

**INSTITUTE OF KIDNEY DISEASES AND RESEARCH CENTRE
AHMEDABAD**

: TENDER :

NO. IKDRC/PDC/OUT SOURCING/ 2017-18

Name of Work : Providing Man Power as Outsourced Services for
field hospital in state of Gujarat

DIRECTOR

Institute of Kidney Diseases and Research Centre

Civil Hospital Campus (IKDRC-PDC Section),

Asarwa, Ahmedabad-380016. Gujarat State.

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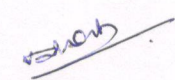
Website : www.ikdrc-its.org

TENDER NOTICE

Sealed offer is hereby invited for providing of Man Power as outsourced services for Institute of Kidney Diseases and Research Centre (IKDRC) for their Periphery Dialysis Centers in the state hospitals. The offer should be submitted duly sealed and superscripted on cover "Tender for providing Man Power supply services in the field hospital in Gujarat State" envelope. The blank tender document shall be made available to the registered intending on request letter from the office of the Institute of Kidney Diseases and Research (PDC Br.), Room No. 128, Civil Hospital Campus, Ahmedabad during the working days between 11-00 to 04-00 p.m. except public holidays. Tender fee in form of D/D or Banker's cheque should be attached with tender document.

The details of work is given below :

Name of Work	EMD Amount (Rs.)	Tender Document Fee	(1) Last date of Submission of tender	Date of opening tender	Place of receipt and opening
Providing Man Power as outsourced services for field Hospitals in state of Gujarat	Rs. 20,000/- in the name of IKDRC, Ahmedabad	Rs. 1000/-	14-06-2017	15-06-2017	Board Room, IKDRC, Civil Hospital Campus, Ahmedabad.


Director / Deputy Director
Institute of Kidney Diseases and Research Centre
Ahmedabad

IKDRC (PDC Section)

Tender No. IKDRC/PDC/OUT SOURCING/2017-18

**Providing of Man Power as Outsourced Services for Periphery Dialysis
Centres / Field Hospital in the state of Gujarat**

Part-I Technical Bid

Sealed tenders are invited from experienced and financially sound Man Power Supply/Contractors, registered with GoG, for providing Man Power Supply at IKDRC, Civil Hospital Campus, Ahmedabad and Field Hospitals in the state.

01	Tender No.	IKDRC/PDC/Out sourcing /2017-18
02	Tender Document Fee	Rs. 1000/- by D.D or Banker's Cheque (Non Refundable)
03	Scope and Area of Work	Providing Man Power as out sourced services for in the Field Hospital in the state as per IKDRC/PDC authorities instructions. Man Power deployed by the contractor will have to discharge their duties sincerely and honestly. The details of Man Power personnel required is given in schedule page No. <u>17</u> of tender.
04	Earnest Money Deposit	Rs. 20,000/- by D. D. of Nationalized/ Scheduled Bank only, in favour of Director IKDRC payable at Ahmedabad.
05	Duration	Two years from the date of commencement of work. (If performance is found satisfactory, it may be extended for a further period of two years or part thereof with mutual consent as per the same rates , terms and conditions.

06	Last date of submission of tender	Date : 14 th June, 2017 up to 5:00 p.m. only
07	Date and time of opening of tender Part-I Technical Bid.	Date : 15 th June, 2017
08	Validity of Tender	90 Days from the date of opening of the tender, which can be further extended by 90 days if desired by authorities.

Tender received without E.M.D. will summarily be rejected.

Director/Deputy Director, IKDRC, Ahmedabad reserves the right to reject any or all tenders or part thereof or split the work between more than one tenderer, without assigning any reason whatsoever.

Note :

- (1) Tenderer is requested to submit minimum three certificates and copies of work order for similar work done by them in the past.
- (2) Tenderer is bound to follow all applicable industrial Laws and other applicable laws, rules and regulations. Moreover, the tenderer will have to submit certificate of registration with GoG.
Tenderer will have to observe the rules and regulation presently in force and framed in future by the GoG regarding Man Power Supply Agencies.
- (3) Tenderer is requested to quote rates/charges in prescribed schedule Page No.17 as per the terms and conditions mentioned in the Tender Document Part-I and Part-II.
- (4) Any conditional tender will not be entertained and will be rejected.
- (5) Tender documents will be available from the office of IKDRC-PDC Section Room no. 128, Civil hospital, Ahmedabad. from Monday to Friday betwin 11.00 am to 4.00 pm. during working hours.
- (6) Tender will be accepted in sealed cover by RPAD/SPEED POST/COURIER.
- (7) To submit Tender "For tender providing Man Power Supply Services in the Field Hospital in Gujarat State" shall be written on sealed cover.
- (8) All the tender papers and documents should be attested with their seal or stamp by the tenderer.

Issued to

M/s.

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Pin No. :


Dy. Director

IKDRC, Civil Hospital Campus,
Ahmedabad-380016.

On Tenderer's Letter Head

From :

Ref. :

Date :

To,
Director,
Institute of Kidney Diseases and Research Centre,
Civil Hospital Campus,
Asarwa, Ahmedabad-380016.

Sub. : Earnest Money Deposity Against Tender No. IKDRC/PDC/
Out sourcing / 2017-18

Dear Sir,

With reference to above and as per terms and conditions of tender we are sending herewith D.D./Banker's Cheque No. Dated of (Named of Bank and Branch) for Rs. 20,000/- being the amount of E.M.D.

Kindly acknowledge the receipt.

Thanking You,

Yours Faithfully,

(Name and Signature)

(Seal)

On Tenderer's Letter Head

From :

Ref. :

Date :

To,
Director,
Institute of Kidney Diseases and Research Centre,
Civil Hospital Campus,
Asarwa, Ahmedabad-380016.

Sub. : Declaration

Dear Sir,

I/We hereby solemnly declare that none of our partners jointly or severally or our Firm/Company/Associates' company has been Black Listed by the Central Government or any State Government or any Public Sector undertakings.

I/We hereby further state that if this declaration is found to be false at any time, IKDRC shall be free to take recourse to any action against us as it may deem fit.

Thanking You,

Yours Faithfully,

(Name and Signature)

(Seal)

IKDRC

Civil Hospital Campus, Ahmedabad.

Tender No. IKDRC/PDC/OUT SOURCING/2017-18

Part-I Technical Bid

Providing Man Power as Outsourced Services for the Field Hospitals in Gujarat State

Details to be submitted by Tenderer for Pre Qualification


Tenderer is requested to submit following details with relevant documents without fail to pre qualify for technical bid.

Sr. No.	Item	Details
01	Name and address of Tenderer/all Partners/Directors	
02	Phone No.	
	Fax No.	
	Mobile No.	
	E-Mail Address	
03	Name of Concerned Person	
04	Whether proprietorship/partnership/Pvt. Ltd. Co., or any other	
05	Documentary Evidence for Sr. No. 4/ Establishment Certificate	
06	Name of Bankers with latest copy of (not later than one year) solvency certificate for an amount not less than Rs. 1 (One) Lac (Nationalized/ Scheduled Bank other than Co. Operative Bank)	
07	Annual Turnover in Rs. (With copy of audited balance sheet)	Year Rs. 2014-15 2015-16 For the year 2016-17, Tenderer should submit the self Attested Balance-Sheet copy.

08	Income tax Pan Registration No. (Copy to be enclosed)			
09	P. F. Registration No. (Copy to be enclosed)			
10	Service Tax Registration No. (Copy to be enclosed)			
11	Registration with GoG as Man Power supply Tender/Agency No. (Copy to be enclosed)			
12	No. of Man Power on your pay roll as on today.			
13	Registration with Asst. Labour Commissioner (State/Central) for the employment of workers. (Copy to be enclosed)			
14	Name of the co. for whom similar work done in last three years with a copy of satisfactory completion certificates.			
15	Labour Welfare Board Registration Certificate			
16	Detail for requirement of out source manpower			
	Type of Man Power provided	Name of the Hospitals with address	approx value of contract amount of work done in Rs.	Duration
	(1)	(2)	(3)	(4)
	Attendent Cl. IV	As per attached list	As per Labour Laws Act (Minimum Wage Act)	Two years
18	Main Criteria for Pre Qualification Eligibility : Part-I Technical Bid			- Tenderer shall have prior experience for providing Office staff to HO, PSUs, Limited Co's, National/State, level Institutes, involving deployment of an average of person per office hours for at

		<p>least one calendar year.</p> <p>- Tenderer should have P.F. Registration No. with Regional Provident fund Commissioner and Service Tax registration No. with Appropriate authority.</p> <p>- Tenderer should have valid Registration under GoG.</p>
17	Report of Man Power provided.	Report for Man Power provided at field hospital is to be submitted in the prescribed format.

Self attested copy of the relevent documents should be attached with the tender form.


Dy. Director
 IKDRC
 Ahmedabad

Tenderer is requested to submit following documents along with technical bid part without fail.

No.	Description	Attached	
		Yes	No
I	E.M.D., D.D.	Yes	No
II	Declaration (Page No)	Yes	No
III	Documentary Evidence of Sr. No./Establishment Certificate	Yes	No
IV	Solvency Certificate	Yes	No
V	Annual Turnover in Rs. (with copy of audited balance sheet as per colum no. 7 of page no. 8)	Yes	No
VI	Copy of Income Tax Pan Registration	Yes	No
VII	Copy of P. F. Registration No.	Yes	No
VIII	Copy of ESIC Registration No.		
IX	Copy of Service Tax Registration No.	Yes	No
X	Copy of registration with GoG as Man Power Supply Agency.	Yes	No
XI	Copy of the registraton with Labour Welfare Board.	Yes	No
XII	Copy of registration with Asst. Labour Commissioner (State/Central) for the employment of workers.	Yes	No
XIII	Name of the Co. for whom similar work done in last five years with copy of satisfactorily completion certificates.	Yes	No
XIV	Payment Terms Accepted	Yes	No
XV	Validity Accepted	Yes	No
XVI	Penalty Accepted	Yes	No

Copy of the tender documents submitted should be self attested.

Note :

- (1) Decision of the management regarding technical qualification is final and binding to the tenderer and no correspondence will be entertained in this regard.
- (2) Tender should be submitted in two-bid system, i.e. Technical bid and Price bid. The IKDRC (PCD Section) will scrutinize the technical bid and the price bid of only those, who qualify them in the technical bid, shall be opened. The technically qualified tenderers will be informed regarding the date, time and place of opening of the price bid.
- (3) Tenderer is requested to submit technical bid and price bid in separate envelope.
- (4) Tenderer has to get themselves registered with GoG as Man Power supply Agency.

IKDRC-PDC Contract Terms and Conditions

General Terms, Conditions of tender and Instructions and Obligations of Tenderer

- (1) Price/charges quoted by the tenderer should be firm and no price increase will be allowed to the tenderer during the contract period.
Price quoted should be exclusive of Service Tax/all government taxes and levies. No separate charges will be paid on this account.
- (2) Bill should be submitted to the office of IKDRC-PDC Section, Ahmedabad, on monthly basis for the Man Power deployed during previous month along with necessary supporting documents like attendance sheet duly certified by authorized person, wage sheet, P.F./Service Tax/Professional Tax paid Challans for previous month etc.
- (3) Earnest Money Depository / Security Deposit :
 - (a) The tender must be accompanied by earnest money deposit of Rs. 20,000/-, by Banker's Cheque/Demand Draft in favour of Director, IKDRC, Ahmedabad issued by Nationalized/Scheduled Banks only. Tender received without EMD will be summarily rejected.
 - (b) Earnest money deposit paid as above will be refunded to unsuccessful tenderer only after IKDRC awards the work to successful tenderer.
 - (c) Successful tenderer shall Pay Security Deposit in form of Bank Guarantee/Fixed Deposit receipt for two years @ 5% of the contract/order value of one year within 15 days from the date of receipt of work order.
 - (d) Earnest money paid can be adjusted against security deposit, of successful tenderer.
 - (e) Earnest Money/Security Deposit will not bear any interest.
 - (f) If successful tenderer does not pay security deposit EMD paid will be liable to be forfeited by the IKDRC.
 - (g) Security deposit paid by the successful tenderer shall be liable to be forfeited by the IKDRC if the agency not able to carry out the work in accordance with the terms and conditions of the tender/LOI/WO.
- (4) The entire work included in the tender shall be executed by the tenderer and tenderer shall not directly or indirectly transfer, assign, underlet or sublet

the contract or any part of therof or interest thereon. Otherwise security deposit will be forefeited.

- (5) The IKDRC, Ahmedabad reserves right to amend, alter, increase or decrease the Man Power Staff and payment will be made accordingly.
- (6) The Tenderer shall have to comply with the provisions of all applicable laws, PF Act and Rules, Contract Labour (Regulation and Abolition) Act pertaining to employment of the labour and other statutes in force from time to time.
The tenderer will be required to register with Asstt. Labour commissioner (State/Central) for the employment of workers. The tenderer shall indemnify the IKDRC for any claims, compensations, damages, loss, penalty etc. for breach of any legal provisions in force from time to time and applicable to the work in question.
- (7) The tenderer shall be liable for any accident and/or deaths occurring to the staff or damage incurred or claim arising there on, during the peirod of contract. In the event of any claim being made against the IKDRC (PDC Section) for any accident, death, or damages for which the tenderer is responsible, the same will be passed on to the tenderer who shall take all such further action in that regard at his own expense and risk. Compensation if any shall be made by tenderer to his employee at his cost as per applicable workman compensation act.
The IKDRC, Ahmedabad shall not reimburse any charges or compensation for the loss of materials, loss of life or the injuries suffered by the employee of the Tenderer.
- (8) During the execution of work if any damage/Theft occurs to the PDC premises/material, the same will be on Tenderer's account and value for the same will be recovered from their bill.
- (9) In case of any dispute or difference of opinion in the interpretation of any of the terms and conditions of this tender, the decision of the Director/Deputy Director, IKDRC Ahmedbad shall be final and binding to all.
- (10) The courts at Ahmedabad in Gujarat State only will have jurisdiction to deal with and decide any legal dispute or contravention between the parties hereto.
- (11) The staff employed by the Tenderer shall be polite, well mannered and respectful to officers and employees working in PDC.
- (12) The Tenderer shall provide proper Photo ID Cards and his employees should report in neat professional attire.

- (13) If performance of any Man Power Staff is found unsatisfactory to the authority, he/she have to be replaced by the Tenderer immediately.
- (14) The Tenderer shall undertake to provide any additional Man Power in other category staff if desired by the IKDRC at a place other than mentioned in this tender.
- (15) The Tenderer shall not change his Man Power Staff at random. This should be done with prior approval of authorities of IKDRC.
- (16) The Man Power Staff shall be bound to observe all the instructions issued by authorities concerning general discipline and behavior.
Employers of tenderer will have to make their own arrangement for Residential accomodation, electricity, etc.
- (17) Failure/non compliance of any Govt. provisions will be viewed very seriously by the IKDRC and liable to termination of the contract with immediate effect and by doing so if any payment due to IKDRC is pending, it will be recovered from pending bills/security deposit of the tenderer.
- (18) The rates for manpower would be as per Annexure-A. Whenever the basic pay and/or dearness allowances are changed by the State Government under the Minimum Wages Act., rates, if required will be revised and paid accodngly on submission of the supporting documents.
- (19) Agency will also provide us any other additional Manpower in other categories if required by IKDRC at prevailing minimum wages act with already agreed service charges.
- (20) Agency shall be responsible to comply with the provisions of various labour laws like Employees Provident Fund Act. payment of Wages Act/Contract Labour (R&A) Act/Minimum Wages Act., ESIC benefits etc. and the rules framed there under. The agency would make necessary deduction of PF/Professional Tax Contribution/IT etc. from the concerned employees wages.
- (21) Agency shall have to provide three pairs of Uniform to their employee immediately on the start of the Contract at the agreed rates. Laudry expenses will be borne by the employee.
- (22) Payment Terms :
Payment shall be made within 15 days of the submission of the bill by Agency, subject to the fulfillment of the following requirements.

- Certificate from the authorized person on behalf of the Company confirming the presence of the manpower provided by the agency and satisfactory work to be verified by authorised person from IKDRC (PDC Section).
 - Agency shall have to submit along with the bill the copy of the attendance register and salary register for having made payment to the manpower provided.
 - Agency shall have to issue monthly Pay slips to the manpower provided.
 - If such copies have not been submitted then the reimbursement/payment of bill will not be made by IKDRC, Ahmedabad.
 - However, Agency will have to make the full payment of salaries through their bank account to the manpower provided within 7 days from the end of the month irrespective of the pending payment from IKDRC, Ahmedabad expects strict compliance of the laws of the land from Agency.
 - Agency will raise the necessary bill after making payment to the manpower provided and payment of statutory deductions in respect of previous month.
 - Income Tax and other taxes, if applicable will be deducted from the bill.
 - The rate contract shall be given subject to compliance by Agency of all the laws of the land including renewal of registration of its license under Bombay Shop and Establishment Act. Contract labour Act etc. and other applicable laws.
 - Whatever amount Agency for the payment of its employee receive from IKDRC (PDC), the same amount would be paid to be concerned employees without any deduction except for statutory deduction like ESI Professional Tax, E.P.F. etc.
- (23) The Photocopies of challans for deposits of statutory deductions. PF, ESI, Service Tax Act etc. in respect of previous month with signature of the concerned authority will be submitted to our office along with the bill, which should be deposited within the due time limit.
- (24) Attendent / Peon should have knowledge of operating of Photocopier, Fax Machines etc. and follow the instructions of senior officials / Authorities.
- (25) Agency will carry out regular as well as surprise checks on their perosnnel on duty to ensure that they are present at the place of duty during working hours and are working efficiently.

- (26) Agency will also take necessary steps to prevent occurrences of pilferage/thefts.
- (27) In case, the staff provided by Agency whose work and conduct is found unsatisfactory shall be replaced immediately at no cost to the offices. Manpower provided should be rotated as and when required.
- (28) If services are found unsatisfactory contract after giving IKDRC reserves right to terminate the contract after giving one month notice to the agency.
- (29) Agency will be liable to pay penalty for breach of any conditions of the contract/tender terms and conditions. The penalty amount will be decided by Director/Deputy Director, IKDRC, Ahmedabad and will be binding to Agency. The penalty amount will be recovered from Agency from the pending amount of the bills/security deposit.
- (30) The IKDRC, Ahmedabad also reserve all rights to approve more than one Tender in L-1 Category, may decide to distribute tender work among more than one tenders for IKDRC/PDC field staff.
- (31) Dputy hours 8 ½ hours with ½ hour lunch time. Work on Saturday / Sunday/ Public Holiday (as per work requirement).

Hshah
Dy. Director
IKDRC (PDC)
Ahmedabad.

SCHEDULE : A

IKDRC, Civil Hospital Campus, Asarwa, Ahmedabad-380016.

Name of Work : Providing Men Power as Outsourced Services for Field Hospitals (PDC Section) in Gujarat.

Sr. No.	Category of Service	Minimum Educational Qualification	Estimated No. of Posts required	Cadre wise Net Salary
(1)	Attendent Class-IV	7 th Fail/Pass	50	As per minimum Wages Act
	TOTAL		50	

I agree to provide above category wise Manpower with % Service Charge on net amount of salaries.

- (1) The rate of service charges shall be below 7%.
- (2) Service tax if applicable will be paid extra as per Govt. prevailing rules (Present rate 15%)
- (3) The tender having the quoted rate for service charges above 7% or shall be rejected.
- (4) Above mentioned salary for man/woman is including EPF, ESI etc.
- (5) Payment shall be given on monthly basis as per Schedule-B after providing proof of payment of salaries, Challans of Professional, EPF Challans and ECR and proof of credit the amount etc.
- (6) D.A. rules will be applicable as per labour commissioner office declared time to time.

Signature of IKDRC authority

Signature of Service Provider