



मॉडल एवं सुपर स्पेशलिटी अस्पताल, कर्मचारी राज्य बीमा निगम  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**MODEL AND SUPER SPECIALITY HOSPITAL,**

आश्रमम, कोल्लम, केरल -691 002, ASRAMAM, KOLLAM, KERALA -691002

Website: [www.esichospitals.gov.in](http://www.esichospitals.gov.in), E-mail: [mh-ashramam@esic.nic.in](mailto:mh-ashramam@esic.nic.in)

Ph: 0474-2742833,2766618(M.S) Fax: 0474- 2768837

[आई.एस.ओ 9001:2008 प्रमाणित ISO 9001:2008 CERTIFIED]

**ESIC**  
Chinta Se Mukti

No.542/A/25/12/MHA/2014

Dated. 20.09.2019

**E-TENDER FOR PROVIDING PARA MEDICAL STAFF ON CONTRACTUAL BASIS IN ESIC  
MODEL AND SUPERSPECIALITY HOSPITAL, ASRAMAM, KOLLAM.**

**I. NOTICE INVITING e-TENDER**

E-Tenders in two bid system through E-Procurement solution are invited from reputed manpower agencies for providing Nursing Orderlies on contract basis for 200 bedded ESIC Model and Super speciality Hospital, Asramam, Kollam. **The bid is to be submitted online only on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>**

**Following staff are required.**

Sl. No	Name of the Posts	Number of Man Power Vacancy	Details Of Qualification & Experience required	Monthly emoluments
1.	Nursing Orderly	31	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.	As per minimum wages, State or Central, whichever is higher
2.	Laundry Operator (Subject to approval of Competent authority)	2	Matriculation or equivalent from a recognized Board with two years' experience in Laundry works comprising ironing of clothes/ Operating Laundry machines and Dry cleaning plants.	As per minimum wages, State or Central, whichever is higher
3	Dresser (Subject to approval of Competent authority)	1	Matriculation or equivalent from a recognized Board. Two years experience in application of Plasters in an Orthopaedic of a registered/ recognized Hospital.	As per minimum wages, State or Central, whichever is higher

**NOTE:-**

- (1) In case of any discrepancy / higher qualification required for any posts, for present/ future requirement, the decision of the Medical Superintendent, ESIC Model and Super speciality Hospital, Asramam, Kollam will be final.

- (2) The personnel deployed shall not be below the age of 18 years and not more than 35 years.
- (3) 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. 1,88,000/- (Rupees one lakh and eighty eight thousand only)** in the form of Demand Draft in favour of "ESI Saving Fund Account No.2". payable at Kollam. MSME Firms are exempted from paying of EMD. Document required for availing exemption of EMD Amount for NSIC-MSEs:- (i) MSMEs, which are specified by the Ministry of Micro, Small and Medium Enterprises under MSMED Act 2006 and Public Procurement policy, 2012 as Manufacturing/ service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS). (ii) The certificate with monetary limit indicated should be valid on the scheduled date/ Extended date of submission of tender. Incomplete or Certificates without monetary limit will not be considered. (iii) The items of product/services mentioned under NSIC certificate should be the Same or similar to the tendered items. (schedule of item of tender). (iv) The monetary limit stipulated in the certificate of MSMEs/ NSIC should be equal or more than the value of work in hand awarded under MSME benefits during the financial year plus estimated cost of this Tender for availing EMD exemptions. (v) If monetary limit is less than the value of work in hand awarded under MSME/NSIC benefits during the financial year plus estimated cost of this E-Tender, they should obtain "Competency Certificate " from NSIC for participating in this E-Tender as well as to avail MSME benefits.

