



Employees' State Insurance Corporation Model Hospital
(Ministry of Labour & Employment, Govt. of India)
Phulwarisharif, Patna, Bihar—801505
(An I.S.O. 9001:2016 Certified)
Phone: 0612-2555780 E-mail: mh-patna@esic.in
Websites : www.esic.nic.in

No. 422-Z/17/12/Paramedical Staff (Contractual)/2018/E-Tender

Dated: 06.11.2018

I. NOTICE INVITING e-TENDER (NIe-T)

Sub: E-Tender for providing Nursing & Paramedical Staff on contractual-basis at ESIC Model Hospital, Phulwarisharif, Patna, Bihar.

E-Tenders in two bid system through E-Procurement solution are invited from reputed manpower agencies for providing Nursing and Paramedical Staff on contract basis for 50 bedded ESIC Model Hospital at Phulwarisharif, Patna, Bihar. Tender documents are available online from 08/11/2018 at <https://esictenders.eproc.in>. Following number of Nursing and Paramedical staffs are required: -

Sl.No.	Name of the Posts	Number of Manpower	Details of Qualification & Experience required	Monthly emoluments (Fixed remuneration)
1	Staff Nurse (Highly Skilled)	28	1. Diploma in General Nursing and Midwife or equivalent qualification for Male nurse. 2. Registered nurse with Nursing Council.	Wages shall be applicable of minimum wages of CLC (Govt of India) or Labour Resources Department of Govt of Bihar, whichever is higher.
2	Pharmacist (Highly Skilled)	Allopathic =02 Ayurveda = 01	Degree in Pharmacy or Diploma in pharmacy from PCI approved college and qualified and registered as Pharmacist under Pharmacy Act, 1948	
3	Junior Radiographer (Skilled)	01	Matriculation or equivalent from a recognized Board. Two years Diploma in Radiography from a central government/state government/ AICTE recognised institutions.	
4	Nursing Orderly (Semi-skilled)	06	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.	
5	Dresser (Semi-Skilled)	02	Matriculation or equivalent from a recognized Board. Two years experience in application on plasters in an orthopaedic unit of a registered /recognised hospital.	

Note: -

- (I) In case of any discrepancy / higher qualification required for any posts, for present/future requirement, the decision of the Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna will be final.
- (II) The personnel deployed shall not be below the age of 18 years and not more than 60 years.
- (III) Reservation as per Government of India Rules shall be applicable to the personnel engaged through manpower agency. Accordingly, the bidder shall submit documents in proof of community status/medical condition of the personnel as per Government of India Rules.

Bidders have to deposit the Earnest Money Deposit (EMD) of Rs.200000 (Rupees Two Lakh only) in the form of Demand Draft/Pay Order in favour of “ ESI Fund A/c. no. II”, payable at State Bank of India, Patna. The interested bidders should 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> latest by 29/11/2018 up to 1.30 PM. The technical bids will be opened online on 29/11/2018 at 2:30 PM. Tender documents are also available for viewing on the website of Employees' State Insurance Corporation i.e. www.esic.nic.in

Name of work: -	E-Tender for providing nursing & paramedical staff on contractual basis at ESIC Model Hospital, Phulwarisharif, Patna, Bihar.
Start Date & Time of tender Download	From 08.11.18 (11:00 AM onwards)
Date & Time of Pre-bid Meeting	20.11.2018 at 3.00 PM
Last Date & Time of submission e-Tender	29.11.18 at 1:30 PM
Date & Time of Opening of Online Tender (Technical)	29.11.2018 at 2.30 PM
Date & Time of Opening of Online Tender (Financial)	Will be intimated to bidders in due course of time.
Tender Processing Fees	Rs.2495/- (Non-refundable)
Earnest Money Deposit (EMD) to be sent through Post/Delivered in hand	29.11.2018 up to 2:00 PM (EMD Rs.200000/-)
Performance Security Deposit / Security Deposit (PSD/SD)	A sum equivalent to 5% of bid value (i.e. Rs.500000/-)

Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites: www.esic.nic.in,

The interested bidders shall submit their tender(s) through online mode at the e-procurement portal <https://esictenders.eproc.in>. Both the Technical & Financial Bidding is through e-Tendering only. The bidders shall upload all the documents as per Eligibility Criteria for Bidders.

Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.

