



**GOVERNMENT OF INDIA  
O/O ADDITIONAL DIRECTOR,  
CENTRAL GOVERNMENT HEALTH SCHEME  
A.G.COLONY UNIT-IV  
BHUBANESWAR**

**NO:Con/Appoint/CGHS-BBSR/2017/**

**Date: 21.06.2017**

**Notice inviting Tender Providing of CONTRACTUAL PROFESSIONAL SERVICES through Outsourcing in different designation for CGHS,Bhubaneswar.**

TENDER NOTICE: 1

1. For and on behalf of the president of India , sealed tenders are invited by the Director, CGHS / Additional Director, CGHS, from registered and reputed agencies for providing the following professional services on contract basis for the CGHS, Bhubaneswar, Orissa for a period of 12 Months. The details of such as name of the post, emoluments, qualifications with experience etc are given below.

| SINO. | Name of the post | Amount  | Educational qualification and age& experience if any  | No.of Persons | Scope of Work  |
|-------|------------------|---|---|---------------|--|
| 1.    | Pharmacist       | Not less than Minimum Wages fixed by the Dy. Chief Labour Commissioner (C). | a)Matriculation or equivalent<br>b)Registration as a pharmacist under Section 31 or 32 of the pharmacy Act 1948 but excluding clause ( b ) of section 31 of the said Act.<br>c) One year Experience in pharmacy with computer | 02            | As per the norms of CGHS in the Wellness centers           |
| 2     | Staff Nurse      | -do-  | a)Matriculation<br>b)Registered" A" Grade Nurse& Midwife(Female Nurse)or Registered" A" Grade Nurse(Male Nurse)<br>c) One year Experience   | 01            | As per the norms of CGHS in the Wellness centers           |
| 3     | LDC              | -do-  | 12 <sup>th</sup> class or equivalent qualification from a recognized Board or university<br>b) Computer Typing Speed 30 w.p.m. preferable experience in CGHS  | 04            | As per the norms of CGHS in the Wellness centers & office. |

|    |                  |  |   |    |  |
|----|------------------|--|---|----|--|
| 4. | Dresser(MT S(MA) | Not less than Minimum Wages fixed by the Dy. Chief | 1.Matriculate .<br>2.Should have passed the first Aid examination from recognized institution | 02 | As per the norms of CGHS in the Wellness |
|----|------------------|--|---|----|--|

|    |                             |   |  |    |   |
|----|-----------------------------|---|--|----|---|
|    |                             | Labour Commissioner (C).  | and adequate experience of first Aid and dressing of the wounds etc.<br>3. 2 years of experience the hospital / dispensary preferable experience in CGHS   |    | centers   |
| 5. | Female Attendant/MTS(FA)    | Not less than Minimum Wages fixed by the Dy. Chief Labour Commissioner (C). | 1,Matriculate .<br>2.Should have passed the first Aid examination from recognized institution and adequate experience of first Aid and dressing of the wounds etc.<br>3.Should be trained as dhai or felling work should have two years experience as a Female attendance in hospital / dispensary preferable experience in CGHS | 02 | As per the norms of CGHS in the Wellness centers        |
| 7. | Peon / MTS                  | Not less than Minimum Wages fixed by the Dy. Chief Labour Commissioner (C). | 1,Matriculate .<br>2.Should know cycling<br>3.Experience in hospital / dispensary preferable experience in CGHS  | 05 | As per the norms of CGHS in the Wellness centers&office |
| 8. | Nursing /Male Attendant/MTS | Not less than Minimum Wages fixed by the Dy. Chief Labour Commissioner (C). | 1,Matriculate .<br>2,Should Possess 1 year experience in bandaging and dressing of wounds in hospital /dispensary preferable experience in CGHS  | 03 | As per the norms of CGHS in the Wellness centers&office |

1. Period of Contract:-

The contract will be awarded for a period of 12 months from the date of issue of contract award. The contract can be extended further, with the approval of Competent Authority in the Ministry on the same terms and conditions, mutually agreed by both parties.

2. Qualifying Requirement:-

Only the firm agencies having adequate experience (should have satisfactorily completed 2 similar works costing not less than 40% of the Estimated cost of this tender) in providing such facilities to offices/dispensaries would be considered. A firm having any legal suit/criminal case pending against its proprietor or any of its directors (in case of any pvt.ltd Company) or having been earlier convicated for violation of PF/ESI Minimum wages act. Or any other laws in force shall also not be eligible. The company should contain the valid documents viz.

