

**OFFICE OF THE SUPERINTENDENT:
SCB MEDICAL COLLEGE & HOSPITAL: CUTTACK**

Tender Notice No. 19211(i) //Dt. 10.08.2018

TENDER CALL NOTICE

Sealed tenders are invited by the Superintendent, SCB Medical College & Hospital, Cuttack functioning under Health & F.W. Department, Govt. of Odisha in two-bid system from eligible registered service providers for providing manpower services in Office of the Superintendent, SCB MCH, Cuttack for a period of three years on contract basis. The details terms & conditions in the form of Tender Paper will be available in the Office of the Superintendent, SCB MCH, Cuttack from 11.00AM to 4.00PM on all working days consecutively for 30 days from the date of publication of the tender in the news paper or can be downloaded from the website www.scbmch.nic.in within the same period and time scheduled. The interested parties can purchase the tender paper from the Office of the Superintendent, SCB MCH, Cuttack by paying Rs.2000/- (Rupees Two thousand) Only. Sealed tenders will be received upto 4.00PM of the last date i.e. the completion of 30 days from the date of publication of the tender call notice by the Office of the Superintendent, SCB Medical College & Hospital, Cuttack. Any tender received after the due date & time will be rejected / returned to the sender unopened. **The tenders will be received through Regd. Post / Speed Post only.** The bidder(s) are to submit their tenders in **separate** sealed covered envelops for **Technical Bid** and **Financial Bid** by super scribing **Cover "A" (Technical Bid) & Cover "B" (Price Bid)** and both the sealed covers should be put into a **third outer Cover**, which should be super scribed as **"TENDER DOCUMENT FOR PROVIDING MANPOWER SERVICES IN THE OFFICE OF THE SUPERINTENDENT, SCB MCH, CUTTACK.**

N.B- The tender paper will be rejected if the bidder changes or omit any clause or annexure of the bid documents downloaded from the website.

Signature of Bidder

Sd/-
Superintendent,
SCB Medical College & Hospital,
Cuttack
H & F.W. Department, Govt. of
Odisha

**OFFICE OF THE SUPERINTENDENT:
SCB MEDICAL COLLEGE & HOSPITAL: CUTTACK**

**TENDER PAPER FOR PROVIDING MANPOWER SERVICES OF DIFFERENT
CATEGORY**

Tender Notice for award of contract for providing of services of 294 nos of different category of Group-D personnel for a period of 03 years w.e.f..... to.....

Sealed tenders are invited by the Superintendent, SCB MCH, Cuttack functioning under Health & F.W. Department, Govt. of Odisha in two-bid system from eligible registered Manpower Service Provider Agencies for providing man powers in SCB Medical College & Hospital, Cuttack round-the-clock for a period of 03 years on contract basis.

Interested Bidders are to submit "Technical Bid" & "Financial Bid" for providing Manpower Services round-the-clock to SCB Medical College & Hospital, Cuttack.

The hospital administration is not bound at any point of time to accept any bids and reserves the right to terminate the selection process at any time prior to the award of the contract without assigning any reason thereof.

The bidder has to examine all instructions and terms and conditions of the tender document carefully. Failure to furnish requisite information and documents in the submitted bid is liable for rejection.

The following different category of Group - D posts are to be outsourced as given below for which the tender is awaited:

Sl. No.	Name of the Post	No of Posts to be outsourced
1	Sweeper	215
2	Gate Keeper	12
3	Cook	20
4	Helper	15
5	Dhobi	8
6	Mali	7
7	Choukidar	5
8	Messenger	1
9	Cook cum Bearer	1
10	Khansama	1
11	Dhai	3
12	Peon	6
	Total-	294

Sd/-
Superintendent,
SCBMCH, Cuttack

**OFFICE OF THE SUPERINTENDENT,
SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK**

PART-I

TECHNICAL BID DOCUMENTS

(To be enveloped in separate sealed cover)

Name of the Work

**Providing Manpower Service of
different Category to SCB Medical
College & Hospital, Cuttack on out
sourcing basis.**

(Issued against deposit of Cash/ Downloaded from website)

