E-TENDER FOR PROVIDING NURSING AND PARA-MEDICAL STAFF ON CONTRACTUAL BASIS

NAME OF WORK: E-TENDER FOR PROVIDING NURSING & PARA-MEDICAL STAFF ON CONTRACTUAL BASIS AT ESIC MODEL HOSPITAL, BAPUNAGAR, AHMEDABAD, GUJARAT FOR A PERIOD OF ONE YEAR OR TILL RECRUITMENT PROCESS IS COMPLETED, WHICHEVER IS EARLIER.
# INDEX

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notice inviting E-Tender (NIT)</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Important instructions for Bidder</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Terms &amp; Conditions of Tender</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>Instructions for Bidder</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>General condition of contract</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Annexure - I</td>
<td>15</td>
</tr>
<tr>
<td>7</td>
<td>Annexure - II</td>
<td>16</td>
</tr>
<tr>
<td>8</td>
<td>Annexure - III</td>
<td>17</td>
</tr>
<tr>
<td>9</td>
<td>Annexure - IV</td>
<td>18</td>
</tr>
<tr>
<td>10</td>
<td>Annexure - V</td>
<td>19</td>
</tr>
<tr>
<td>11</td>
<td>Annexure - VI</td>
<td>20</td>
</tr>
</tbody>
</table>
Notice Inviting e-Tender for Contractual Engagement of Reputed Manpower Agency for providing Nursing & Para-medical staff

Date of commencement of submission of E-Tender through e-procurement portal of ESIC  
https://esictenders.eproc.in  11/10/2017

Last date of submission of e-tender  02/11/2017 01:00PM

Date & time of opening  02/11/2017 02:30PM

EMD amount  Rs. 2,00,000/- (Rupees Two Lakhs only)

E-Tenders under two bid system through 'e' procurement are invited from duly registered / reputed Manpower Service Providers / Organizations / Agencies for providing Nursing and Paramedical Staff on contract basis for ESIC Model Hospital Bapunagar Ahmedabad Gujarat. Tender documents are available online at https://esictenders.eproc.in and http://www.esic.nic.in/tenders. Category wise requirement of Nursing & Para-medical staff is as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the post</th>
<th>UR</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>Total</th>
<th>PH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff Nurse</td>
<td>11</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>20</td>
<td>01 (OH)*</td>
</tr>
<tr>
<td>2</td>
<td>Nursing Orderly</td>
<td>21</td>
<td>2</td>
<td>5</td>
<td>9</td>
<td>37</td>
<td>01 (OH)*</td>
</tr>
<tr>
<td>3</td>
<td>Pharmacist</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Lab Assistant</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>-</td>
</tr>
</tbody>
</table>

*OH: Orthopedically Handicapped
### Essential Educational & other Qualifications and Pay Structure:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Post</th>
<th>Educational &amp; Other Qualification</th>
<th>Age</th>
<th>Emolument</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff Nurse</td>
<td>Diploma in General Nursing &amp; Midwifery or Equivalent qualification for male nurse. Registered Nurse with Nursing Council</td>
<td>Not exceeding 37 years</td>
<td>Wages shall not be less than the minimum wages prescribed by Labour Department of Govt. of Gujarat for contractual worker</td>
</tr>
<tr>
<td>2</td>
<td>Nursing Orderly</td>
<td>Matriculation or equivalent from a recognized Board. Elementary knowledge of first aid. One year experience in handling and dressing wounds in Govt. approved/registered Nursing Home/Hospital.</td>
<td>18-27 Years</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pharmacist</td>
<td>Degree in Pharmacy / Sr. Secondary with Diploma in Pharmacy from a recognized Institution and qualified &amp; registered as Pharmacist under Pharmacy Act, 1948.</td>
<td>Not exceeding 32 years</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Lab Assistant</td>
<td>Senior Secondary / 10+2 or equivalent qualification with Diploma in MLT from an Institute recognized by the AICTE</td>
<td>Not exceeding 32 years</td>
<td></td>
</tr>
</tbody>
</table>

**Age Relaxation:**

- 05 years in case of SC/ST Candidates
- 03 years for OBC recognized by the Govt. of India (Notified in Central List only applicable)
- 10 years for Physically Handicapped candidates

The Bid Security (EMD) amount of Rs **200000/- (Rs. Two Lakhs only)** should be paid by Demand Draft of any scheduled bank in favour of “ESI FUND A/c NO. 1” payable at Ahmedabad.