If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day. **No Physical form of e-Tender documents Required.**

Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna

II. INDEX

S.N.	DESCRIPTIONS	Page No.
1	Notice Inviting e-TENDER (NIeT)	01-02
2	Index and Important Instructions to Bidders for Online Payment	03
3	Eligibility Conditions for Bidders (Para—III(A) & Para-III(B))	04
4	Other terms & conditions of e-Tender	04
5	Instructions for Bidders	05
6	Bid/Tender (Technical Bid & Financial Bid) details	05
7	Award of work	05
8	General Conditions of Contract	05-07
9	Technical Bid (Annexure-I)	08
10	Experience of the Firm/Company (Annexure-II)	09
11	Declaration (Annexure-III)	10
12	Undertaking (Annexure-IV)	11
13	Check-list (Annexure-V)	12
14	Financial Bid (Annexure-VI)	13

Important Instructions for Bidders regarding Online Payment

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 should add the below mentioned sites under Internet Explorer >Tools > Internet Options > Security > Trusted Sites > Sites of Internet Explorer:

<https://esictenders.eproc.in>

<https://www.tpsl-india.in>

<https://www4.jpg-online.com>

Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer > Tools > Internet Options > Advanced Tab > Security.

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the Tender.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

III. (A) Eligibility Conditions to bidders:-

1. The Bidders should have minimum three years experience of similar nature as on 31.10.2018 in the Hospitals/Medical Institutions of Govt/Semi-Govt/PSU/Autonomous Body/Reputed Corporate Sector-Firms.
2. **They have satisfactory performance certificate stating that they have performed/performing satisfactorily and of having no labour /staff issues pending, with any organizations (as stated above) including ESIC, on the date of submission of bid documents.**
3. The Bidders should not have been indicted for any criminal, fraudulent or corruption activity and not have been blacklisted by any Central/State Govt/Semi-Govt/PSU/Autonomous Body/Reputed Corporate Sector-Firms.
4. They must have experience of providing nursing & paramedical services for a campus at one place or under one roof of Govt/Semi-Govt/PSU/Autonomous Body/Reputed Corporate Sector-Firms.
5. The bidders should be a company/firm/proprietary/partnership engaged in supply of manpower for at least 3 years.
6. The bidder should have completed successfully at least one annual contract preferably of providing Nursing or Paramedical Staff during previous 3 years in a hospital of 50 bedded or more in India.
7. The bidder should have successfully completed the following work in the last 03 years: -
 - (a) One similar nature of work of value not less than 80 lakhs, or
 - (b) Two-similar nature of works of value not less than 50 Lakhs, or
 - (c) Three-similar nature of works of value not less than 40 Lakhs.
8. The bidder must have an average annual turnover of Rs.5000000/- (Rupees Fifty Lakhs only) or more during the last three financial years i.e. 2015-16, 2016-17 and 2017-18.
9. The bidders should have its Office/Branch Office etc. in Patna.

III. (B) Documents to be uploaded: -

Bidder firms which fulfil 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: -

- (i) Income Tax Returns, audited Balance Sheet & Profit & Loss A/c for three financial years i.e. 2015-16, 2016-17 & 2017-18.
- (ii) Scanned copy of EMD.
- (iii) Proof of registration with GST, ESIC, EPFO (these three mandatory) & other Statutory Department registration with regard to supply of nursing & paramedical services, if applicable.
- (iv) Copies of certificates in support of eligibility conditions at serial number-1 to 7 of Para-III (A) i.e. Eligibility Conditions to Bidders.
- (v) Registration /Incorporation of firm/company/Partnership.
- (vi) Copy of PAN No.
- (vii) Copy of registration with labour department (central/state).
- (viii) Declaration as per performa given as per Annexure-III.
- (ix) Authority Letter to sign tender documents if signed by person other than Owner /Partner/Managing Director.
- (x) Copies of documents in support of subpara-9 of para-III(A) above.