Tender documents are also available for viewing on the website of Employees State Insurance Corporation i.e. [www.esic.nic.in](http://www.esic.nic.in), [esichospitals.gov.in](http://esichospitals.gov.in)

<b>Name Of work</b>	<b>E-Tender for providing Para Medical Staff (Nursing Orderly) on contract basis at ESIC Model and Super speciality Hospital, Asramam, Kollam, Kerala</b>
Estimated Cost for 31 Nursing Orderly for one Year of contract	Approx. <b>Rs.94,00,000/-</b> (Approx. Rupees Ninety four lakhs only)
Last Date & Time of submission e-Tender	11.10.2019- 1.00 PM
Date & Time of Opening of Online Tender (Financial) (Only for those bidders who have qualified in the Technical Bids)	14.10.2019. 2.00 PM
Earnest Money Deposit (EMD) to be sent by Post/ Delivered in hand	Rs 1,88,000/- (Rupees one lakh and eighty eight thousand only)
Performance Security Deposit / Security Deposit (PSD/SD)	Rs 6,50,000/-(Rupees six lakh and fifty thousand only)

E tender documents can be downloaded from the Central Public Procurement Portal - (CPPP) <https://eprocure.gov.in/eprocure/app> . The Interested bidders required to be submitted their bids online through Central Public Procurement Portal - (CPPP) <https://eprocure.gov.in/eprocure/app>. Last date for receipt of tender is **11.10.2019 at 1.00 PM**. Tender will be opened on **14/10/2019 at 02:00 PM**. In case the above date falls to be holiday, the tender shall be opened on the next working day in this same venue at the same time.

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.

**Medical Superintendent,**  
ESIC Model and Super Speciality Hospital,  
Asramam, Kollam

## **Important Instructions for Bidders regarding E-Submission of Bid**

Bidders/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderers for the e-submission of the bids' online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

### ***II. (A) Eligibility Conditions to bidders: -***

1. The Bidders must have minimum two years experience of similar nature as on 20.09.2019 in the Hospitals/ Medical Institutions of Govt/Semi-Govt/PSU/Autonomous Body/Reputed Hospital Institution.
2. They have satisfactory performance certificate stating that they have performed/performing satisfactorily. They shall not be having labour /staff issues pending with any organizations (as stated above) including ESIC, on the date of submission of bid documents. In this regard, bidders have to give their Self certification/declaration on their Letter-pad.
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. In this regard, Annexure-III (Declaration) will be sufficient.
4. The bidders should be a company/firm/proprietary/partnership engaged in supply of manpower for at least 02 years.
5. The bidder should have completed successfully at least one contract preferably of providing Para Medical Staff (Nursing Orderly) during previous 05 years in a hospital of 50 bedded or more in India,
6. The bidder must have an average annual turnover of Rs.1,00,00,000/-(Rupees One crore only) or more during the last three financial years i.e. 2016-17, 2017-18 and 2018-19.
7. The bidders must have a readily available active Office/Branch Office or contact in Kollam.

### ***II. (B) Documents must 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 may be rejected: -

### ***III. Other Terms & Conditions of Tender: -***

1. Period of Contract: The Contract shall initially be for a period of one year or till regular recruitment or till a change in policy decision, whichever is earlier. And if ESIC Headquarters office approve for further continuance of contract of Para Medical Staff (Nursing Orderly) then it may be extended further for a period of two-year one at a time subject to satisfactory performance on mutual consent on the same terms and conditions.
2. The rates approved shall remain unchanged during the period of contract.
3. The Medical Superintendent, ESIC Model and Super speciality Hospital, Asramam, Kollam reserves the right to terminate the contract at any time, before the expiry of one year, by giving one-month notice. However, the Service Provider needs to give three months notice in case of premature termination of contract to let the hospital arrange for

replacement of Nursing Orderly. During the notice period, both the parties will maintain the Status quo.

4. Earnest Money: **Rs.1,88,000/- (Rupees one lakh and eighty eight thousand only)** to be deposited, in form of demand Draft in favour of "ESI Fund Account No.2" payable at Kollam. EMD to be submitted in a sealed envelope or by hand superscribing on it "E-Tender for providing Para Medical Staff (Nursing Orderly)" at Administration Branch of ESIC Model and Super speciality Hospital, Asramam, Kollam on or before 11.10.2019 at 1 PM

#### ***IV. Instructions for Bidders:***

1. Tender form shall be complete in all respect. Incomplete or tenders without E.M.D. (Wherever applicable) shall be treated as invalid.
2. Bidders have to ensure that all the documents are properly uploaded at [https:// eprocure .gov.in / eprocure /app](https://eprocure.gov.in/eprocure/app) 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, ESIC Model and Super speciality Hospital, Asramam, Kollam.
4. The Medical Superintendent, ESIC Model and Super speciality Hospital, Asramam, Kollam reserves the right to accept or reject (fully or partially) any tender or all tenders 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 6,50,000/- (Rupees six lakh and fifty thousand only)** within one week of award of contract, by way of a demand draft payable at Kollam in favour of "ESI Fund Account No.2" or Performance Bank Guarantee which is valid for two 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 Performance Security Deposit.
8. Only those agencies who full fill the minimum essential eligibility criteria need to submit the e-bid.