Vide receipt No. _____ Date _____

Commencement of tender Date: 31.08.2018 upto 4.00PM

Last Date of Submission of Tender paper: 29.09.2018 upto 4.00 PM

Tender Opening Date (Technical bid): 05.10.2018 at 3.00PM

Sd/-

Signature of Bidder

Superintendent,
SCB Medical College & Hospital,
Cuttack
H & F.W. Department, Govt. of
Odisha

TECHNICAL BID (COVER-A)

Eligibility Criteria for providing manpower services of different category to SCB MCH, Cuttack on outsourcing basis

The technical bid shall be accompanied with the self attested photo copy of the following requisite documents falling which the bid shall be rejected out rightly.

1. Sealed tenders will be received upto 4.00 PM of the last date i.e the completion of 30 days from the date of publication of Tender Call Notice by the office of the Superintendent, SCB Medical College Hospital, Cuttack. Any tender received after the due date & time will be rejected / returned to the sender unopened. The tenders will be received through **Regd. Post / Speed Post** only.
2. The bidder(s) are to submit their tenders in **separate** sealed covered envelopes for **Technical Bid** and **Financial Bid** by super scribing **Cover "A" (Technical Bid) & Cover "B" (Price Bid)** and both the sealed covers should be put into a **third outer Cover**, which should be super scribed as **"TENDER DOCUMENT FOR PROVIDING MANPOWER SERVICES IN OFFICE OF THE SUPERINTENDENT, SCB MCH, CUTTACK.**
3. Credibility / Experience certificate issued from the concerned Authority/ Employer, State Govt./ Central Govt./ ULB of requisite under whom work has been performed at least for **03 (three)** years concerning supply of manpower services out of which **01 (one)** year must be in a Govt. Hospital/ Institution.
4. The Bidder should enclose (Xerox copy of) the paper cutting of the advertisement of the tender call notice with the technical bid.
5. The manpower services provider agency/ companies financial turnover for last three financial year (2015-16, 2016-17 & 2017-18) should not be below Rupees 02 crore (Balance Sheet).
6. IT return certificate for last three financial years 2015-16, 2016-17 & 2017-18.
7. Earnest Money Deposit (EMD) @Rs.8,00,000/- (Rupees Eight Lakhs) only in shape of Bank Draft/ FD from any nationalized bank to be pledged in favour of **The Superintendent, SCB Medical College & Hospital, Cuttack.**
8. Photocopy (self attested) of GST registration certificate for providing manpower services.
9. Up-to-date photocopy of GST clearance certificate duly attested by Gazetted Officer/Notary Public.
10. Photocopy of ESI & EPF registration certificates duly attested by a Gazetted Officer/ Notary Public.

11. The copies of month wise EPF & ESI deposit challans for minimum 400 nos. of workers for last six months should be submitted.
12. Solvency certificate of Rs.50,00,000/- (Rupees Fifty lakhs) only issued from the revenue Department.
13. The successful bidder shall furnish the names & addresses with mobile numbers of the personnel category-wise to be engaged in this institute at the time of engagement.
14. The bidder shall submit a Bank Guarantee/ FD amounting to Rs.10,00,000/- (Rupees ten lakhs) along with the tender as performance security in favour of Superintendent, SCB Medical College & Hospital, Cuttack.
15. The service provider agency/ companies should have registered under private service provider Act 2005 & 2009 under home department (Govt. of India & Odisha) and also registered with company Act.
16. Photocopy of valid labour license issued from concerned district labour officer under contract labour Regulation and Abolition Act, 1970 for minimum 400 nos. of labourers duly attested by a Gazetted Officer/ Notary Public.
17. The tenderer must submit an affidavit that the Agency has not been blacklisted at any time and no criminal cases are pending against the Agency.
18. Full address of registered office with Telephone no./ FAX no./ e-mail id.
19. The bidder should have registered / branch office located within the jurisdiction of Cuttack district.
20. The manpower service provider agency shall furnish its ownership and the names & address of owners and office bearers and personnels to be engaged to this institute.
21. The tenderer must submit the police verification certificate and Aadhaar Card of each person (minimum 400 nos. of workers), which will be verified by the authority before engagement, who will engaged in this institution.
22. Photocopy (self attested) of PAN Card in the name of the agency. In case of not in the name of the agency, the PAN Card must be in the name of the proprietor and the proprietor shall have to submit an affidavit stating that he is the proprietor of the firm applying for the tender.
23. DD amounting to Rs.2000/- (Rupees Two thousand) only (non-refundable) towards cost of tender paper in the name of **The Superintendent, SCB Medical College & Hospital, Cuttack.**

