



HEADQUARTERS' OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI

No.Z-17(11)1/08-Med-VI

Date:- 07th February, 2014

To,

Director(Medical)Delhi,  
ALL Medical Superintendents,  
ESIC Hospital(s).

**Subject: Contractual Arrangement for various services in ESIC Hospitals.**

Madam/Sir,

With a view to meet shortage of some para-medical staff as a stop gap and temporary arrangement, the Competent Authority has approved engagement of Group 'C' & 'D' Staff in the cadre of Staff Nurse, Nursing Orderly, Lab. Dept., O.T. Dept., Radiology Dept. & Pharmacy Dept. up to 90% of the vacant posts as on 31.1.2014 through reputed Agency by the respective Appointing Authorities for a term of one year or till regular recruitment process is completed, whichever is earlier.

All the engagements may be made through reputed Agency only. The Contract for the engagement of the Agency may be awarded through a formal tender process in accordance with the relevant GFR provisions and CVC guidelines on the subject. The manpower engaged through Agency will be paid only the minimum wages applicable to the respective post in the state concerned. The offer of all Agencies, who satisfy all the eligibility conditions will be evaluated on the basis of quoted service charge, for selection of the Agency. An indicative list of eligibility criteria and documents to be submitted by the tenderers is enclosed as **Annexure-'A'**.

**Contd.....p-2/-**

वेबसाइट की विषय-सूची का प्रबन्धन.....  
Website Contents Management.....  
डायरी सं./ Diary No. 229.....  
दिनांक/ Date 10/02/14.....

While awarding contract to the private Agency, it has to be ensured that provisions of Minimum Wages Act and other contractual obligations under various labour laws/ statutory provisions are followed / fulfilled by them. Required representation of SCs/STs/OBCs candidates as per the roster (for each post) including for physically challenged persons has to be maintained while making such engagements through Agency. No individual should be appointed directly. The payment for rendering of the services is to be made only to the Agency and not to the individual. Every person before deployment in the hospital, will have to sign an undertaking & furnish it to the Agency. A copy of it will be kept in the hospital also. Draft undertaking is enclosed as **Annexure-'B'**.

This is one time measure only and not to be repeated without the approval of Competent Authority. It is requested to do the needful at the earliest in the matter. An Action Taken Report may be sent in due course of time.

This is issued with the approval of the Director General.

Encl: As above.

Yours faithfully,

  
**(Akshay Kala)**  
**Jt. Director (M.A.)**

✓ **Copy to : WCM for uploading it on the website.**

**INDICATIVE LIST**

**1. ELIGIBILITY CRITERIA:**

- i) The tenderer should have minimum five years experience (as on 31.3.2013) for supply of manpower, out of which two years experience should be in the field of supply of Nursing and Para-medical manpower.
- ii) The Tenderer must have an annual turnover of Rs.....(Rupees \_\_\_\_\_ ) from manpower supply services during the last three years.
- iii) The tenderer should have undertaken any one of the following work during the last three years:-
  - a) One work of manpower supply not less than 80% of the work value to be executed.
  - b) Two works of manpower supply not less than 50% of the work value to be executed.
  - c) Three works of manpower supply not less than 40% of the work value to be executed.
- iv) The Tenderer is to submit "**Satisfactory Work Completion Certificate**" in support of their contention of having completed anyone of the aforesaid works failing which the information furnished regarding the completion of work is liable to be treated as invalid.

**2. Documents:** The Tenderer must be registered with the statutory authority viz. ESI, EPF, Income Tax, Service Tax and DVAT and should have a valid labour licence for supply of manpower as mentioned in the tender document. Copies of the following documents should be submitted along with the tender:-

- i) Audited Balance Sheet of last three financial years i.e. 2010-11, 2011-12, 2012-2013.
- ii) Audited income and Expenditure statement of last three financial years i.e. 2010-11, 2011-12, 2012-2013.
- iii) Audited Profit and Loss Account of last three financial years i.e. 2010- 11, 2011-12, 2012-2013.
- iv) Service tax Registration Certificate.
- v) Registration Certificate of Firm/ Agency/ Organization.
- vi) Pan No.
- vii) ESI Registration
- viii) EPF Registration
- ix) DVAT Registration

In addition, **antecedents of the manpower to be engaged**, such as 3 Passport size photographs, details of qualification along with proof, experience certificate, etc. **need to be submitted** on demand at the time of award of the contract. The Agency shall be fully responsible for ensuring the correctness of the documents submitted by the persons for engagement against various posts.

**UNDERTAKING**

I.....S/D/o.....R/o  
.....is willing to work in ESI  
Hospital.....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 ESI  
Hospital.....and no representation on this behalf shall be  
entrained 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.

**Signature :**  
**Authorised**  
**Signatory** .....

**Place** : .....

**Date** : .....

**Signature** : .....

**Name** : .....

**Place** : .....

**Date** : .....