

ADVERTISEMENT

PANDIT RAGHUNATH MURMU MEDICAL COLLEGE & HOSPITAL, BARIPADA

ADVERTISEMENT FOR OUTSOURCING THROUGH SERVICE PROVIDORS


No. 06 /

Date 01-01-2018 /

TENDER CALL NOTICE

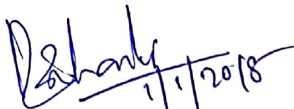
Sealed tenders are invited from reputed Manpower Service Providers/Agencies to provide the services of Manpower in PRM Medical College & Hospital, Baripada, Mayurbhanj for various works with effect from 01.02.2018 for a period of one year on daily wages basis.

The detailed information for outsourcing of the service has been given in the Tender Document which may be downloaded from the District website i.e. (www.mayurbhanj.nic.in) & (www.dmetodisha.gov.in) or can be obtained in person from the office of the Dean & Principal, PRMMCH, Baripada on any working day between 11AM to 4 PM. The last date and time for submission of Tender Document is **17/01/2018 upto 05.00 PM** by Speed Post or Registered Post only at the Address mentioned below


Dean & Principal,
PRM Medical College & Hospital,
Baripada, Mayurbhanj - 757001.
BARIPADA, ODISHA

Technical bid will be opened on **18/01/2018 at 11.00 AM.**

Financial bid will be opened on **date & time to be intimated at later date.**
The undersigned reserves the right to accept or cancel any application without assigning any reason(s) thereof.



Dean & Principal,
PRM Medical College & Hospital,
Baripada, Mayurbhanj,
BARIPADA, ODISHA



TENDER DOCUMENTS

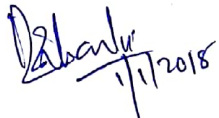
For providing services of Unskilled, Semi-Skilled, Skilled & Highly Skilled personnel to the “PRM Medical College & Hospital, Baripada, Mayurbhanj” by a private manpower service provider.

- (A) Period of issue of tender documents: 03.01.2018 to 15.01.2018
- (B) Date and time for submission of tender documents : 17.01.2018 upto 05:00 PM
- (C) Date and time for opening of
- (i) Technical bids : 18.01.2018 at 11:00 AM
- (ii) Financial bids of eligible bidders: Date and time will be intimated at later date.
- (D) Pre-Bid Meeting : 10.01.2018 at 11:00 AM.
(In the office Chamber of Dean & Principal, PRMMCH, Baripada)
- (E) Likely date for commencement of deployment of required manpower: **01-02.2018**


17/1/2018
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11/1/2018
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SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The **PRM Medical College & Hospital, Baripada, ,Mayurbhanj** requires the service of reputed, well established and financially sound Manpower Service Providers to provide services of **Unskilled, Semi Skilled, Skilled & Highly Skilled personnel** on contractual basis for day to day College & hospital work.
2. The contract of providing of outsourcing service will be initially for a period of one year and may be extended for another one year subject to performance evaluation and consent of both parties. The contract of providing the aforesaid manpower is likely to commence from **01.02.2018** and would continue till **31.01.2019** .The period of the contract may be further extended beyond **31.01.2019** provided the requirement of the PRM Medical College & Hospital, Baripada, , Mayurbhanj for manpower persists at that time or may be curtailed / terminated before **31.01.2019** owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the requirements of PRM Medical College & Hospital, Baripada, , Mayurbhanj. The PRM Medical College & Hospital, Baripada, Mayurbhanj however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. This PRM Medical College & Hospital, Baripada, Mayurbhanj has tentative requirement for 80 nos. of Un-skilled, 20 nos. of Semi-Skilled, 52 nos. of Skilled & 03 nos. of Highly Skilled personnel. The requirements may increase/ decrease in any/ all the categories.
4. The estimated cost of the contract is Rs. **1,60,00,000/-** (Rupees one crore sixty lakhs) only.
5. The tender document can be downloaded from the website **www.mayurbhanj.nic.in & www.dmetodisha.gov.in**
6. The interested Manpower Service Providers may submit the tender document complete in all respects along with tender paper cost of Rs. **5600/-** (Rupees five thousand & six hundred)only (including GST) & Earnest Money Deposit (EMD) of Rs. **3,00,000/-**(Rupees three Lakhs) only in favour of **Dean & Principal, PRM**