24. In case of tender applied by a partnership firm, attested copy of partnership deed should be enclosed along with the tender.
25. In case of private limited company, an attested copy of the Memorandum and Article of Association should be enclosed with the tender application form.
26. The tenderer must submit copy of audited balance sheet and P&L Account for last three years i.e 2015-16, 2016-17 & 2017-18.
27. It is the responsibility of the tenderer to see that the completed bidding documents are submitted by stipulated date and time for opening of tender failing which the tender would be considered late and will be rejected.
28. The tenderers are advised to read the terms and conditions of the tender and satisfy themselves about their fulfilling them and also meeting the requirements of the documents as mentioned in the tender form before submitting the tender.
29. The tender documents along with enclosures should be page numbered. The total number of pages of all documents including the tender document should be indicated clearly on the first page of the tender document. **The tender not fulfilling these requirements shall be rejected outright.**

DECLARATION

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

Sd/-

Signature of authorized
person

Name:

Seal:

Date:

Place:

GENERAL TERMS AND CONDITIONS

1. All the workers engaged by the outsourcing agency shall wear uniform while on duty.
2. The workers engaged by the manpower service provider shall bear photo identity card during the period of the work which shall be duly signed by the Superintendent of the Hospital or his authorized representative.
3. The successful bidder shall provide the trained & literate personnel having educational qualification of minimum VII (7th Class pass) or above and able to read and write both Odiya & English languages and within the age Group of 18 to 40 years to perform the duty in the hospital on shift wise in the departments/wards /offices or at all other places as and when required as per instruction of the Hospital authority.
4. The successful bidder at its own cost and expenses and with all its liabilities will employ the Supervisors & Officer bearers to supervise the work of the engaged personnel and shall keep the staffs in its own control.
5. The successful bidder shall pay all statutory contribution payable by the employer (the bidder) under the provisions of the various labour laws and others laws in force and applicable during operation of the contract.
6. The successful bidder shall deploy/ arrange the personnel in accordance with the man power services guidelines and the strict observance of the leave rules and other rules applicable to it.
7. The successful bidder shall be responsible for any loss on account of any act of Commission or Omission on the part of the Hospital authorities and the hospital authority shall not be held responsible, in respect of Govt. as well as private property for any fault of the agency.
8. Income tax shall be deducted at source at the prescribed rate as per provisions of income tax Act.
9. The bidder shall have no claim whatsoever against the hospital for any loss/ damage cause to the agency. In the situation like communal disturbance, pestilence, epidemical, sickness, strike, lock out, earthquake, fire, storm, flood, explosion or any change in the nature, breakdown of plant or machinery for whatsoever reasons.
10. The service provider agency shall furnish the records/ document/ original voucher/ challans in respect of statutory deposits in respect of the personnel to the officer concerned of the Hospital as and when required, failing which the management has every right to terminate the contract with one month notice to the effect.