- I. Registration with Government.
- II. Details of the employed human with the company
- III. Audited balance sheet for the last three years and the Turnover should be 20 Lakhs
- IV. Latest income Tax Certificate
- V. Registration with ESI & EPF authorities
- VI. Bankers, certificate regarding credit worthiness
- VII. Pan number
- VIII. Service Tax Registration certificate.
- IX. Labour License of the application organization.

3. Bid Documents:-

- I. The tender should be submitted in the proforma given in Annexure-I, II and III. The bid/tender should be accompanied by an Earnest Money Deposit (EMD) (The concerned CGHS Unit should mention an amount of 2-5% of the estimated value of the contract as per GFR-157) of Rs 60,000./- (Rupees Sixty Thousand) in the form of demand draft drawn In favour of Additional Director, CGHS, Bhubaneswar issued by Nationalized Bank payable at Bhubaneswar Sealed tender in the prescribed form in an envelope duly superscripted 'Tender for engagement of contractual staff for CGHS' addressed to the Additional Director, CGHS, Bhubaneswar.
- II. The tender without EMD or incomplete in any respect shall be summarily rejected and no tender shall have any right to represent. Tenders received along with EMD in the form of cheque/Cash will not be accepted/considered and will be rejected.
- III. Late/delayed tender due to any reason whatsoever will not be accepted/considered at all under any circumstances. The time shown in the clock of Additional Director chamber will be taken as standard.
- IV. The EMD will be forfeited If the vendor withdraws or amends, impairs and derogates from the tender or fails to execute duties on time as per direction of the Additional Director, CGHS, Bhubaneswar in any respect within the period of validity of tender.
- V. EMD will be refunded to the unsuccessful tenderer within 30days from the date of issue of work order to the successful tenderer and no interest would be paid thereon. EMD of the successful tenderer will be released only after the firm concerned deposits with CGHS necessary security deposit mentioned In para-5, No interest will be paid on the EMD/Security Deposit.
- VI. Tender(s) incomplete In any respect are liable to be rejected without assigning any reason thereof. The CGHS also reserves the right to accept or reject any tender in whole or in part thereof without assigning/specifying any reasons thereof. There shall be obligation on the part of the CGHS to inform the unsuccessful tenderer of the outcome of the tender process.
- VII. The Tender should be submitted in two sealed cover
  - (i) The first Sealed cover should be super scribed **Technical Bid**. (Annexure-II & III)
  - (ii) The Second sealed envelope should be super scribed **Price Bid**. (Annexure-I)
  - (iii) Both the sealed envelopes should be placed inside the main sealed envelope super scribed "Tender for supply for contractual staff"
  - (iv) The last date of submission of the tender is 19<sup>th</sup> July 2017 at 3.30 PM and the Technical bid will be opened on same day at 4.00 PM & Price bid will be opened on a day to be decided for those who qualify the Technical Bid.
  - (v) One member duly authorized is allowed to attend the commercial bid opening.

#### 4. Other Terms and Conditions:-

- I. The contract will remain in force for a period of 12 months from the date of award. On acceptance of the contract, the agency concerned shall have to deposit a sum of Rs.1,50,000/- (Rupees.One Lakh Fifty thousand ) towards security deposit (The concerned CGHS Unit should mention an amount of 5-10 % of the estimated value of the contract), which shall be interest free within ten days from the date of acceptance of the offer. The Agency concerned shall deposit the security in the form of bank draft/Bank Guarantee in favour of Additional Director, CGHS Bhubaneswar.
- II. Additional Director, CGHS ,Bhubaneswar reserves the right to review the performance of the contractor every three months or whenever a need arises and can terminate the contract at any point of time during the currency of the contract in case of performance and the service rendered by the contract firm is found to be unsatisfactory. The decision of the competent authority shall be binding on the contract firm, The Additional Director, CGHS,Bhubaneswar further reserves the right to renew the contract for such periods as it may deem necessary, taking into account the satisfactory performance of the firm during the currency of the contract.
- III. The maximum payable amount stated against each position should be consolidated one. The intended agencies are required to quote their supervision/ service charges both in figures as well as in words in Annexure-I only. Rate quotations in any other format will not be considered/accepted. If, the quota-ted price is less than the I.T, it will be rejected.
- IV. The agency shall, declare in writing that none of the partner is in any way related to any official of CGHS,Bhubaneswar through affidavit.
- V. Deployed personnel should abide by the rules and regulations of the office.
- VI. The deployed persons have to perform a duty as per the working hours of CGHS. The attendance register is to be maintained by the agency and duly intimated by the In-charge.

- VII. All the wages and allied benefits like PF, Bonus, ESI etc. are to be paid by the 'agency'. Agency shall remain liable to authorities concerned for compliance of the respective existing rules and regulations of the Government for this purpose and shall remain liable for any contravention thereof. Agency shall have to abide by the minimum wage as per law to the member of staff employed by them in the campus of the " employer".

## 6. EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL BIDS

Scoring of ten marks will be based on Annual Turnover, Manpower on roll, experience of running sanitation/ housekeeping services, volume of work performed in preceding years, and other pre-qualification criterion prescribed in Annexure-II of the Tender Document (The concerned Department may fix the marks accordingly). The firm/ agency which has secured seven out of ten marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation. The work will be awarded to the L-1 agency. In case, the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation.

## 7. Instructions for Bids and conditions thereof :-

- i. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum Wages, ESI, PF contributions, all kinds of taxes etc. The offers of those prospective bidders which do not meet the statutory requirement are liable to be rejected.
- ii. Conditional bids/offers will be summarily rejected.
- iii. Quoting of service charges as Nil by the bidder shall be summarily rejected.
- iv. The bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.
- v. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or any of the partners in a joint venture or any one of the members of the consortium participate in more one bid, such bids are liable to be rejected.
- vi. The bidder shall bear all costs associated with the preparation and submission of his bid and the Department will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- vii. The bidder is expected to follow the all instruction, forms, terms and conditions mentioned in the Tender document. Failure to furnish all information as required in the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- viii. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

## 8. Terms and Validity: -

The terms of contract will be for a period of one year initially.

- i. The employer may terminate the contract any time without notice in the event of gross negligence of duties. The decision of the employer in this regard shall be final and binding on the agency.
  
- ii. For reasons other than mentioned in the clause above the contract can be terminated by either party by providing clear two months notice in writing.

iii. The engagement of service is purely on contract basis and the dealing in this regard will be only between the agency and the Additional Director, CGHS ,Bhubaneswar. Hence the deployed persons by the agency will not be construed as the employee of the CGHS. This contractual engagement will not confer any right of the persons deployed by the agency to claim temporary/regular employment on the employer.

iv. The Personnel engaged are not entitled for any leave. If leave is taken, payment has to be adjusted on pro rata basis.

**9. Penalty: -**

If the service undertaken by the agency is not satisfactory :-

- (i) Additional Director, CGHS, Bhubaneswar may at its own discretion impose financial penalty on the agency or
- (ii) Full or part of the amount of the bill will be withheld/deducted from the monthly bill or security deposit as the case may be without any notice.
- (iii) The agency shall provide replacement within 7 days of any person on long leave, poor performance or leaving the job due to his/her personal reasons at no extra cost. In case of delay penalty amounting to double the salary of the concerned employee may be charged. In case of long leave (more than 7 days) suitable replacement should be provided.

**10. Payment: -**

The payment would be arranged to the Agency through Additional Director, CGHS, Bhubaneswar. CGHS by way of demand draft/cheque after submission of the proper pre-receipted bill along with copies of ESI & EPF deposited any a copy of the attendance register for the month duly certified by the authorized representative of the employer. The bill will be cleared for payment after due process at the level of the pay and Accounts Office, concerned CGHS Cities. No interest shall be paid or can be claimed by the Agency for delayed payment. Tax deducted at source will be made from each bill at the rate prescribed by the Govt. from time to time.

**11. Liabilities/ duties of the contractor**

- I. The staff provided shall be the employees of the Contractor and all statutory liabilities such as ESI, PF, etc. will be borne by the contractor The list of staff going to be deployed shall be made available to the Department and if any change is required on the part of the Department fresh list of staff shall be made available by the contractor after each and every change.
- II. The antecedents of security staff deployed shall be got verified by the contractor from the local police authority and an undertaking in this regard to be submitted to the department and the department shall ensure that the contractor has complied with the provisions.
- III. The agency will maintain a register in which day to day deployment of personnel will be entered. This will be countersigned by the official of the Department authorized for the purpose. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to give an undertaking duly countersigned by the concerned official of the receive the Department, that the wages for the preceding month as per rules and laws in force, to receive the payment for the next month and onwards..
- IV. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- V. All necessary reports and other information will be supplied be the contractor as and when required.
- VI. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Department and shall not knowingly lend his duties/responsibilities towards the department to any person or company.
- VII. The deployed staff shall not accept any gratitude or reward in any shape.
- VIII. In the event of any loss occurred to the Department, as a result of any lapse on the part of the contractor which may be established after an inquiry conducted by the Department, the said loss can be claimed from the contractor up to the value of the loss. The decision of the Head of the Department will be final and binding on the contractor.