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Medical College & Hospital, Baripada, , Mayurbhanj in shape of demand draft and other requisite documents by **17.01.2018** up to **5 PM** at PRM Medical College & Hospital, Baripada, , Mayurbhanj.

7. The various crucial dates relating to "Tender for Providing Manpower Services to the PRM Medical College & Hospital, Baripada, Mayurbhanj are cited as under.

a) Date and time of receipt of the Tender documents by speed post /Registered post only by **17.01.2018 up to 5 PM.**

b) Date and time for opening of

(i) Technical Bid **:18.01.2018 , 11:00 AM**

(ii) Financial Bids of eligible Tenders and selection: Date and time will be intimated at later date

(iii) Pre-Bid Meeting: **10.01.2018**

c) Likely date for commencement of

Deployment of required manpower **:01.02.2018**

8. The tender has been invited under **two bid systems i.e. Technical Bid and Financial Bid.** The interested agencies are advised to submit two separate sealed envelopes super scribing" Technical Bid for Providing Manpower Services to PRM Medical College & Hospital, Baripada, Mayurbhanj" and "Financial bid for providing manpower services to PRM Medical College & Hospital, Baripada, Mayurbhanj". Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Providing Manpower Services to PRM Medical College & Hospital, Baripada, Mayurbhanj".

9. The tender paper cost of Rs. **5600/-** (Rupees five thousand & six hundred) only (Including GST) (**non-refundable**) & Earnest Money Deposit (EMD) of Rs. **300000/- (Rupees three lakhs)** only refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft drawn in favour of Dean & Principal, PRM Medical College & Hospital, Baripada, Mayurbhanj failing which the tender shall be rejected summarily. The EMD of successful bidders shall be retained till the execution of contract and tender terms and conditions and that of un-successful bidders shall

be returned after execution of agreement between the authority and the successful bidder.

10. The successful tenderer will have to deposit a Performance Security Deposit 5 % of **tender value** in the form of Bank guarantee from any Nationalised Bank drawn in favour of Dean & Principal, PRM Medical College & Hospital, Baripada, Mayurbhanj covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

11. The tendering Manpower Service providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the Central Government / any Gazetted Officer not below the rank of Sub-Collector of the State Governments, along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:

- a) Registration certificate of the applicant's organization.
- b) Copy of PAN / GIR card.
- c) Copy of the IT return filed for the last three financial years.
- d) Copies of EPF and ESI certificates.
- e) Copy of the GST registration certificate.
- f) Certified extracts of the Bank Account containing transactions during last one year.
- g) Copy of annual average turnover of the firm of last three years (FY-2014-15, 2015-16 & 2016-17.
- h) *Copy of PSARA (Private Security Agency Regulation Act.) certificate (In case of deployment of security staff).*

12. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in


the Financial Bid form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.

14. The Pre-Bid meeting will be held on dated 10.01.2018 at 11:00 AM in the office chamber of Dean & Principal, PRM Medical College & Hospital, Baripada, Mayurbhanj. The bidders designated representatives are invited to attend the pre-bid meeting at their own cost. The purpose of the meeting will be to clarify the issues and to answer the questions on any matter that may be raised at that stage. The corrigendum (if any) and clarifications to the queries from all bidders will be posted on District Administration Website.
15. The Technical bids shall be opened on the scheduled date and time at **18.01.2018 on 11 AM** in the office chamber of Dean & Principal, PRM Medical College & Hospital, Baripada, Mayurbhanj in the presence of the representatives of the Manpower Service providers, if any, who wish to be present on the spot at that time.
16. The Financial Bid of only those tenderers will be opened whose Technical bids are found in order. The opening of financial bids shall be intimated at later date.
17. The Dean & Principal, PRM Medical College & Hospital, Baripada, Mayurbhanj reserves the right to reject all bids without assigning any reason.