11. The statutory dues like EPF, ESI & GST are subject to change as per the Govt. Instruction from time to time (if any).
12. The staff deployed by agency must produced the police verification Certificate.
13. All the personnel must be in communication with their superior officers as well as the hospital authority.
14. At no point of time any personnel should leave his place of duty without joining of his reliever.
15. No vulnerable place should be left unmanned at any point of time.
16. The tenderer should always cater eventuality. At no point of time persons who are already on duty should be diverted/ pulled out for meeting the eventualities.
17. There will be Supervisors selected by the agency to supervise the personnel working in different departments/ wards/ offices round o' clock in the hospital campus.
18. If the performance in whole or part of any terms/ obligation under the contract is prevented or delayed by any such eventuality for period exceeding fifteen days, the contract will be terminated by the authority.
19. The executants of hospital has the right to add in addition to the above terms & conditions as may be considered proper at the time of execution of the agreement.
20. The successful bidder will submit the performance security to an amount of 10% of the total turnover in terms of the bank guarantee/ bank draft at the time of agreement for the work order.
21. The performance of the persons deployed by the service provider will be supervised by the Hospital Authority as and when required and disciplinary action will be taken in case of negligence or any lapses.
22. Payment will be made after submission of bills with work certificates duly signed by the HODs/ Unit Heads. The attested Xerox copy of EPF/ ESI/ GST deposit challans for the preceding months should be submitted with the bills.
23. Personnel deployed by the agency shall performed multitasking duties as per the instruction of the Hospital Authority.
24. That the agency shall deploy the full complement of the personnel as per roster arrangement and shall maintain a list of the reserves to provide the replacement and supplement the strength.

25. That the agency staff shall check the movement of materials and maintain records and keep proper log book for movement of personnel entering or leaving the premises.
26. That the agency shall provide immediate replacement of any deployed personnel who is not available on duty at the place of posting and such other additional staff as may be required for additional areas for which prior information will be given.
27. That the agency staff shall work in proper uniform under the overall supervision and direction of the Superintendent, SCB Medical College & Hospital, Cuttack or any officer authorized by him.
28. That Superintendent, SCB Medical College & Hospital, Cuttack, shall have the right to ask for the removal of any person of the agency who is not considered proper in discharging of his duties.
29. That the agency staff shall carry out such other legitimate duties as entrusted to them from time to time.
30. That the agency shall not engage any sub-contractor or transfer the contract to any other person or agency.
31. The staff appointed by the agency for this purpose shall conduct themselves as per orders of the officer authorized by the Superintendent, SCBMCH, Cuttack. In case of any lapses, misbehaviors, or misconduct of any person so appointed, the Superintendent, SCBMCH, Cuttack shall have the authority to impose penalty as desired by him.
32. In case of any loss/theft of the property of the Superintendent, SCBMCH, Cuttack or any officer authorized by him will consider the circumstance leading to the loss/theft, and if the responsibility is fixed upon the agency by the above-mentioned officer, the agency will make good the loss within a specified period or else deduction of the cost will be realized from the manpower money deposited by the agency.
33. The successful bidder will be engaged for three years subject to the satisfactory performance after verification of each years.
34. In exigency the period of engagement can be extended for one year or more by the authority subject to the satisfactory performance on review.
35. Every year the performance of the service provider will be reviewed by the hospital authority. If the activity or performance of the agency will be found to be unsatisfactory, the authority will take appropriate action for cancellation of the assignment and take to legal action.
36. The wages of the Group-D Staffs (different categories) are subject to revisions as per the Govt. Notification regarding change in minimum wages of the workers and labourers from time to time during the contract period on the approval of the Superintendent, SCB MCH, Cuttack.

Sd/-
Superintendent,
SCB Medical College Hospital, Cuttack

**OFFICE OF THE SUPERINTENDENT,
SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK**

PART-II

FINANCIAL BID DOCUMENTS

(To be enveloped in separate sealed cover)

Name of the Work

**Providing Manpower Service of
different Category to SCB Medical
College & Hospital, Cuttack on out
sourcing basis.**

(Issued against deposit of Cash/ Downloaded from website)

Vide receipt No. _____ Date _____

Comencement of tender Date:

31.08.2018 upto 4.00PM

Signature of Bidder

Sd/-
Superintendent,
SCB Medical College & Hospital,
Cuttack
H & F.W. Department, Govt. of
Odisha