The interested bidders have to upload their bids along with duly signed scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids on the [https://esictenders.eproc.in](https://esictenders.eproc.in) latest by 11/10/2017 upto 1.00 PM. The technical bids will be opened online on 02/11/2017 at 2.30 PM.

MEDICAL SUPERINTENDENT
IMPORTANT INSTRUCTIONS FOR BIDDERS

All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

Bidder should get registered at https://esictenders.eproc.in.

Bidders can contact our Helpdesk at https://esictenders.eproc.in/html/support.asp

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in the form of Demand Draft from any scheduled bank, in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi (or in any other form as acceptable by C1 India Pvt. Ltd.) for participating in the Tender.

Along with the Demand Draft, Bidder needs to send a covering letter mentioning about the Payment Details, Company Name, Address, User ID and Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title).

The payment should reach at the below mentioned address, at least one day before the due date and time of Bid Submission:

Kind Attn: Mr. Mohit Chauhan
C1 India Pvt. Ltd.
301, Gulf Petro Chem Building, 1st Floor,
Udyog Vihar, Phase – 2,
Gurgaon, Haryana - 122015

Note: Bid Processing Fee will be approved only after the receipt of payment.
TERMS & CONDITIONS OF TENDER

Estimated tender value: Rs. 1,00,00,000/- (approx.) (Rs. One Crore only)

Period of Contract: The Contract shall initially be for a period of one year and may be extended further for a period of one year subject to satisfactory performance on mutual consent on the same terms and conditions. The rates approved shall remain unchanged during the period of contract. Medical Superintendent Bapunagar, reserves the right to terminate the contract by serving one month's notice, in writing.

Earnest Money: Rs. 2,00,000 /- (Rs. Two lakh only) to be deposited, in the form of demand Draft/Pay Order issued by a scheduled bank drawn in favour of “ESI Fund A/c. no. 1”, payable at Ahmedabad.

Last date of submission: Last Date of uploading of Tender is 02/11/2017 up to 1.00 P.M.

Note: The “Technical Bid” and “Financial Bid” are to be kept separately in two different envelopes which are to be placed in one bigger envelope. This bigger duly sealed envelope shall be dropped in the Tender Box captioned “TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING NURSING & PARAMEDICAL STAFF” placed in the admin section of ESIC Model Hospital Bapunagar, Ahmedabad within the stipulated date and time. The subject and the address of the agency/ organization must be clearly mentioned on each of the two sealed envelopes.

Date of opening of Tenders: Technical bid will be opened on 02/11/2017 at 2.30 PM. The tender shall be opened in presence of the bidder who chooses to be present during opening of bids. If the date of opening of bid falls on a closed holiday, bid will be opened on next working day at 02:30 P.M.

Eligibility Conditions of bidders:

1. The Tenderer should have minimum five years of experience (as on 31.03.2017) for supply of manpower, out of which two years experience should be in the field of supply of Nursing and Paramedical manpower.
2. The Tenderer must have an annual turnover of Rs. 1,00,00,000/- (Rs. One Crore Only) from manpower supply services during the last 3 years (FY 2014-15, 2015-16 & 2016-17). The Tenderer should have undertaken and completed any one of the following work during the last three years as on 30.09.2017:
   - One work of manpower supply not less than Rs. 80,00,000/-.
   - Two works of manpower supply not less than Rs. 50,00,000/-.
   - Three works of manpower supply not less than 40,00,000/-.

3. The bidder must have existing office at Ahmedabad on the date of publication of this tender or have to set up the office within 30 days from the award of contract.

Note: Agency having experience of similar nature of work for supply of Manpower in a hospital/Govt. Office/Institution will be preferred.