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TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER


1. The tendering manpower service provider should fulfil the following technical specification.
 - a. The registered office or one of the branch offices of the manpower service providers should be located within the jurisdiction of the PRM Medical College & Hospital, Baripada, Mayurbhanj. The manpower service provider should provide the proof of location of the Branch Office (Holding No./Electricity Bill/ Telephone Bill / Regd. Agreement of the firm with building owner) & name, designation & contact no. of the person to liaise with the office.
 - b. They should be registered with the appropriate registration authority.
 - c. They should have at least three years' experience in providing manpower to Government Departments / Public Sector Companies / Banks, etc.
 - d. They should have their own Bank Account.
 - e. They should be registered with Income Tax and GST Department.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - g. They should have any other regulatory clearance (like copy of latest EPF & ESI Deposit receipt).
 - h. The Minimum annual turn-over of the company of last 3 years shall at least be 3 times of the present contract value.
 - i. The Agency must have executed contracts of similar type during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.


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**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE
SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE PRM MEDICAL
COLLEGE & HOSPITAL, BARIPADA, MAYURBHANJ**

1. She/ He should be above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for the post required are detailed below:-

Sl No.	Type of Post	Category of Manpower	Eligibility/ Qualification
1	2	3	4
1	Security Guard	Semi-Skilled	10 th pass with good physic
2	Lift Operator	Skilled	ITI in Electrician
3	Data Entry Operator	Skilled	Graduation in any discipline with PGDCA
4	Male attendant	Un-Skilled	7 th Pass can read, write & speak Odia.
5	Female attendant	Un-Skilled	7 th Pass can read, write & speak Odia.
6	Male Sweeper	Un-Skilled	7 th Pass
7	Female Sweeper	Un-Skilled	7 th Pass
8	housing keeping supervisor/ Manager	Skilled	Graduation in any discipline
9	Lady Care taker	Skilled	+2 Pass in any discipline
10	Asst. Librarian	Highly Skilled	Graduation in Library & information science or equivalent professional degree with PGDCA.
11	Cataloguer for Library	Skilled	Graduation in any discipline with PGDCA
12	Gardener	Un-Skilled	7 th Pass
13	Plumber	Skilled	ITI in Fitter
14	Electrician	Skilled	ITI in Electrician
15	Gym Supervisor	Highly-Skilled	Bachelor in Physical Education (B.P.Ed.)
16	Van Driver	Skilled	Commercial Driving licence with Batch
17	Gas Pipe line Operator	Skilled	ITI (Fitter)
18	Event Manager	Skilled	Graduate with experience
19	Hostel Care Taker (Male & Female)	Skilled	Graduate


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APPLICATION- TECHNICAL BID

For Providing Manpower Services to **PRM Medical College & Hospital, Baripada, Mayurbhanj**

1. Name of Tendering Manpower Service Provider: _____
2. Details of Tender Paper Cost :DD No. _____ date _____ of _____ drawn on Bank _____.
3. Details of Earnest Money Deposit:DD No. _____ date _____ of _____ drawn on Bank _____.
4. Name of Proprietor/ Partner / Director:

5. Full Address of Registered Office

Telephone No.
Fax No.
E-Mail Address:
6. Full Address of Operating / Branch Office:

Telephone No.
Fax No.
E-Mail Address:
7. Name & Telephone No. of Authorized Officer / Person to liaise with Field Office (s):
8. Bank of Manpower Service Provider (Attach certified copy of statement of A/c for the last Three years):
9. PAN/ GIR No. (Attach attested copy):
10. GST Registration No. (Attach attested copy):
11. E.P.F. Registration No. (Attach attested copy):
12. E.S.I. Registration No. (Attach attested copy):

13. Financial Turnover of the tendering Manpower Service Provider for the last three Financial Years:

Financial Year	Amount (Rs. In Lakhs)	Remarks, if any
2014-15		
2015-16		
2016-17		

14. Additional information, if any (Attach Separate Sheet, if space provider in sufficient):
 15. Give details of the major similar contracts handled by the tendering Manpower service provider during the last 03 years in the following format.
 (If the space provided is insufficient, a separate sheet may be attached.)