APPLICATION – FINANCIAL BID

For Providing Manpower Service for different category to Office of the Superintendent, SCB Medical College & Hospital, Cuttack

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

Sl. No.	Manpower Type	* Take home remuneration	EPF as per norm	ESI as per norm	Service charges	Sub Total per (2+3+4+5)	GST as per norms	Grand Total
	1	2	3	4	5	6	7	8
1.	Group-D (Different category)							

3. The wages shall not be less than the minimum daily wage approved by Labour department, Govt. of Odisha. If violated at any stage will lead to rejection of tender or termination of the contracts.
4. The payment shall be made on completion of the calendar month only on the basis of no. of working days for which duty has been performed by each person.

Signature of Bidder

Sd/-
Superintendent,
SCB MCH, Cuttack
H & F.W Department, Govt. of
Odisha

CHECK LIST

NAME OF THE TENDER: Providing Manpower Service of different Category of Group-D Posts to SCB Medical College & Hospital, Cuttack on out sourcing basis.

Name & Address of the Tenderer:

Sl. No.	List of Documents	Document Submitted/ Not Submitted	For the office use only
1	Date of Receipt of Tender Paper in Due time or Not (Yes/ No)		
2	Submission of Tender Paper by Regd/ Speed Post or Not (Yes/ No)		
3	Xerox copy of paper cutting of advertisement of the tender call notice.		
4	DD amounting to Rs.2000/- (Rupees two thousand) only (non-refundable) towards cost of tender paper in the name of The Superintendent, SCB Medical College & Hospital, Cuttack.		
5	Valid Pan Card		
6	Valid E.P.F., E.S.I. and GST registration certificate.		
7	Creditability/ experience certificate from the concerned authority/ employer at least for 03 years (three) in providing manpower service out of which one year must be in a Govt. Hospital/ Institution.		
8	The service provider agency/ companies should registered under private service provider Act 2005 & 2009 under home department (Govt. of India & Odisha) and also registered with company act.		
9	Chartered accountant certified turn over certificate of Rs.02 crore in last 03 (three) financial years i.e. 2015-16, 2016-17 and 2017-18 along with audited balance sheet for the similar period.		
10	The agency should have valid contract Labour license for minimum 400 nos of laborers issued from concerned District Labour Office.		
11	The agency must submit copy of IT return for the last 03 (three) financial years i.e 2015-16, 2016-17 and 2017-18.		
12	Submission of latest ECR copy of EPF, ESI & GST		
13	The Agency must have valid up-to-date GST clearance certificate duly attested by Gazetted Officer/Notary Public.		
14	Month wise EPF & ESI deposited challan for minimum 400 nos of workers for last six months.		
15	Solvency certificate of Rs.50,00,000/- (Rupees Fifty lakhs) only issued from the revenue Department.		
16	Earnest Money Deposit (EMD) @ Rs.8,00,000/- (Rupees Eight Lakhs) only in shape of Bank Draft/ FD to be pledged in favour of The Superintendent, SCB Medical College & Hospital, Cuttack . No . _____//Dt._____.		
17	Affidavit that company had not been Black listed at any time and No Criminal Case pending against the Agency.		
18	The tenderer should have submitted the Full address of registered office with Telephone number Fax No. & e-mail ID and the documents for registered / branch office located within the jurisdiction of Cuttack district.		
19	In case of tender applied by a partnership firm, attested copy of partnership deed should be enclosed along with the tender.		
20	The tenderer must submit copy of audited balance sheet and P & L Account for last three years i.e 2015-16, 2016-17 & 2017-18.		
21	In case of private limited company, an attested copy of the Memorandum and Article of Association should be enclosed with the tender application form.		
22	Organization profile, which shall include personnel profile, details of academic as well as experience of back-up official personnel.		
23	The bidder shall submit a Bank Guarantee/ FD amounting to Rs.10,00,000/- (Rupees Ten Lakh) only along with the tender as performance security in favour of Superintendent, SCB MCH, Cuttack		

Signature of Bidder

Sd/-
Superintendent
SCB. Medical College Hospital, Cuttack