**Documents to be uploaded**

1. Bidder firms which fulfill the above eligibility conditions should upload tender document duly signed by authorized person on every page, the technical bid & price bid along with the scanned copy of following documents failing which their bids will be rejected:
   2. Income Tax Returns, audited Balance Sheet & Profit & Loss A/c, audited income and expenditure statements for three financial years i.e. 2014-15, 2015-16 & 2016-17
   - Scanned copy of EMD
   - Proof of registration with GST, ESIC and EPFO.
   - Copies of satisfactory work completion certificates in support of eligibility conditions
   - Registration Certificate of firm/company/Partnership.
   - Copy of PAN No
   - Copy of registration with Labour Department.
   - Declaration as per given Annexures.
   - Authority Letter to sign tender documents, if signed by person other than Owner/Partner/Managing Director.
INSTRUCTIONS FOR THE BIDDER

1. Tender form shall be complete in all respect. Incomplete or tenders without E.M.D. shall be treated as invalid.

2. Bidders have to ensure that all the documents are properly uploaded at https://esictenders.eproc.in and are in readable format.

3. The site for the work can be seen on any working day during office hours by contacting Deputy Director (Admn), 2nd Floor ESIC Model Hospital, Bapunagar, Ahmedabad.

4. Medical Superintendent, ESIC Model Hospital, Bapunagar, Ahmedabad reserves the right to accept or reject (fully or partially) any tender or all tender without assigning any reason.

5. Conditional tenders are liable to be rejected.

6. The EMD of unsuccessful bidders shall be refunded after the award of work to the successful bidder or completion of present tender process.

7. The Successful bidder shall have to deposit Performance Security Deposit (PSD) of Rs. 5,00,000 (Rupees Five Lakhs only) within two weeks after award of contract, by way of a Demand Draft payable at Ahmedabad in favor of “ESI Fund A/C No. 1” or Bank Guarantee from a Nationalised Bank which is valid for 2 months beyond the completion of contract which shall be refundable without interest. Any amount which is payable by the contractor to the employer on any account of a cause arising out of the contract will be adjusted against P.S.D.

8. Evaluation of Technical Bids: Bids received and found valid will be evaluated by the ESIC to ascertain the responsiveness of bid for the complete work/services under the specifications and documents. The bidder should take care to submit all the information sought by ESIC in prescribed formats.

9. Incomplete, conditional, telephonic bids or tender uploaded after due date will not be considered and summarily rejected.

10. Wages shall not be less than the minimum wages prescribed by Labour Department of Govt. of Gujarat for contractual worker.

11. Financial Bid: The financial bid of only those bidders shall be opened who qualify in the technical bid and is substantially found to be responsive. Further, the Financial Bid will be opened in the presence of the bidders, who choose to attend the opening of
financial bid. **Financial bid will be evaluated as per service charge percentage (%) quoted by the bidders.** Thus a bid which is substantially responsive and quotes minimum Service Charge shall be ranked as L1 and so on. The Service Charge quoted by any bidder should not be less than TDS payable by a tenderer who is finally selected to supply the manpower.

**Award of Work:**

(a) The selection of the agency will be at the sole discretion of the ESIC who reserves its right to accept or reject any or all the proposals without assigning any reason whatsoever.

(b) The contract for providing Nursing and Para Medical Staff shall be awarded to the bidder who is technically qualified and has quoted the lowest Service Charges.

(c) Upon evaluation of offers the decision on the award of contract will be intimated to the successful bidder.
GENERAL CONDITIONS OF CONTRACT

1 The bidder shall be wholly responsible for any acts of omission and commission of the manpower engaged for this job.

2 The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out the work assigned to him.

3 The bidder should ensure the Health and safety measures of the employees. ESIC may also conduct health checkup of the staff deployed at regular intervals and can ask for health record at any time.

4 The Contractor shall engage only such manpower, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff. The clearance of the local police has to be obtained by the agency for deployed personnel.

5 The bidder at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer’s Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; or any other relevant Act enacted by Central or State Legislature or Local Body. ESIC will not own any responsibility in this regard.