Sl No.	Name of Client, Address, telephone & FAX No.	Manpower Services provided		Amount of contract (Rs. Lakhs)	Duration of Contract	
		Type of Manpower provided	No.		From	To
1						
2						
3						

16. Additional information if any; (attach separate sheet, if required)

Date: _____ Signature of the authorised person
 Place: _____ Name:
 Seal:

DECLARATION

- I, _____, son/ daughter/ wife of Sri _____ proprietor/ director/ authorised signatory of the service provided, mentioned above, am competent to sign this declaration and execute this tender document.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information/ documents furnished alongwith 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 any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: _____ Signature of the authorised person
 Place: _____ Name:
 Seal:



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APPLICATION FOR FINANCIAL BID

For providing manpower services to PRM Medical College & Hospital, Baripada,
Mayurbhanj

1. Name of the service provider:
2. Rate per person per month (26 days in a month) inclusive all statutory liabilities, taxes, levies etc.

Sl No.	Manpower Type	Monthly rate per person							Total per person
		*Take home wages	EPF	ESI	Other statutory dues if any	Service charges	Total wages (3+4+5+6+7)	Service Tax	
1	2	3	4	5	6	7	8	9	10
1	Security Guard								
2	Lift Operator								
3	Data Entry Operator								
4	Male attendant								
5	Female attendant								
6	Male Sweeper								
7	Female Sweeper								
8	housing keeping supervisor/ Manager								
9	Lady Care taker								
10	Asst. Librarian								
11	Cataloguer for Library								
12	Gardener								
13	Plumber								
14	Electrician								
15	Gym Supervisor								
16	Van Driver								
17	Gas Pipe line Operator								
18	Event Manager								
19	Hostel Care Taker (Male & Female)								


*Take home wages for the post shall be equal to Un-skilled labour i.e. Rs. 213.50 per day, Semi-Skilled labour i.e. Rs. 233.50 per day, Skilled labour i.e. Rs. 253.50 per day & Highly Skilled labour i.e. 273.50 per day for a month with weekly 01 day break.

Date:
Place:

Signature of the authorised person
Name:
Seal:

Notes:-

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time entering into contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
3. Bids with "Nil" or very low service charge can be treated as non-responsive bids, which are liable to be rejected.


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Digitally signed by
[Name] DN: cn=[Name], o=[Organization], ou=[Department], email=[Email], c=[Country]

TERMS & CONDITIONS

1. The Agreement shall commence from **01.02.2018** shall continue till **31.01.2019** unless it is curtailed or deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on **31.01.2019** unless extended further by the mutual consent of the manpower service provider and the authority.
3. The Agreement may be extended, on the same terms and condition or with some additions/deletions/modification, for a further specific period mutually agreed upon by the manpower service provider and the authority.
4. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the authority.
5. The PRM Medical College & Hospital, Baripada, Mayurbhanj present has tentative requirement of 155 nos. of manpower on urgent basis. The requirement of the PRM Medical College & Hospital, Baripada, Mayurbhanj may further increase for decrease marginally, during the period of initial contract also and the tenderer would have to provide additional manpower service, if required on the same terms and condition.
6. The manpower service provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent state. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the agreement.
7. The authority reserves the right to terminate the agreement during initial period also after giving 15 days notice to the manpower service provider.
8. The person deployed shall be required to report for work to the PRM Medical College & Hospital, Baripada, Mayurbhanj or such other Officer as may have been kept in charge of the Office establishment of the Office concerned. In case the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.