IV. Other Terms & Conditions of Tender: -

- (a) Period of Contract: The Contract shall initially be for a period of one year **or till regular recruitment, whichever is earlier.** And if ESIC Headquarters office approve for further continuance of contractual nursing & paramedical staff then it may be extended further for a period of one year subject to satisfactory performance on mutual consent on the same terms and conditions.
- (b) The rates approved shall remain unchanged during the period of contract.
- (c) The Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna reserves the right to terminate the contract by serving one month's notice, in writing.
- (d) **Earnest Money:** Rs.200000/- (Rupees Two Lakhs only) to be deposited, in form of demand Draft/Pay Order in favour of "ESI Fund A/c. No.-II", payable at State Bank of India, Patna. EMD to be submitted in a sealed envelope or by hand subscribing on it "E-Tender for providing Nursing and Paramedical staff" at Administration Branch of ESIC Model Hospital, Phulwarisharif, Patna. **Bids without EMD will summarily be rejected.**
- (e) **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 is declared a holiday, bid will be opened on next working day by 02.30 PM.**

V. **Instructions for Bidders: -**

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 readable format.
3. The site for the work can be seen on any working day during office hours by contacting the Medical Superintendent, at ESIC Model Hospital, Phulwarisharif, Patna.
4. The Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna 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.500000/- (Rupees five lakh only) of contract value within one week of award of contract, by way of a draft payable at Patna in favour of “ESI Fund A/C No.II” or Performance Bank Guarantee 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.

VI. **Bid/Tender Details: -**

(a) **Validity of Tender: - This Tender will be valid for 90 days.**

(b) **Technical Bids: -** The Online Technical Bid will be opened on 29.11.2018 at 2.30 PM in the presence of Bidders, who wish to be present. Bids received and found valid will be evaluated by the ESIC to ascertain the best-evaluated 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. Incomplete, conditional, telephonic bids or tender uploaded after due date & time will not be considered and summarily rejected. Offline bid will be summarily rejected.

(c) **Financial Bid: -** The financial bid of the bidders, whose technical bid is found to be suitable, will be opened in the presence of the bidders in due course of time, 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 L-1 and so on. **The Service Charge quoted by any bidder should not be less than TDS payable by a bidder who is finally selected to supply the manpower.**

VII. **Award of Work: -**

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. The contract for providing Nursing and Para Medical Staff shall be awarded to the lowest qualified & responsive bidder. Upon evaluation of offers the decision on the award of contract will be intimated to the successful bidder.

VIII. **General Conditions of Contract: -**

1. The bidder would be wholly responsible for the acts & omissions 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 Check-up of the staff deployed at regular intervals. ESIC can ask for record at any time.
4. The bidder must employ adult labour only. Employment of child labour will lead to the termination of the contract.
5. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
6. 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.
7. 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. ESIC will not own any responsibility in this regard.
8. The staff shall be in proper uniform and with their identity card properly displayed.
9. The Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna reserves the right to amend/add/delete/relax any condition of the tender document without any notice at any stage.
10. 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.
11. 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 bio data, qualification certificates, experience certificate, age certificate, Bank Account number etc, who are engaged in this Hospital.
12. 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 etc and submit the photocopy of the acquaintance roll along with the bill for the following month as a proof thereof.

13. Payment of wages to contractual staff engaged 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.
14. 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.
15. The successful bidder will have to sign contract agreement with the hospital on a non-judicial stamp paper of Rs.1000/- (Rupees One Thousand only) immediately after the award of the contract.
16. 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 proposed by the Government or Legal amendments from time to time, during the period of the Contract.
17. The contractor/agency shall provide all contractual paramedical staff every day for round the clock services. Number of contractual paramedical staff can be increased / decreased on actual need basis.
18. The Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna 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.
19. TDS will be deducted as per provisions of Income Tax Act.
20. **If the attendance falls short of contracted minimum number of persons, penalty of Rs. 500/- per person per day shall be deducted from the bills. The amount so deducted shall be final and no claim whatsoever will be entertained under any circumstances.**
21. 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.
22. The Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna reserves the right of the removal from the hospital premises of any person considered to be incompetent or disorderly. Such person shall not be engaged again.
23. The agency shall enrol 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 responsibility of the contractor. In case scanned document submitted by the bidder are not in readable form, then firm will not be considered for technical evaluation.
24. **Variations:** - The Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna 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.
25. **Payment procedure:** - The contractor shall submit bill in triplicate by the 7th day of each month for the 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.
 - (a) The bill must be supported with the following documents:- Attendance sheets (Biometric Attendance also) certified by ESIC along with salary certificates, ECS/NEFT etc 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 GST challan.
 - (b) After submission of monthly bill complete in all respect, the bill will be checked and payment will be made within 15 days of submission of Bill.
 - (c) Bills must be submitted on monthly basis. Previous month's bill must be submitted on or before 7th day of coming month.
26. **Liquidated damages:** -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. And further—m The decision of Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna shall be final, in this regard.
 - (a) If any staff Nurse/para-medical staff is not found in proper uniform or not displaying photo identity card, a penalty of Rs.100/- per instance shall be deducted from contractor's bill.
 - (b) If any contractual paramedical staff is found indulging in smoking at the time of duty, a penalty of Rs.100/- per instance shall be deducted from contractor's bill apart from administrative action as deemed fit by authorities.
 - (c) If any contractual paramedical staffs are found indulging in drinking at the time of duty, a strict-action will be taken against those staff & also against contractor as per law prevailing in the state of Bihar.
 - (d) If any contractual paramedical staff is found sleeping during duty hours, a penalty of Rs.100/- per instance shall be deducted from contractor's bill.
 - (e) If any contractual paramedical staffs are found absent from the place of duty, for any reasons, a penalty of Rs.500/- per instance shall be deducted from contractor's bill.
 - (f) If the behaviour of any contractual paramedical staff is found harsh/rude and non-cooperative towards patients/attendants/staff a penalty of Rs.100/- per instance shall be deducted from contractor's bill.
27. **Manpower:** -
 - (a) Any misconduct / misbehaviour 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 should ensure to maintain adequate no. 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.
28. **Variance:** - The number of manpower required may be increased or decreased from present requirement.