#### ***V. 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 14.10.2019, 2.00 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 eligible, will be opened. Financial bid will be evaluated as per service charge 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 Para Medical Staff (Nursing Orderly).

***VI. 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 Para Medical Staff (Nursing Orderly) 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.

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

1. The bidder would be wholly responsible for the acts & omissions of the manpower engaged for this job.
2. Agency will have to supply manpower within 15 days of award of contract. 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 Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
4. 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. ESIC will not own any responsibility in this regard.
6. The staff shall be in proper uniform and with their identity card properly displayed.
7. The Medical Superintendent, ESIC Model and Super speciality Hospital, Asramam, Kollam reserves the right to amend/add/delete/relax any condition of the tender document without any notice at any stage.
8. 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.
9. The list of all contract 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.
10. 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.
11. Payment of wages to contract staff engaged to be ensured by Service Provider 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.

12. On termination of the agreement, The Service Provider shall take away the personnel employed by him at the hospital/ Other locations immediately without making any claim whatsoever employed by him at the hospital immediately without making any claim whatsoever on ESIC. There shall be no claim of making the worker permanent/ regular. No worker can claim retention in case the Hospital authority decides to not avail his/her service. Any union interference, demonstration, agitation etc. will not be tolerated & the Service Provider himself has to ensure to smooth resolution of any such issues. Employees deployed be made aware of this before deputing them at hospital.
13. The Service Provider must make payment to their workers through bank transactions on or before 5<sup>th</sup> of each month and the payment to employees is not linked to the clearing of bill by hospital.
14. The agency shall obtain license under the Contract Labour (Regulation and Abolition) Act 1970 from the appropriate authority and shall produce the license within one month after the Commencement of the contract.
15. The successful bidder will have to sign the contract agreement with the hospital on a non-judicial Stamp paper of Rs.200/- (Rupees Two Hundred 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 and Super speciality Hospital, Asramam, Kollam will not be responsible for any injury or loss of life of personnel so 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 and Super speciality Hospital, Asramam, Kollam reserves the right of the removal of any person from the hospital premises considered to be incompetent or disorderly. Such person shall not be engaged again.
23. The agency shall enroll contractual staff into ESIC & EPF 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 and Super speciality Hospital, Asramam, Kollam 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 duplicate by the 5<sup>th</sup> 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 5<sup>th</sup> day of coming month.
26. Liquidated damages:- Whenever and wherever it is found that the service is not upto the mark, or not abiding the Hospital rules or indisciplined attitude, it will be brought to the notice of the Supervisory staff of the Contractor by ESIC and if no action is being taken within one hour on urgent matters **liquidated damages upto Rs.500/-** per complaint shall be imposed. The decision of the Medical Superintendent, ESIC Model and Super speciality Hospital, Asramam, Kollam shall be final, in this regard.
27. Manpower: - 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
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-
- 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 or 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 Contract 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.
  - e) The Contractor shall not assign or sublet this Agreement or any part thereof to any third party.
30. Dispute Settlement: - It is mutually agreed that all differences and disputes arising out of or in connection with 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 and Super speciality Hospital, Asramam, Kollam whose decision shall be final and binding on both the parties. ***In case of any legal dispute Kollam will 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 6,50,000/-(Rupees six lakh and fifty thousand only)** 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)*