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BARIPADA, ODISHA

9. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the PRM Medical College & Hospital, Baripada, Mayurbhanj so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower service deploy in the PRM Medical College & Hospital, Baripada, Mayurbhanj or office concerned shall be that of the manpower service provider and the PRM Medical College & Hospital, Baripada, Mayurbhanj or office concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidences as may be required by the PRM Medical College & Hospital, Baripada, Mayurbhanj or office concerned. If at any point of time it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated and security deposits shall be forfeited.
11. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
12. For all intents and purposes, the manpower service provider shall be "employer" within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the manpower service shall not have any claim whatsoever like employer and employee relationship against the PRM Medical College & Hospital, Baripada, Mayurbhanj or office concerned.
13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The PRM Medical College & Hospital, Baripada, Mayurbhanj shall, in no way be responsible for settlement of such issues whatsoever. In case *the Grievance of the deployed* person are not attended to by the manpower service provider the deployed person can place their grievance before a joint committee consisting of a representative of the PRM Medical College & Hospital, Baripada, Mayurbhanj office concerned and authorize representative of the manpower service provider.
14. The PRM Medical College & Hospital, Baripada, Mayurbhanj shall be not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation.



15. The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this agreement in its expiry or otherwise the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or regularization of deployment with office under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the manpower service provider.
18. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour commissioner, provident fund authorities, Employees State Insurance Corporation etc. and a copy of the registered should be submitted. The manpower service provider shall comply with all the legal requirements for obtaining license under contract labour (regulations and abolition) act, 1970 if any at his own part of cost.
19. The manpower service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider. The manpower service provider shall be responsible for contributions towards provident fund and Employees State Insurance, whatever applicable.
20. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the PRM Medical College & Hospital, Baripada, Mayurbhanj of office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.
22. The person deployed shall during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this they shall be required to take oath of confidentiality and breach of this condition shall make the manpower service provider as well as


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- the person deployed liable for penal action under the application laws besides, action for breach of contract.
23. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the PRM Medical College & Hospital, Baripada, Mayurbhanj or office concerned shall have no liabilities 'in this regard.
 24. The manpower service provide shall also be liable for depositing all taxes levies, cess etc. on account of service rendered by it to the PRM Medical College & Hospital, Baripada, Mayurbhanj or office concerned to the concerned tax collection authorities from time to time, as per the rules and regulations in the matter. Attested Xerox copy of such documents shall be furnished to the PRM Medical College & Hospital, Baripada, Mayurbhanj or office concerned.
 25. The manpower service provider shall maintained all statutory registers under the law & shall produce the same on demand to the authority of the PRM Medical College & Hospital, Baripada, Mayurbhanj or any authority under law.
 26. The tax deduction at source(T.D.S) shall be done as per the provision as per the income tax act/rule, as amended from the time to time and certificate to this effect shall be provided by the PRM Medical College & Hospital, Baripada, Mayurbhanj or office concerned.
 27. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the PRM Medical College & Hospital, Baripada, Mayurbhanj to the office concerned is put to any loss/obligation, monetary or otherwise, the PRM Medical College & Hospital, Baripada, Mayurbhanj to the office concerned will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
 28. Agreement is liable to terminated because of non-performance deviation of terms and condition of contract, non-payment of remuneration of employed person and non-payment of statutory dues. The PRM Medical College & Hospital, Baripada, Mayurbhanj of office concerned will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any

loss or damage is caused to the PRM Medical College & Hospital, Baripada, Mayurbhanj or office concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.