- IX.** The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.

**12. Arbitration: -**

In case of any dispute arising out of the contract/award of work between the employer and the Agency, the matter shall be sent to able arbitration of an enquiry committee shall be appointed by the Director, CGHS, New Delhi/ The Additional Director, CGHS, Bhubaneswar. The award of arbitrator's decision shall be final. The arbitration Act of 1940 (10 of 1940) and rules framed there under as amended from time to time shall not be applicable to such arbitration proceeding under this agreement.

**ADDITIONAL DIRECTOR  
CGHS,BHUBANESWAR**

**Government of India  
O/o the Additional Director  
Central Govt. Health Scheme.  
Bhubaneswar**

(Price Bid)

(Amount in Rupees per head per month)

| Name & Address of the Agency | Sl.No. & Name of the Post | Amount in Figure and words as per Minimum wages fixed by Dy. Chief Labour Commissioner(C) | Consolidated Amount (to be quoted by the agency) in figure and words including ESIC/EPF/and other obligations | % of Service Charge/ supervision charges in figure and words | Service Tax as per rate applicable in figure and works | Total Amount Payable |
|------------------------------|---------------------------|---|---|--|--|----------------------|
| (1)                          | (2)                       | (3)   | (4)   | (5)  | (6)  | (7)                  |
|                              |                           |   |   |  |  |                      |
|                              |                           |   |   |  |  |                      |

**Note: -**

1. The rate quoted will be per head per month (eight hours in a day)
2. If the minimum wages is revised by Dy. Chief Labour Commissioner (C), the labour rate will be revised synchronously.
3. The offers/bids which are not in compliance of Minimum Wages Act and any other labour laws, will be treated as invalid, hence liable to be rejected.
4. The number of manpower required may vary as per requirement.
5. The bidders may quote the rates in Indian Rupees.
6. All the columns shall be clearly filled in ink legible or typed.
7. The tenderer should quote the number, rates and amount tendered by him in figures and as well as in words. Alterations, if any, unless legibly attested by the tendered, shall disqualify the tender.
8. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible.
9. No blanks should be left which would be otherwise made the tender liable for rejection.
10. Any additional information/ conditions furnished other than the information required in the prescribed format, will lead to disqualification.

(Signature of Bidder)

With Stamp

**ANNEXURE-II**

**Checklist for Technical Evaluation**

| Sl.No | Information to be provided  | To be filled by the Bidder | For office use |
|-------|---|----------------------------|----------------|
| 1.    | Annual Turnover (in lakhs) for the last financial year duly certified by the Statutory Auditors |                            |                |
| 2.    | Manpower on roll  |                            |                |
| 3.    | Experience of running sanitation/housekeeping service (in years)                                |                            |                |
| 4.    | Volume of work performed in preceding years   |                            |                |
| 5.    | Other pre-qualification criterion   |                            |                |

**Note:** Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

**Signature of the Bidder  
(Name and Address of the Bidder)  
Telephone No.**

**ANNEXURE-III**

**Check-list/ format for Technical Bid**

| Sl.No | Documents asked for   | Page number at which document is placed |
|-------|---|---|
| 1.    | Earnest money   |   |
| 2.    | Self attested copy of Service Tax Registration  |   |
| 3.    | Details of the employed human resources with the company  |   |
| 4.    | Copies of audit balance sheet for the last three years.   |   |
| 5.    | Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last |   |

|            |   |  |
|------------|---|--|
|            | financial year.   |  |
| <b>6.</b>  | Self attested copy of valid Registration number of the firm/agency  |  |
| <b>7.</b>  | Self attested copy of valid Provident Fund Registration number.   |  |
| <b>8.</b>  | Self attested copy of valid ESI Registration No.  |  |
| <b>9.</b>  | Proof of experiences as specified in clause 3 of the tender document along with satisfactory performance certificates from the concerned employers.   |  |
| <b>10.</b> | Bankers, certificate regarding credit worthiness  |  |
| <b>11.</b> | Self attested copy of the License number under Contract Labour (R&A) Act 1970, of the employer for whom the agency is currently undertaking the work. |  |
| <b>12.</b> | Any other documents, if required.   |  |

**Signature of the Bidder**  
**(Name and Address of the Bidder)**  
**Telephone No.**