**Annexure-I**

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

**TECHNICAL BID (Profile of the Bidder)**

<b>Sl.No.</b>	<b>Description</b>	<b>Description(to be filled -up by the Bidder)</b>
1	Name of Tendering Company/Firm	
2	Name of Owner/ Partners/ Directors	
3	Full Particulars of Office (with full Address, Mobile/ Telephone and E-mails)	
4	Full Particulars of Bankers of the Firm/ Company (with Account Numbers, MICR and IFSC, Full Address, E-mails, Phone/ Mobile of Bank's Branch)	
5	PAN / GIR Number	
6	GST Registration Number	
7	EPF & ESI Registration Number	
8	Labour License Number	
9	Proof of EMD submitted	
10	Whether satisfactory Performance Certificate Uploaded (Write Yes or No)	
11	Whether Non-Blacklisting (by any Agencies) Declaration uploaded (Write Yes or No)	
12	Experience Certificate	
13	Average turnover of last Three Financial Year	
14	Other information, if any	

Date:  
Place:

Signature of Owner/ Managing Partner/ Director  
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 Sl. No.1 to 7 of Para- II (A)]

Use separate sheet for each work

1	Projects title & their locations	
2	Name of the Client and Address	
3	Details of the work (eg. Supply of No. of Paramedical Staff)	
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	

Date:  
Place:

Signature of Owner/ Managing Partner/ Director  
Name (in full who is signing)  
Seal

**DECLARATION**

NAME OF WORK: E-TENDER FOR PROVIDING PARAMEDICAL STAFF (NURSING ORDERLY) FOR ESIC MODEL AND SUPERSPECIALITY HOSPITAL, ASRAMAM, KOLLAM FOR A PERIOD OF ONE YEAR

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 Paramedical Staff for ESIC Model and Super speciality Hospital, Asramam, Kollam 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 the Proprietor/ Partner/ Director 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 undertakes 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 within stipulated period.
10. I have been informed that the Medical Superintendent, ESIC Model and Super speciality Hospital, Asramam, Kollam 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.

**UNDERTAKING (To be furnished by personnel after agreement)**

I.....S/D/o.....  
R/o..... is willing to work in ESIC Hospital, Asramam, Kollam 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 and Super speciality Hospital, Asramam, Kollam 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 at any time.

Signature of personnel to be deployed:

Name of Personnel to be deployed:

Date:  
Place:

Signature of Owner/ Managing Partner/ Director  
Name (in full who is signing)  
Seal

**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	EMD for an amount of <b>Rs. 1,88,000/-</b> (Physical Copy to be submitted as mentioned in the document)		
3	Upload scanned copy of Firm registration & Labour license Certificate		
4	Audited Balance Sheets with Profit & Loss Account Statements for the last three financial years certified by the Chartered Accountant		
5	Income Tax returns / Chartered Accountant Certificate (as applicable) for the last three financial years		
6	Experience of the Firm ( Annexure-II), Declaration by the Bidder ( Annexure III)		
7	Undertaking (Annexure-IV), Checklist (Annexure-V)		
8	ESIC Registration Certificate with latest paid challan		
9	EPFO Registration Certificate with latest paid challan		
10	Upload scanned copy of PAN Card		
11	Upload scanned of GST registration		

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable 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 V

**FINANCIAL BID (To Be Filled Online)**

<a href="#">Validate</a> <a href="#">Print</a> <a href="#">Help</a>		<b>Item Rate BoQ</b>				
Tender Inviting Authority: ESIC Model And Superspeciality Hospital Asramam, Kollam, Kerala						
Name of Work: Nursing Orderly Manpower Supply						
Contract No: 542/A/25/12/MHA/2014						
Name of the Bidder/ Bidding Firm / Company :						
<b>PRICE SCHEDULE</b>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Service Charge for Providing one manpower per month (excluding GST) Bidder Rs. P	TOTAL AMOUNT Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	<b>Manpower Charges</b>					
1.01	Nursing Orderly	31.000	Nos		0.00	INR Zero Only
1.02	Laundry Operator	2.000	Nos		0.00	INR Zero Only
1.03	Dresser	1.000	Nos		0.00	INR Zero Only
Total in Figures					<b>0.00</b>	INR Zero Only
Quoted Rate in Words					<b>INR Zero Only</b>	

**Note:**

1. Service Charges shall be paid on whole Bill Amount excluding Gove 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.