29. The technical bid should be accompanied with tender paper cost (non-refundable) & an earnest money deposit (EMD), refundable without interest in the form of demand draft/pay order drawn in favour of PRM Medical College & Hospital, Baripada, Mayurbhanj failing which the tender shall be rejected outrightly.
30. The earnest money deposit in respect of the agencies which do not qualify the technically bid (first stage)/ Financial bid (second competitive stage) shall be returned to them without any interest. In case of successful tendered if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of place in the order, the EMD shall stand forfeited without giving any further notice.
31. The successful tenderer will have to deposit a performance security amount of 5% of tender value in the form of Bank Guarantee made in the name of the agency but hypothecated to the Dean & Principal, PRM Medical College & Hospital, Baripada, Mayurbhanj, covering the period of contract. In case the contract is further extended beyond initial period the Bank Guarantee will have to be accordingly renewed by the successful tendered.
32. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
33. Bids with "Nil" or very low service charge can be treated as non-responsive bids, which are liable to be rejected.
34. The manpower service provider shall raise the bill in duplicate along with attendance sheet duly verified by the PRM Medical College & Hospital, Baripada, Mayurbhanj in respect of the persons deployed and submit the same to the prescribed authority in the 1st week of the succeeding month. As far as possible the payment will be released by the 2nd week of the succeeding month.
35. The claim in bills regarding employees' state insurance, provident fund, service tax, etc. should necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount

shall be held up till such proof is furnished, at the discretion of the PRM Medical College & Hospital, Baripada, Mayurbhanj.

36. The amount of penalty calculated @100.00 per day on account of delay if any in providing a suitable substitute for the period beyond 03 working days by the manpower service provider shall be deducted from its monthly bill in the succeeding month.
37. Authority reserves the right to withdraw or relax any of the terms & conditions mentioned above so as to overcome the problem encountered at a later stage.
38. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
39. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority who has executed the agreement, is located.
40. The successful bidders will enter into an agreement with this department for supply of suitable and qualified manpower as per requirement of PRM Medical College & Hospital, Baripada, Mayurbhanj on the above terms & conditions.



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DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application – Technical Bid.
2. Attested copy of registration of agency.
3. Certified copy of the statement of bank account of agency for the last 03 years.
4. Attested copy of PAN/ GIR Card.
5. Attested copy of latest IT return filed by Agency.
6. Attested copy of GST registration certificate.
7. Attested copy of EPF registration certificate/ letter.
8. Attested copy of ESI registration certificate/ letter.
9. Copy of **PSARA** (*Private Security Agency Regulation Act.*) certificate (*In case of deployment of security staff*).
10. Copy of Annual turnover of the firm of last three years (FY-2014-15, 2015-16 & 2016-17) certified by Chartered Accountant as per the format –Annexure-1 and latest EPF & ESI deposit slip
11. Certified documents in support of entries in column 14 of technical bid application.
12. Copy of the terms & conditions at pages 12 to 17in tender document with each page duly signed and sealed by the authorised signatory of the agency in token of their acceptance.

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

1. List of manpower shortlisted by the agency for deployment in PRM Medical College & Hospital, Baripada, , Mayurbhanj, containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-Data of all persons.
3. Any other documents considered relevant.


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ANNEXURE -1
(Refer clause No.3.8)

(To be submitted in Cover-Technical Bid)
(To be furnished in the letter head of the Auditor/Chartered Accountant)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/S. _____ who is a Manufacturer/Distributors(Pl. Tick whichever is applicable) are given below and certified that the statement is true and correct

Sl.No.	Year	Turnover (Rs)
1	2014-15	
2	2015-16	
3	2016-17	
Average Annual Turnover(for the above three years)		In(Rs)

Date

Place

Signature of the Auditor/
Chartered Accountant

Seal

(Name in Capital)

Membership No

Regd. No. Of firm

Note:-

- a) To be issued in the letter head of the Auditor/Chartered Accountant mentioning the Membership
- b) Separate certificates should be furnished for different manufactures/importer in case the bidder(authorised distributors) is quoting products of different manufacturer/importers. The authorised distributors has also to furnish his turnover statement in the above format.



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