement and deployment of manpower of Meical College both Hospital and College unit and timely payment of remuneration to the personnel through bank transfer.
 - b. The HRSPA (Human Resource and Service Administration) is expected to always keep available a reserve pool of equally skilled Human Resources that can be tapped for immediate deployment on project. In case of any Page II replacement, the outgoing resource must provide 2 weeks of handholding support to the fresh incumbent to ensure continuity and smooth knowledge-transfer. No post should remain vacant at any time.
 - c. The HRSPA is expected to provide professional, objective and impartial advice and at all times hold the interests of the State Government paramount, strictly avoid conflicts with any other assignments/jobs or their own corporate interests and act without any consideration for future work.
 - d. In case any of the proposed Human Resources are found to be not performing or not meeting the expectations shall find a replacement. The Superintendent, PRM Medical College & Hospital, Baripada will evaluate the replacement profile and indicate the acceptance/ rejection of the profile.

10. Payment Terms:

The Service Provider will pay the personnel deployed within seven days after receipt of Absent statement from the office of the Superintendent, PRM Medical College & Hospital, Baripada. The Service Provider can claim the reimbursement within 07 days of its payment by enclosing the online transfer of Bank Statement on calendar month basis according to the number of manpower engaged in the project. The Superintendent, PRM Medical College & Hospital, Baripada will release the payment to the service provider within 15 days of their claim after acceptance deliverables. All claims will be submitted to following address.

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11. Casual Leave:

The Employees to be engaged by the agency shall be allowed to avail the casual leave for a maximum period of 10 days in a year. (Subject to exigencies of public Services) i.e. one day casual leave per month subject to within the stipulated days during their engagement. The 10 days leave will be in a calendar year and not to be carried over to the next year.

12. Termination for Default:

The Superintendent, PRM Medical College & Hospital, Baripada may without prejudice to any other remedy for breach up of terms and conditions including forfeiture of Performance Security by written notice of default sent term & conditions including of forfeiture of Performance Security by written notice of default sent to the Service Provider, terminate the work/task in whole or in part, after sending a notice to the Service Provider in this regard. If the Service Provider fails to deliver or complete the job assigned in the terms and condition within the time period(s) specified in the Tender document. If the Company fails to perform any other obligations under the term & conditions.

13. Force Majeure:

- This clause shall mean and be limited to the following in the execution of the contract placed by the department.
- War/ hostilities
- Riot or civil commotion
- Earth Quake, Flood, Tempest, Lightning or other natural physical disaster.
- Restriction imposed by the Government or other statutory bodies, which is beyond the control of the consultant, which prevent or delay the execution of the order by the consultant.
- The service provider shall advise the department in writing the beginning and the end of the above clauses of delay, within 07 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the Hospital Administration reserves the right to cancel the contract without any obligation to compensate the consultant in any manner for whatsoever reason, subject to the provision of clause mentioned.

14. Arbitration:

- All disputes, differences, claims and demands arising under the contact shall be referred to the Superintendent, PRM Medical College & Hospital, Baripada for final decision and the same shall be binding on all parties.
- Any other terms & conditions mutually agreed prior to finalization of the order/ agreement shall be binding on the service provider.
- Superintendent, PRM Medical College & Hospital, Baripada and the selected Service Provider shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision

of which is specially arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in written before entering into the reference and award of the arbitrators or umpires, as the case may be. Shall be final and binding on both the parties. The arbitrators or the umpire case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and /Conciliation Act. 1996.

15. Legal Jurisdiction: -

All legal disputes are subject to the jurisdiction of Baripada courts only.

16. Liquidated Damages: -

The selected service provider must supply the required manpower within 15 days of signing the contract. Any delay in supplying manpower will invite a penalty @ Rs. 500 per manpower per day delay beyond the stipulated timeline. The same clause is also applicable for delay in replacement of manpower beyond the stipulated timeline of 15 days.