6 In case of breach of any terms and conditions of the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.

7 The staff shall be in proper uniform with their Identity Card properly displayed.

8 Medical Superintendent, Bapunagar, Ahmedabad reserves the right to amend/add/delete/relax any condition of the tender document without any notice at any stage.

9 The agency shall not in any condition engage any sub-contractor or transfer the contract to any other person. If found guilty, the contract will be cancelled immediately at the cost and expense of the contractor.

10 The list of all contractual Staff will be submitted by the agency together with names/address of the employees including those as leave reserve to the hospital authorities with their biodata, Educational Qualification Certificates, Experience
Certificate, Age Certificate, Bank Account No. etc. who are to be deployed at this Hospital.

It is mandatory for the agency to make the payment to personnel engaged by the agency in this hospital within time stipulated as per labour laws by way of ECS/RTGS/NEFT/Cheque and submit the photocopy of the acquaintance roll along with the bill for the following month as a proof thereof. Payment of wages to contractual staff engaged is to be ensured by agency and it would not be linked with clearance of Bill. In case any complaint is received or it is observed that payment to deployed staff are not being made as per law, the agency shall have to make payment to these workers in the hospital premises at their risk and cost in the presence of an authorized officer of hospital.

The agency shall obtain license under the contract Labour (Regulation and Abolition) Act 1970 from the appropriate authority, if applicable and shall produce the license within 2 months after the commencement of the contract.

The successful tenderer will have to sign contract agreement with the hospital on a non-judicial stamp paper of appropriate value immediately after the award of the contract.

The contractor shall take due care to comply with the provision of the contract labour (Regulation & Abolition) Act 1970 including all other legal obligations, like policy changes implemented by the Government or Legal amendments from time to time, during the period of the contract.

The contractor/agency shall provide all contractual paramedical staff everyday for round the clock services. Number of contractual paramedical staff can be increased/decreased at any stage as per the requirement of Hospital.

Medical Superintendent, Bapunagar Ahmedabad will not be responsible for any injury or loss of life of personnel's deployed/deputed by the contractor which may take place in the course of their deployment.

TDS will be deducted as per provisions of Income Tax Act / GST Act, as applicable.

Any personnel engaged by the agency if found indulged in illegal/and intolerable activities is liable to be handed over to the police or any other administrative action deemed fit against him/her will be taken.

Medical Superintendent, Bapunagar reserves the right of the removal of any person considered to be incompetent or disorderly from the hospital premises. Such person
shall not be engaged again without the permission of Medical Superintendent, Bapunagar.

20 The agency shall enroll contractual staff into ESIC & EPF (if applicable) immediately on engagement of contractual staff. Providing of uniform and other necessary items as per job requirements shall be the sole responsibility of the contractor.

21 In case scanned document submitted by the bidder are not legible, then firm will not be considered for technical evaluation.

Variations:

Medical Superintendent, Bapunagar may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of contract rates for manpower.

Payment Procedure:

1. The contractor shall submit bill in triplicate by the 7th day of each month for the work executed up to end of previous month in a prescribed format as approved by ESIC. Bill must be raised based on the rate quoted in tender. The bill must be supported with the following documents:
   - Attendance sheets certified by ESIC along with salary certificates;
   - ECS/Cheque details;
   - Wages sheets of all the workers and staffs deployed;
   - Certified copy of ESI, PF challan along with details of deduction of each employees and service tax challan.
   - Any other requirement as per extant Laws, Rules or Regulations

2. After submission of monthly bill complete in all respect, the bill will be checked and payment will be made not later than 15 days of submission of bill.

Liquidated damages:

1. Whenever and wherever it is found that the service is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by ESIC and if no action is taken within one hour on urgent matters liquidated damages @ Rs.500/- per complaint shall be imposed. The decision of Medical Superintendent, Bapunagar shall be final, in this regard.
2. If any deployed staff is not found in proper uniform or not displaying photo identity card, a **penalty of Rs. 300/- per instance** shall be deducted from contractor's bill.

3. If any contractual paramedical staff is found indulging in smoking/drinking at the time of duty, a **penalty of Rs. 300/- per instance** shall be deducted from contractor's bill apart from administrative action as deemed fit by authorities.