29. **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 for termination of 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. Further—
- (i) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.
 - (ii) 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.
 - (iii) In the event of loss/damage of equipments etc. at the premises of the ESIC due to negligence/carelessness of Contractor staff, then the Contractor shall compensate the loss to ESIC.
 - (iv) 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.
 - (v) The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the ESIC. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.
 - (vi) In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Associate.
30. **Dispute Settlement:** - It is mutually agreed that 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, ESIC Model Hospital, Phulwarisharif, Patna whose decision shall be final and binding on both the parties. ***In case of any legal dispute Patna/Bihart will be the jurisdiction.***
31. **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.9.25 Lakh deposited with ESIC or part thereof shall be forfeited in favour of ESIC and agreement will be terminated after giving 30 days' notice. In such situations, tender can be allotted to second lowest bidder.

Accepted the above (to be signed by the bidder with seal)

(To be submitted on the bidder's letter head)

Annexure-I**TECHNICAL BID (Profile of the Bidder)**

Sl. No.	Description	Description (to be filled-up by the bidder)
1	Name of Tendering Company/Firm	
2	Name of owner/partners/directors	
3	Full particulars of office (with full address, mobile / telephone & emails)	
4	Full particulars of Bankers of the Firm/company (with Account numbers & IFSC, full address, emails, phone/mobile of Bank's branch)	
5	PAN/GIR No.	
6	GST Registration Number	
7	EPF & ESI Registration Number	
8	Labour License Number	
9	Proof of EMD Submitted	
10	Proof of Agency charges of Rs.2495/-	
11	Whether Satisfactory performance certificate uploaded (write Yes or No)	
11	Any other registrations details, if any	
12	Other information, if any	

Date:

Signature of Owner/Managing Partner/Director:

Place:

Name (in full who is signing):

Seal:

Annexure-II

Experience of the Firm/Company

[Experience in support of Eligibility Conditions to Bidders in respect of serial no.1 to 7 of Para-III (A)]

Use separate sheet for each work

1	Projects title & their locations	
2	Name of the client & address	
3	Details of the Work (eg. Supply of no. of Nursing Staff/Paramedical/ Manpower/Housekeeping etc)	
4	Period of Work Done/Services rendered for the project (From_____ to_____)	
5	Total cost of work	
6	Date of start of the work and present status	
7	Any other details	

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:

Place:

Name (in full who is signing):

Seal:

DECLARATION**Annexure –III****NAME OF WORK:- E-TENDER FOR PROVIDING NURSING AND PARAMEDICAL STAFF FOR ESIC MODEL HOSPITAL, PHULWARISHARIF, PATNA FOR A PERIOD OF ONE YEAR.**

Dear Sir,

1. I/ we _____ hereby submit the tender application for the abovementioned 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, Phulwarisharif, Patna for a period of one year.
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.
4. The information given in the Tender document is true and in case any thing found false, then company will be responsible for the same.
5. It is certified that the agency has never been black listed by any organization from Govt./PSU etc.
6. That I/ We authorize Medical Superintendent to forfeit the security money deposited by me/us if any delay or failure to supply the article/completion of the work to the satisfaction of the hospital authority, within the stipulated time or the items of desired quality.
7. That I will be in the position to provide contract as per the work explained to me to the satisfaction of the Hospital authority.
8. That there is no vigilance/ CBI case or court case pending against me/ my firm debarring me/ my firm it undertake contract work/ supply of items quoted.
9. That I hereby undertake to carry out the work as has been explained to me to the satisfaction of competent authority with in stipulated period.
10. I have been informed that The Medical Superintendent, ESIC Model Hospital, Phulwarisharif, Patna has the right to accept or reject any or all the tenders without assigning any reason thereof.
11. I am ready to sign the agreement with the ESIC, in case of my selection as successful Bidder.

Date:

Signature of Owner/Managing Partner/Director:

Place:

Name (in full who is signing):

Seal:

N.B.: The above declaration, duly signed by the authorized signatory of the company, should be enclosed with Technical tender.

ANNEXURE-IV**UNDERTAKING (To be furnished by personnel after agreement)**

I _____ S/D/o _____
 R/o _____ is willing to work in ESIC Model Hospital, Phulwarisharif, Patna 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, Phulwarisharif, Patna 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, Phulwarisharif, Patna.

Signature of Personnel to be deployed:

Name of Personnel to be deployed:

Signature of Authorised signatory of Firm/Company
 Authorized Signatory of Agency's Name (with seal):

Place:

Date:

ANNEXURE-V

CHECK LIST FOR UPLOADING OF SCANNED DOCUMENTS ALONG WITH THE BID, WITHOUT WHICH THE TENDER IS LIABLE TO BE REJECTED.

Sl. No.	Description of the items	Scanned Copies Uploaded (Yes / No)	Bidder must write Page No.
1	Technical Bid (profile of the bidder) (Annexure I)		
2	Financial Bid (Annexure VI)		
3	EMD for an amount of Rs.200000/- (Physical copy to be submitted as mentioned in the document)		
4	Upload scanned copy of PAN Card		
	Upload scanned copy of GST registration		
5	Upload scanned copy of Incorporation of Company or Firm registration		
6	Upload scanned copy of Labour license.		
7	Audited Balance Sheets with Profit & Loss Account Statements for the last three financial years certified by the Chartered Accountant		
9	Income Tax returns/Chartered Accountant Certificate (as applicable) for the last three financial years		
10	Upload scan copy of completion certificate in support of eligibility condition-1 to 7		
11	Experience of the Firm (Annexure-II)		
12	Declaration by the Bidder (Annexure III)		
13	Undertaking (Annexure-IV)		
14	Checklist (Annexure-V)		
13	Upload scan copy of Authorization Certificate for signing tender documents if other than the Bidder.		
14	ESIC Registration Certificate with latest paid challan		
15	EPFO Registration Certificate with latest paid challan		

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.

Date:

Signature of Owner/Managing Partner/Director:

Place:

Name (in full who is signing):

Seal:

Note: The Technical Bid consist of Annexure-I to IV

FINANCIAL BID (To Be Filled Online)

No.....

Dated

To

The Medical Superintendent,
ESIC Model Hospital,
Phulwarisharif, Patna (Bihar)

Subject: Quotations for award of contract for outsourcing Manpower (Nursing & Paramedical Staff) Services.

Sir,

With reference to your tender No. 422-Z/17/12/Paramedical Staff (Contractual)/2018/E-Tender, dated: 06.11.2018 on the subject cited above, I/we quote the service charge for above mentioned work as under: -

1. Service charges to be quoted in percentage: -

In figure	In words

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

Note:

1. Service Charges shall be paid on whole Bill Amount excluding Govt. Taxes, Duties or Cess etc.
2. Hospital shall pay all statutory duties like ESI/EPF (per month), Bonus etc, as applicable.
3. Rates of Service Charges quoted should be in figures as well as in words and no overwriting or cutting is allowed.
4. 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.
5. The Service Charge quoted by any bidder should not be less than TDS payable by a bidder who is finally selected to supply the manpower.
6. In case quoting same service charges by more than one bidder, the selection of L-1 Agency will be made bases higher turnover and then captive manpower in the same order.