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**OFFICE OF THE SUPERINTENDENT PANDIT RAGHUNATH MURMU MEDICAL COLLEGE &
HOSPITAL, At/PO: BARIPADA- 757001, DISTRICT- MAYURBHANJ**


E-mail: superintendentprmmch@gmail.com

Sl. No.	Name of the Post	Monthly Remuneration	Fresh/Retired candidate having Education Qualification	College side	Supdt. Side	Total No. of Required	Age Limit
01	Clinical Psychologist	Rs. 21500/- (Approx.)	M.Phil in Clinical Psychologist	0	1	1	Above 21 Years
02	Dietician	Rs. 21100/- (Approx.)	B.Sc. in Dietetics from any Govt. Recognized Institutions/ University	0	1	1	Above 21 Years
03	Medical Record Officer	Rs. 21100/- (Approx.)	Graduate Statistics in Economics/ Graduation/ Commerce	0	1	1	Above 21 Years
04	Speech Pathologist	Rs. 21100/- (Approx.)	BSc in speech and hearing (or) Bachelor of science [HLS] (or) BSLPA from a recognized University	1	1	2	Above 21 Years
05	Statistician	Rs. 21500/- (Approx.)	B.Sc in Statistics Economics	0	1	1	Above 21 Years
06	Audio Visual Technician	Rs. 12500/- (Approx.)	B.Sc in Audiometry	0	1	1	Above 21 Years
07	Record Clerk	Rs. 11900/- (Approx.)	Clerk	0	3	3	Above 21 Years
08	Attendant	Rs. 10100/- (Approx.)	Attendant- Group D-Peon (Minimum 7 th pass)	0	30	30	Above 21 Years
09	Peon	Rs. 10100/- (Approx.)	Peon (Minimum 7 th pass)	4	4	8	Above 21 Years
10	Technical Store Keeper	Rs. 21,100/- (Approx.)	B. Pharm from a recognized institution.	0	1	1	Above 21 Years
11	Veterinary Medical Officer	Rs. 21,100/- (Approx.)	Bachelor's Degree in Veterinary Science from any Govt. Recognized Institutions/ University	0	1	1	Above 21 Years
12	Animal Attendant	Rs. 10,100/- (Approx.)	Attendant- Group D-Peon (Minimum 7 th pass)	0	1	1	Above 21 Years
13	Lab. Attendant	Rs. 10,100/- (Approx.)	Attendant- Group D-Peon (Minimum 7 th pass)	20	0	20	Above 21 Years
14	Dissection Hall Assistant	Rs. 10100/- (Approx.)	Candidate must have passed M.E (7 th) Examination or equivalent and can read, write and speak Odia, Selection shall be on basis of merit prepared by taking the marks secured in Class-7	0	0	0	Above 21 Years

**OFFICE OF THE SUPERINTENDENT PANDIT RAGHUNATH MURMU MEDICAL COLLEGE &
HOSPITAL, At/PO: BARIPADA- 757001, DISTRICT- MAYURBHANJ**

E-mail: superintendentprmmch@gmail.com

15	Speech Therapist	Rs. 12,500/- (Approx.)	B.Sc. degree in speech & Hearing from any Govt. Recognized Institutions/ University	0	0	0	Above 21 Years
16	Medical Social Worker	Rs. 11,500/- (Approx.)	Medical Social worker	2	0	2	Above 21 Years
17	Health Inspector	Rs. 11,500/- (Approx.)	Health Inspector	2	0	2	Above 21 Years
18	Health Educator	Rs. 21,100/- (Approx.)	Bachelor's degree in public health, education or a related field	3	0	3	Above 21 Years
19	T.B. Chest Diseases Health	Rs. 11,500/- (Approx.)	Technician / D.Pharma	1	0	1	Above 21 Years
20	Psychiatric Social Worker	Rs. 11,200/- (Approx.)	Medical Social Worker	1	0	1	Above 21 Years
21	Refractonist	Rs. 12,500/- (Approx.)	Must have passed diploma in Optometry from any Govt. recognized Institute or Ophthalmic Assistant course with two years' experience. The diploma in optometry will be preferred over ophthalmic Assistant	1	0	1	Above 21 Years
22	Dental Technician	Rs. 11,900/- (Approx.)	Diploma in Dental Mechanic from any Govt. recognized institution. Must be registered with Dental council of India or State Dental Council	1	0	1	Above 21 Years
23	Junior Librarian	Rs. 11,200/- (Approx.)	Librarian	1	0	1	Above 21 Years


**Superintendent
PRM MCH, Baripada**

Appendix-I: Technical Bid

Form 1: Compliance Sheet for Eligibility Criteria

RFP No. _____, Date. _____

Please check whether following have been enclosed in the respective covers, letter of Technical Bid

Sl. No.	Compliance Document	Provided (Yes/No)	Page No. in the Technical Bid
01.	Copy of Certificate of Incorporation:		
02.	Copy of GST (mandatory) / Service Tax Registration Certificate:		
03.	Copy of PAN:		
04.	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three Financial Year as on 31 st March, 2023		
05.	Tender Paper cost (DD No.: Amount, Bank:, Date:)		
06.	Earnest Money (DD No.: Amount, Bank:, Date:)		
07.	Bid Letter (Technical Bid) [In Form 2]		
08.	Particulars of the Bidder [In Form 3]		
09.	List of Project Executed [In Form 4] [Certificate form the client as per clause 5.1]		
10.	Project Citation of each Project listed in Form 4 [In Form 5]		
11.	Affidavit of not be under Ineligibility [In Form 6]		
12.	Copy of power of Attorney in the name of the Authorized signatory		
13.	Self-Certified letter on existence of local office in Odisha along with necessary evidence		
14.	Copy of the CMM/ISO 9001/IEC 20000certificate/s (if available).		
15.	Approach & Methodology [In Form 8]		

Signature of Witness

Date:
Place:

Signature of the Bidder

Date:
Place:

Company seal

Form 2: Bid Letter (Technical Bid)

RFP NO. _____, Date: _____

To

The Superintendent
Pandit Raghunath Murmu Medical College & Hospital
Baripada, Mayurbhanj.

Sub: Submission of the Technical Bid for supply of manpower for PRM
Medical College & Hospital (Both Hospital & College Side)

Madam/ Sir

We, the undersigned, offer to provide our services to the Pandit Raghunath Murmu Medical College & Hospital ((Both Hospital & College Side), with year Request for Proposal dated and our Proposal. We are hereby submitting our Proposal, which includes this Technical Bids and the financial bid sealed in separate envelopes

We hereby declare that all the information and statement made in this Technical Bid are true and correct accept that any misinterpretation contained in may lead to our disqualification

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RPF document.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,


Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of the Firm:

Address:

Location:

Date:


Superintendent
PRM MCH, Baripada

Form 3: particulars of the Bidder

RFP NO: _____, Date: _____

1. Name of the Organization
2. Status of Registration of Orgn.
3. Address of Office
4. Telephone No.
5. Email Address
6. Website
7. Registration No. & Date
8. No. of employees
9. No. of years of proven experience of providing similar services in India.
10. No. of years of proven experience of providing similar services in Odisha.
11. Annual Turnover of the company (in last three years)

Signature of Witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company seal


Superintendent
PRM MCH, Baripada

Form -4: ANNUAL TURN OVER STATEMENT

(To be submitted in **Cover A -Technical Bid**)

(To be furnished in the **letter head** of the Auditor/ Chartered Accountant)

The Annual Average Turnover for the 2020-21, 2021-22 & 2022-23 of M/s _____ who is a Manufacturer /Distributor/supplier (Pl. tick whichever is applicable) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2020 – 2021 (FY)	-
2.	2021 – 2022 (FY)	-
3.	2022 - 2023 (FY)	-

Average Annual Turnover (for the above three years) in (Rs.) _____

Date:

Place:

(Name in Capital)

Signature of Auditor/

Chartered Accountant


Seal

Membership No.-

Registration No. of Firm

Note:

- a) To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the Membership no.


Superintendent
PRM MCH, Baripada

From 5: format for List of Project Executed

RFP NO. _____, Date. _____

Sl. No.	Name, Address of the Client	Name of the Project	Project Period		Total Project Cost	I this Project Similar to Current Assignment (Yes/No)
			From	To		

Note: The information provided in the above table must supported by relevant work order copy.


Superintendent
PRM MCH, Baripada

Form 6: format for List of Project Executed

RFP NO. _____, Date. _____

I. Client Details

1. Name of the Client:
2. Sector of the Client:
3. Details of concerned officer of the client (Name, Designation, Address, Phone, E-mail):

II. Project Details

4. Name of the Project:
5. Work order No. & Date.:
6. Project Start Date:
7. Project Cost (Excluding Tax in INR)
8. Type of Project a) Supply of manpower b) Project consulting
c) Management d) E-Governance Project Implementation
d) Other
9. No. of skilled professionals involved in the project
10. Implementation coverage: a) State Level b) District Level c) Block
11. Brief details about scope of the project:

Signature of Witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company seal


**Superintendent
PRM MCH, Baripada**

Form 7: Affidavit of not be under Ineligibility

(To be submitted by the Bidder in Non-judicial stamp paper)
[To be submitted in Technical Bid]

Before the Executive Magistrate/ Notary Public Sri _____

AFFIDAVIT

I, Sri/ Smt. _____ aged about _____
S/o./ D/o./ W/o. _____ Proprietor/Partner/ Director of
M/s. _____ At.- _____, P.O.-
_____, PS.- _____, Dist.- _____ do
hereby solemnly affirm and state as follows;

- 1) That pursuant to the tender call notice Dated,of Superintendent, PRM MC & H, Baripada for Supply of manpower for Medical College and Hospital Unit, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That I/my firm/company not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. For any State Government or government of India organization/department.
- 5) That this affidavit is required to be produced with tender paper before the Superintendent, Pandit Raghunath Murmu Medical College & Hospital, Baripada, Government of Odisha.
- 6) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Advocate

Deponents


The above deponent being present before me & duly identified by Sri..... Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

*Strike out whichever is not applicable.

Executive Magistrate/

Notary Public _____


Superintendent
PRM MCH, Baripada

From 8: Approach & Methodology

RFP NO. _____, Date. _____

Describe about Approach Methodology, Work Planned understanding of the assignment, Key Professional of the Bidder, Staff Qualification and competency for the assignment in this form.


Signature of Witness Date:

Date:

Signature of the Bidder

Place:

Company Seal


**Superintendent
PRM MCH, Baripada**

Appendix-II: Commercial Bid

From 9: Approach & Methodology

RFP NO. _____, Date. _____

Please check whether following have been enclosed in the respective covers, Financial Bid.

- a. Bid Letter (Financial) (In the format attached at Form 10)
- b. Financial Proposal (In the format attached at Form 11)

Signature of Witness Date:

Signature of the Bidder Date:

Date:

Place:

Company Seal


Superintendent
PRM MCH, Baripada

From 10: Bid Letter (Financial Bid)

To

**The Superintendent
Pandit Raghunath Murmu Medical College & Hospital
Baripada, Mayurbhanj.**

Subject: Submission of the financial bid for Supply of manpower.

Madam/ Sir

We, the undersigned, offer to provide our services for supply of manpower for in accordance with year Request for Proposal <<RPF No.>>dated<<Date>> and our Proposal (Technical and Financial Proposals). Our Financial Proposal is attached in form 11. This amount quoted is exclusive of any taxes and duties.

- 1. PRICE AND VALIDITY** All the prices mentioned in our Tender are in accordance with the terms and condition as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period 180 days from the date of opening of the Bid. We hereby confirm that our prices do not include any taxes and duties. We understand that the actual payment would be made as per the existing tax rates during the time of payment.
- 2. UNIT RATES** We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.
- 3. TENDER PRICE** We further conform that the price stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.
- 4. QUALIFYING DATA** We conform having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.
- 5. BID PRICE** We declare that our bid price is for the entire scope of the work as specified in the appropriate section in the RFP. These prices are indicated Commercial Bid attached with our Tender as part of the Tender. Our Financial proposal shall be binding upon us subject to the modification resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive. We hereby declare that our Tender is made in good faith, without collusion or fraud and information contained in the Tender is true and correct to the best of our knowledge and belief. We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you, Yours sincerely,

Authorized Signature:

Name & Title of Signatory: Name of Firm:

Address:

Location, Date>


**Superintendent
PRM MCH, Baripada**

From 11: Approach & Methodology

RFP NO. _____, Date. _____

- i. Name of Tendering Manpower Service Provider:
- ii. Rate per person per month:

Sl. No.	Post/Jobs	Take Home remuneration	Employee's contribution		Total per person	Employers contribution		Service charge	Any other statutory deduction	Total No. of posts	Total in INR's
			EPF	ESI		EPF	ESI				


Superintendent
PRM MCH, Baripada