4. If any contractual paramedical staff is found sleeping during duty hours, a **penalty of Rs. 300/- per instance** shall be deducted from contractor's bill.

5. If any contractual paramedical staff is found absent from the place of duty, for any reasons, a **penalty of Rs. 500/- per instance** shall be deducted from contractor's bill.

6. If the behavior of any contractual paramedical staff is found harsh/rude and non-cooperative towards patients/attendants/staff a **penalty of Rs. 300/- per instance** shall be deducted from contractor's bill.

**Manpower**

A) Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.

B) The Contractor shall ensure to maintain adequate number of manpower and also arrange a pool of stand by worker/supervisor. In case any worker/supervisor absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of staff.

**Risk Clause:**

The Contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement. ESIC reserve the right to terminate the contract at any time by giving 30 days written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected bidders at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by ESIC from the Contractor’s Security Deposit or pending bill or by raising a separate claim.
a) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.

b) Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control.

c) In the event of loss/damage of equipments etc. at the premises of the ESIC due to negligence/carelessness of Contractual Staff, then the Contractor shall compensate the loss to ESIC.

d) The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the ESIC’s premises and shall indemnify ESIC for any loss or damage caused by any act of the Contractor or its employees or staff etc.

Dispute Settlement:

1. All differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by Medical Superintendent whose decision shall be final and binding on both the parties.

2. In case of any legal dispute Ahmedabad, Gujarat will be the jurisdiction.

Termination clause

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the security deposit of Rs. 5 Lakh deposited with ESIC or part thereof shall be forfeited in favour of ESIC and agreement will be terminated after giving 30 days notice.
## TECHNICAL BID
### PROFILE OF THE BIDDER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Tendering Company/Firm/Agency</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Name of owner/Partners/Directors</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Full Particulars of Office</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Telephone No. / Fax No. / Email address</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Full particulars of the Bankers of Company/ Firm/Agency with full address &amp; Tel. No.</td>
<td></td>
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<tr>
<td>7</td>
<td>Name of the Bank Name of the Bank Branch IFS Code</td>
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<tr>
<td>8</td>
<td>Address of the Bank Telephone Number Email address</td>
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<tr>
<td>9</td>
<td>PAN / GIR No.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>GST Registration Number</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>EPF Registration Number</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>ESI Registration Number</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Any other information</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** A cancelled cheque has to be attached with tender documents for the purpose of refund of EMD in case of non successful bid.

Date: 

Signature of owner/Managing Partner/Director

Name:

Place: 

Seal:
## ANNEXURE-II

### EXPERIENCE OF THE FIRM

Use separate sheet for each work.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Project title and Location</td>
</tr>
<tr>
<td>2</td>
<td>Name of the Client and Address</td>
</tr>
<tr>
<td>3</td>
<td>Details of the Work (e.g. Supply of ___ no. of Nursing / Paramedical / Manpower / Housekeeping)</td>
</tr>
<tr>
<td>4</td>
<td>Period of Work Done/Services rendered for the project (From _______ to ___________)</td>
</tr>
<tr>
<td>5</td>
<td>Total cost of work executed in each case</td>
</tr>
<tr>
<td>6</td>
<td>Date of start of the work and the present status</td>
</tr>
<tr>
<td>7</td>
<td>Any other details</td>
</tr>
</tbody>
</table>

**Note:** Supporting documents like satisfactory performance certificates etc. from the client in support of each of the above projects must be furnished.

---

**Date:** 

**Signature of owner/Managing Partner/Director:**

**Name:**

**Place:** 

**Seal:**
NAME OF WORK: E-tender for providing nursing and paramedical staff for ESIC Model Hospital, Bapunagar Ahmedabad for a period of one year or till the recruitment process is completed, whichever is earlier.

Dear Sir,

1. I/we________________________ hereby submit the tender application for the above mentioned works viz __________________________________________________

2. I/We hereby declare that I/we have perused and understood the tender document and accept all the terms & conditions, stipulated by the ESIC in connection with the tender for Providing Nursing and Paramedical Staff for ESIC Model Hospital, Bapunagar, Ahmedabad for a period of one year or till the recruitment process is completed, whichever is earlier.

3. I/we confirm the documents submitted by the firm are legible and the onus of non-readable document shall be with the firm/company/agency.

4. The information given in the Tender document is true and in case anything found false, then company will be responsible for the same.

5. It is certified that the agency has never been blacklisted by any Central Govt. Department or State Govt. Department or Public Sector Undertaking or Local Body or any body created under Central or State Act.

Date:      Signature of owner/Managing Partner/Director

Name:

Place:      Seal:
ANNEXURE-IV

**Name of work:** E-tender for providing nursing and paramedical staff for ESIC Model Hospital, Bapunagar Ahmedabad for a period of one year or till the recruitment process is completed, whichever is earlier.

**CHECKLIST FOR SUBMISSION OF TENDER**

(To be filled by the tenderer and submitted alongwith the technical bid)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particular</th>
<th>Yes/No</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E.M.D. Draft/Bankers Cheque</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Scanned copy of E.S.I. Registration certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Scanned copy of E.P.F. Registration certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Scanned copy of Satisfactory Work Completion Certificate in support of eligibility condition 1, 2 and 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Scanned copy of PAN Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Scanned copy of Incorporation of the firm/Company/Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Scanned copy of Goods &amp; Service Tax Registration certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Scanned copy of registration certificate with Labour department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Scanned copy of Authorization Certificate for signing tender documents, if other than the Tenderer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Scanned copy of Declaration as per Annexure-III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Scanned copy of Tender document duly signed by authorized person on every page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Scanned copy of a cancelled cheque</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**N.B. Bidders to ensure that:**

i) All the above documents are uploaded.

ii) All the pages are numbered

iii) All the documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to bid a E-TENDER.

**Dated.................................**

**Name & Address of Firm:**

**Place.................................**

**Authorised Signature & Seal of the Firm**

18
ANNEXURE – V

(To be submitted in second Envelope)

PROFORMA FOR FINANCIAL BID

No…………………………………………… Dated …………………

To
The Medical Superintendent,
ESIC Model Hospital,
Bapunagar, Ahmedabad
Gujarat – 380024

Subject: Quotations for award of contract for outsourcing Manpower Services.

Madam/Sir,

With reference to your letter No. ____________________________ dated ___________ on the subject cited above, I/we quote the service charge for above mentioned work as under.

1. Service charge to be quoted in percentage for one Month====> Rs. _______________

Signature of the Authorized signatory
of the Tenderer with seal of the Firm.

Note:
1. Service Charges shall be paid on whole Bill Amount excluding Govt. Taxes, Duties or Cess etc.
2. Wages paid by Hospital shall not be less than as prescribed by Labour Department of Govt. of Gujarat for contractual worker
3. Hospital shall pay all statutory duties like ESI, EPF, Bonus and other duties, as applicable.
4. Rates of Service Charges quoted should be in figures as well as in words and no overwriting or cutting is allowed.
5. Service Charges quoted by bidder should include all Administrative Charges, Supervisory Charges, Charges for running Establishment, Charges for providing uniform, shoes and other amenities to the manpower to be deputed at hospital.
ANNEXURE–VI

UNDERTAKING (To be furnished by personnel after agreement)

I_______________________________________________ S/D/o______________________
_________R/o __________________________________ ___________________ is willing
to work in ESIC Model Hospital Bapunagar, Ahmedabad through M/s._________________________________________________ in accordance with the instructions given to me from time to time. It has been made clear to me that I shall not have any claim for permanent service in the ESIC Model Hospital, Bapunagar, Ahmedabad and no representation on this behalf shall be entertained by the Hospital Authority in any case and such engagement shall be strictly temporary and I shall abide by the terms and order mentioned in the Agreement. I also understand that, my services are likely to be terminated, if regular employees are appointed in the ESIC Model Hospital, Bapunagar, Ahmedabad.

Signature:                                      Signature:

Authorized Signatory:                  Name:

Place:                                      Place:

Date:                                      Date: