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**OFFICE OF THE SUPERINTENDENT  
VSS INSTITUTE OF MEDICAL SCIENCES AND RESEARCH  
BURLA (SAMBALPUR)**

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No. 14813 /VIMSAR Dated, Burla, the 9 th 12 2020

To

The Deputy Director (Advertisement)  
Information & P.R. Department, Odisha,  
Bhubaneswar.

Sub:- Publication of Tender Call Notice.

Sir,

I am sending herewith the soft and hard copy of Tender Call Notice No. 14812 / VIMSAR, Dt. 9-12-2020 with a request to make suitable arrangement for its publication in at least two widely circulated Oriya news paper and in one English daily news paper at an early date. The email ID is [suptd.vimsar@gmail.com](mailto:suptd.vimsar@gmail.com)

Yours faithfully

Dm  
7-12-2020

Memo No. 14814 / VIMSAR Dated the Burla 9 th 12 2020. Superintendent,  
VIMSAR, Burla

Copy along with Tender Call Notice forwarded to the Director, Printing and Stationary Madhupatna, Cuttack – 10 for favour of information and necessary action.

Copy along with a copy of Tender Call Notice forwarded to the Additional Secretary to Govt. of Odisha/ Revenue Divisional Commissioner ND (Odisha), Sambalpur for favour of information.

Copy along with the copy of Tender Call Notice forwarded to the Director of Medical Education and Training, Odisha, Bhubaneswar for favour of information.

✓ Copy along with soft copy Tender Call Notice forwarded to the District Informatics Centre, Collectorate, Sambalpur for favour of information with a request to display the same in the District website.

Dm  
7-12-2020

Superintendent,  
VIMSAR, Burla

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**OFFICE OF THE SUPERINTENDENT**  
**VEER SURENDRA SAI INSTITUTE OF MEDICAL SCIENCES & RESEARCH, BURLA**  
**DIST: SAMBALPUR (ODISHA) PIN 768017**  
**PH NO .0663-2430768: FAX-0663-2430767**  
**Email: [vssmcburlaorissa@gmail.com](mailto:vssmcburlaorissa@gmail.com): Website [www.vimsar.ac.in](http://www.vimsar.ac.in)**

No. 14812 /, VIMSAR, Burla

Dated the 9.12. 2020

**TENDER CALL NOTICE**

Sealed tenders are invited under Two-Bid system from the reputed manpower Agencies/Service providers having good track record for providing different kinds of man powers to this Institute for a period of two years on outsourcing basis through offline tendering for day to day management.

The detail terms and conditions of the tender call notice can be collected from the office of the Superintendent, VIMSAR, Burla from dt. 10.12.2020 to 15.01.2021 (BDI) during the working hours/ working days on payment of Rs 10,000/- towards tender cost in the User Counter or can be downloaded from the Website [www.sambalpur.nic.in/](http://www.sambalpur.nic.in/) [www.vimsar.ac.in](http://www.vimsar.ac.in) and the Tender document can be submitted with a demand draft of Rs 10,000/- (Rupees Ten thousand) only towards Tender cost in favour of the Superintendent, VIMSAR, Burla. The cost of Tender paper is non-refundable.

The undersigned/committee reserves all the right to cancel any or all the tenders without assigning any reason thereof.

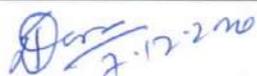
The estimated cost of Tender is Rs.5,00,00,000/- (Rupees five crores) only (approximately).

  
Superintendent  
VIMSAR, Burla

**NOTICE INVITING TENDER**  
**OPEN TENDER**

Sealed tenders are invited under Two-Bid system from the reputed manpower Agencies/Service providers having good track record to provide the services of Pharmacist, Radiographer, Laboratory Technician, Stenographer, Jr. Clerk-Cum-Jr.Gr.Typist, Drivers, Data Entry Operators, Attendant-Cum-Sweepers, Peons, Multi-Tasking workers, lift Operators etc for a period of two years on outsourcing basis through offline tendering for day to day management of VIMSAR, Burla. The Contract may be extended Yearly for another one Year subject to satisfactory performance of the selected service provider.

(a)	Name of the Tender Call Notice	Supply of Manpower to VIMSAR, Burla
(b)	Tender Call Notice No	No _____ / VIMSAR, dt. _____
(c)	Tender Cost EMD	Rs 10,000/- (Non Refundable)/ Rs 10,00,000/- Re fundable
(d)	Date of issue of Tender	10.12.2020 to 15.01.2021 (BDI)
(e)	Last date and time for submission of Tenders	15.01.2021 up to 5.30 P.M.
(f)	Time and date for opening of Technical Bid	16.01.2021 at 12.30 P.M.
(g)	Selection of Technical Bid	21.01.2021 at 11.00 A.M. in the METU Hall, VIMSAR, Burla
(h)	Time and date for opening of Financial Bid of eligible bidders <b>(in case of any delay it will be intimated separately)</b>	27.01.2021 at 12.00 noon in the METU Hall, VIMSAR, Burla
(i)	Place of opening of Tender	METU Hall, VIMSAR, Burla, PIN 768017
(j)	Availability of Bid Document	<a href="http://www.sambalpur.nic.in">www.sambalpur.nic.in</a> /www.vimsar.ac.in & office of the Superintendent on all working days from 10.08.2020 to 09.09.2020 (BDI)
(k)	Email	Suptd.vimsar@gmail.com
(l)	Address for communication	SUPERINTENDENT, VEER SURENDRA SAI INSTITUTE OF MEDICAL SCIENCES & RESEARCH, BURLA, DIST: SAMBALPUR (ODISHA) PIN 768017
(m)	Mode of Tender	Offline
(n)	Likely data for commencement of deployment of required Manpower	01.02.2021 F.N.

  
Superintendent  
VIMSAR, Burla

CONTENTS OF TENDER DOCUMENT

SI No.	Description of Contents	Page Number
1	Tender Document Schedule	2
2	General terms and conditions for bidders Terms & Conditions	5-9
3	Technical qualification of the Service provider and manpower to be deployed in the VIMSAR by the Service provider	10-11
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5	Scope of work and general instruction for service bidders	17-18
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7	Declaration	20
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*Derr*  
7-12-2020  
Superintendent  
VIMSAR, Burla

## ABBREVIATIONS

- (i) "Service Provider" means man power supply.
- (ii) "VIMSAR" means VEER SURENDRA SAI INSTITUTE OF MEDICAL SCIENCES & RESEARCH
- (iii) "NIT" means Notice Inviting Tender.
- (iv) "EMD" means Earnest Money Deposit.
- (v) "DD" means Demand Draft.
- (vi) "LOI" means Letter of Intent.
- (vii) "CA" means Chartered Accountant.

## **GENERAL INSTRUCTION FOR BIDDERS TERMS & CONDITIONS**

1. The VSS Institute of Medical Sciences & Research, Burla requires the services of reputed, well established and financially sound Manpower service providers to provide services of following category of personnel on Outsourcing basic for day to day management of VIMSAR, Burla. The tentative requirements for each category of personnel will be decided as per the vacancy and requirement after finalization of the Tender process.

Sl NO	Category of Personnel
1	Pharmacist
2	Radiographer
3	Laboratory Technician
4	Jr. Stenographer
5	Jr. Clerks-Cum- Jr.Gr, Typist,
6	Data Entry Operators
7	Peons
8	Multi-Tasking workers
9	Driver
10	lift Operators
11	DG Operators
12	PHED Plumber
13	GED Helper
14	GED Technician
15	Dialysis Technician
16	ECG Technician
17	Attendant
18	OT Technician
19	Cath Lab Technician

2. The tender has been invited under two bid systems i.e. technical Bid and Financial bid. The interested agencies are advised to submit two separate sealed envelopes super scribing" Technical Bid/Financial Bid for Providing Manpower Services to the VSS Institute of Medical Sciences & Research, Burla. Both sealed envelopes should be kept in a third sealed envelopes super scribing as" Tender for Providing Manpower Services to VSS Institute of Medical Sciences and Research, Burla."
3. The detail terms and conditions of this tender call notice can be collected from the office of the Superintendent, VIMSAR, Burla on payment of Rs 10000/- towards tender cost in the User Counter or can be downloaded from the Website [www.sambalpur.nic.in/](http://www.sambalpur.nic.in/) [www.vimsar.ac.in](http://www.vimsar.ac.in) with effect from 10.12.2020 to 15.01.2021 (BDI) and the Tender document can be submitted with a demand draft of Rs 10, 000/- (Rupees Ten thousand) only towards Tender cost in favour of the Superintendent VSS Institute of Medical Sciences and Research, Burla. The cost of Tender paper is non-refundable.
4. The interested Manpower Service Providers may submit their tender documents completed in all respects along with non-refundable tender cost of Rs. 10000/- from 10.12.2020 to 15.01.2021 (BDI) up to 5.30 P.M. through regd. Post/Speed post only. Any tender documents received after the scheduled date & time mentioned above shall not be entertained in any circumstances & the same shall be rejected out rightly.

  
Superintendent

5. The Earnest Money deposit (EMD) of Rs.10,00,000/- (Rupees Ten lakhs) only should be necessarily accompanied with the Technical Bid of the Tender in the form of Demand Draft/FDR from any Nationalized Bank in favour of Superintendent, VSS Institute of Medical Sciences and Research, Burla failing which the tender shall be rejected summarily. The EMD of five lakhs will be returned to the unsuccessful agency without any interest after the finalization of the tender.
6. The successful bidder has to deposit an additional amount of Rs.40,00,000/- (Rupees forty Lakhs) only towards performance security deposit in shape of DD/FDR agreement which will be released on completion of tender without interest in addition to EMD.
7. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider before the start of work.
8. **VISIT TO VIMSAR:-** The bidder is advised to visit and acquaint themselves with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the Service Provider has undertaken a visit to the VIMSAR and is aware of the operational conditions prior to the submission of the tender documents.
9. The Bidders may visit the office of the Superintendent, VIMSAR, Burla for clarification of their any doubts. In this regard, the bidder will submit an undertaking in the Technical Bid that they are clarified about the terms, conditions including financial bid of the Tender Call Notice.
10. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. In case of any dispute, the same shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
11. The bidders should have the experience of completion of similar works in any of the Govt. offices, Autonomous Institutions/Universities/Public sector Undertakings of the GOI or Govt. of Odisha or any other State Government or Public Sector Banks or Local Bodies.
12. Any close relative of VIMSAR employees will be prohibited to work or Bid as they may try to protect them. An affidavit in this regard will be kept.
13. The conditional bids shall not be considered and will be rejected out-rightly in the very first instance. The selected bidder shall submit labour license from Sambalpur district within one month of the selection i.e. before the release of first payment.
14. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.
15. All the tender documents must be marked or paged serially.

*Date*  
2-12-20  
Superintendent

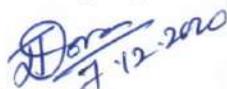
VSS Institute of Medical Sciences & Research  
Burla, Sambalpur-768017

16. The tendering Manpower Service Providers are required to enclose photocopies of the following documents (duly self attested) along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.

- a) Registration certificate of the applicant organization.
- b) Copy of PAN Card
- c) Copy of the IT return filed for the financial years 2017-18, 2018-19 & 2019-20
- d) Copies of EPF and ESI certificate. Proof of EPF & ESI deposit challan for last 2 quarter prior to publication of Tender.
- e) Copy of the G.S.T. registration certificate.
- f) Certificate extracts of the audit statement (profit/loss statement) containing transactions for the financial years 2017-18, 2018-19 & 2019-20
- g) . The agency must have average annual financial turnover of 10.00 crore during the financial years 2017-18, 2018-19 & 2019-20.
- h) Up-to-date Police verification report issued on or after publication of the Tender Call Notice from the appropriate authority where the head office is situated. However, the firm having the said certificate issued on or after 01.06.2020 may participate in the Tender process and if selected, the firm has to submit the up to date police verification report i.e. after issue of Tender Call Notice within one month from the date of finalization.
- i) Experience certificate in proving man powers for last 03 years.
- j) Affidavit to the effect that our/my firm is not black listed by any organization or any criminal case registered against firm or its owner/partner with in India.
- k) Money receipt/DD of Rs.10,000/-towards the Tender paper cost and EMD of Rs.10,00,000/- (Rupees Ten lakhs) only.
- l) An undertaking to the effect that they are clarified about the terms, conditions including financial bid of the Tender call notice.
- m) Proof of providing minimum 150 nos. of Manpower at a single place within last three financial years i.e. 2017-18, 2018-19 & 2019-20
- n) Proof of ISO/BIS Certificate from the concerned Authority.

**The selected tenderer/agency must produce the original copies of the above-mentioned certificates/ documents before award of the Tender. Failure to produce any or all original documents before the VIMSAR authority for verification, their selection will be rejected and L2 agency will be awarded with the Tender.**

All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting in permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.

  
7/12/2020  
Superintendent  
VSS Institute of Medical Sciences & Research  
Bhubaneswar-768017

## TECHNICAL REQUIREMENTS FOR THE QUALIFICATION OF THE BIDDERS

1. The Bidder shall submit a written power of attorney authorizing the signatories of the bid to participate in the bidding process.
  - a. Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/ Consortium/ Partnership.
  - b. Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm.
  - c. Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
  - d. The bidder shall submit full details of his ownership and control. if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
  - e. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.
  - f. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
  - g. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the VIMSAR authority subsequently finds to the contrary, the VIMSAR authority reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
2. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
3. The Regd. Office or Branch office of the Man Power Service Provider should be located in the jurisdiction of the Sambalpur district. In case the selected bidder have no Regd. Branch office in Sambalpur district, the firm concerned will open one its branch office in the Sambalpur district within one month from the date of selection failing which the tender awarded will be cancelled.
4. The tendering Man Power Service Provider should fulfill the following technical qualifications:
5. The agency should have experience of providing minimum 150 nos. of Man power in a single place in last three years .
6. The Man Power Service Provider should have at least 03 years experience in providing Man Powers to Government Departments, Public Companies/Bank etc with in India.

7. The Man Power Service Provider must have their own Bank Account in the name of his/their Firm.
8. The Man Power Service Provider should be registered with Income Tax and Good & Service Tax Departments;
9. The Man Power Service Provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
10. The turn over of the Man Power Service Provider Agency should not be less than rupees Ten crores per year for the last three financial years 2017-18, 2018-19 & 2019-20.
11. All the papers of the tender document should be self attested with seal.
12. The Man Power Service Provider must be registered under Govt. of Odisha in before participation.
13. Agency must submit an Up-to-date Police verification report issued on or after publication of the Tender Call Notice from the appropriate authority where the head office is situated. However, the firm having the said certificate issued on or after 01.06.2020 may participate in the Tender process and if selected, the firm has to submit the up to date police verification report i.e. after issue of Tender Call Notice within one month from the date of finalization.
14. The Agency must have valid labour license in ODISHA. The selected bidder shall submit labour license from Sambalpur district within one month from the date of award of tender call notice.
15. An affidavit stating that the said Man Power Service Provider is not blacklisted by the Govt. of Odisha/Govt. of India/State Public Sector /Central Public Sector with in India and has not been found guilty in any court of law during last 3 years for any professional malpractice or criminal act.
16. ISO 9001 certification of the organization (furnish photocopy of ISO 9001 organization)

#### ONE BID PER BIDDER/AGENCY

Each bidder/agency shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

*Perma*  
*7-12-2020*

**Superintendent**

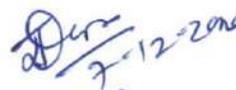
**VSS Institute of Medical Sciences & Research**

Bunda, Sambalpur, Odisha

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE  
SUCCESSFUL MANPOWER SERVICE PROVIDER IN VIMSAR, BURLA**

- 1) She/he should be above 18 years of age and not exceeding 40 years.
- 2) Minimum educational Qualification for each category of man power is indicated in table mentioned below.

Sl. No	Category Personnel	Educational Qualification	Other requirement	Brief description of duties *
1.	Pharmacist	D Pharm		To work in NIRAMAYA, OTs/ DDCs.
2.	Radiographer	DMRT		To conduct CT Scan, X-ray etc in Radiotherapy deptt.
3.	Laboratory Technician	DMLT		To conduct the Blood tests.
4	Stenographer	Graduation with Shorthand speed of 100 words per minute.		
5	Jr. Clerk-Cum-Jr.Gr. Typist	Graduation.		
6	Data Entry Operator	Graduate with DCA/PGDCA	1. Type speed of 40 words per minute in English and should be well Conversant with computers and essentially well trained in MS office Internet and LAN function etc. should also be well conversant with Odia Typing	Data Entry Work
7	Multi tasking worker	10 <sup>th</sup> pass	Preferable experience in Hospital and odia speaking	All works related to wards like cleaning of wards, bathrooms, dusting, oxygen/other weight lifting, stretcher carrying, official work and all other patient related works.
8	Driver	10 <sup>th</sup> Pass	Light vehicle licence/ Heavy vehicle licence odia speaking	Driving of ambulances, buses, Cars.
9	Peons	10 <sup>th</sup> Pass	odia speaking & writing	Office related works
10	lift Operators	ITI passed / any other certificate course	Minimum 1 Year post qualification experience in similar field	In Institution

  
 Superintendent  
 VSS. Institute of Medical Sciences & Research  
 Burla. Sambalpur-768017

11	DG Operators	ITI passed / any other certificate course	Minimum 1 Year post qualification experience in similar field	In Institution
12	PHED Plumber	ITI passed / any other certificate course	Minimum 1 Year post qualification experience in similar field	In Institution
13	GED Helper	10 <sup>th</sup> Pass	odia speaking & writing	In Institution
14	GED Technician	ITI passed / any other certificate course	Minimum 1 Year post qualification experience in similar field	In Institution
15	Dialysis Technician	+2 Science	2 Yrs Experience in similar field	In Institution
16	ECG Technician	+ 2 Science	2 Yrs Experience in similar field	In Institution
17	Attendant	7 <sup>th</sup> Pass		In Institution
18	OT Technician	10 <sup>th</sup> Pass	2 Yrs Experience in similar field	In Institution
19	Cath Lab Technician	+2 Science	2 Yrs Experience in similar field	In Institution

\*Job description may change as per the need.

*Dr. ...*  
2.12.20

Superintendent

VSS. Institute of Medical Sciences & Research  
Burla, Sambalpur, 751005

**APPLICATION –TECHNICAL BID**

Technical Bid Application  
For Providing Man power in VIMSAR, BURLA

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1. Name of Tendering Manpower Service Provider : \_\_\_\_\_
2. Money Receipt / Demand Draft  
Towards cost of tender paper MR/BD No. \_\_\_\_\_/Dt \_\_\_\_/\_\_\_\_/\_\_\_\_  
drawn in Bank \_\_\_\_\_
3. Details of Earnest Money Deposit : BD No. \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Rs. \_\_\_\_\_ of \_\_\_\_\_ Bank payable at \_\_\_\_\_
4. Name of Proprietor/ Partner Superintendent : \_\_\_\_\_  
(Name of all Superintendent / Partners  
Shall be mentioned) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Full Address of Registered:  
Office (With Pin Code) \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
6. Full address of Operating /  
Branch Office: (with Pin Code) : \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
7. Name, Telephone No. / Mobile No. : \_\_\_\_\_  
/ email address of authorized Officer : \_\_\_\_\_  
/Person to co ordinate with the : \_\_\_\_\_  
Office of VIMSAR, Burla : \_\_\_\_\_
8. Banker of the Manpower Service Provider : \_\_\_\_\_  
(Photocopy of the Account)
9. PAN /GIR No. \_\_\_\_\_  
(Self attested copy)
10. Statutory Registration No. \_\_\_\_\_  
(Under License & Contract)
11. Labour Act 1970 obtained from \_\_\_\_\_  
Labour Department ,  
Government of Odisha)  
(Self attested copy)
12. GST Registration No. : \_\_\_\_\_  
(Self attested copy)
13. E.P.F. Registration No. \_\_\_\_\_  
: \_\_\_\_\_  
(Self attested copy)
14. E.S.I Registration No. : \_\_\_\_\_

*Dev*  
*7-12-20*  
**Superintendent**  
VSS. Institute of Medical Sciences & Research  
Burla, Sambalpur-768017

Details of the similar contracts handled by the bidder during the last three financial years 2017-18, 2018-19, 2019-20 in the following format (Mandatory). The agency may submit similar contracts from their date of operation to count their experience in the field.

(If the space provided is insufficient, a separate sheet may be attached):

Sl.No.	Name of client, address, telephone & Fax no.	Manpower services provided		Annual Bill amount (Rs. Lacs)	Duration of contract	
		Type of manpower provided	Nos provided		From	To
1.						
2						
3						
4						
5						

Financial turnover of the tendering Manpower Service Provider for the last 3 financial years.

Financial Year	Amount (Rs. In Lakh)	Remarks if any
2017-18		
2018-19		
2019-20		

Additional information, if any  
(Attach separate sheet, if required)

NB:- To be considered only if audited balance sheet & P/L account statement is furnished. Provisional balance sheet shall not be considered (Attached turnover certificate duly attested by a chartered accountant with membership no this effect with year wise break up also)

Date:  
Place:

Signature of authorized person  
Name:  
Seal:  
Telephone No:  
Mobile No.  
Email address:

*[Handwritten Signature]*  
2-12-2020

Superintendent  
VSS Institute of Medical Sciences & Research  
Burla, Sambalpur 756017

## TERMS & CONDITIONS

### GENERAL

1. For all intents and purposes, the Manpower Service Provider shall be the "Employer" within the meaning of different Rules and Acts in respect of Manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim, whatsoever like employer and employee relationship against the Department of Office concerned of VIMSAR.
2. The agreement shall commence from the date of offer letter for Three (3) years unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. of change in requirements. The agreement may be extended with the same terms and conditions or with some additions/deletions/modifications for further period of two years up on satisfactory performance and mutually agreed upon by the Manpower Service Provider and the Authority.
3. The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
4. The Manpower Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by the bidder or agreement found to be false or misrepresented; making it liable for legal action besides termination of the Agreement.
5. The Authority as well as the selected bidder reserves the right to terminate the Agreement giving 30 days' notice.
6. The entire financial liability in respect of manpower service deployed in the VIMSAR Office concerned shall be that of the Manpower service provider and the VIMSAR or Office concerned will in no way be liable. It will be the responsibility of the Manpower service provider to pay to the person deployed as per prevalent Govt. rates and adduce such evidence before the VIMSAR authority for revision.
7. The Manpower Service Provider shall be solely responsible for the redress of grievances or resolution of disputes relating to persons deployed. The VIMSAR authority shall in no way be responsible for settlement of such issues whatsoever. In case, the grievances of the deployed person are not attended to by the Manpower Service Provider, the deployed person can place their grievance before the VIMSAR authority/ Committee consisting of a representative of the VIMSAR authority or office concerned or authorized representative of the Manpower Service Provider.
8. The VIMSAR shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider during the course of their performing the functions/duties or for payment towards any compensation. **The leave/absent shall be replaced with manpower.** The leave has to be considered by the HOD of the Department.
9. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the contract period or after expiry of the Agreement. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular vacancy or other capacity.

*Dev*  
*7-12-2020*

**Superintendent**

**VSS. Institute of Medical Sciences & Research**  
**Burla, Sambaipur-768017**

10. The Manpower Service Provider must be registered with the concerned Govt. authorities, i.e. labour Department, Provident Fund Authorities, Employees State Insurance Institute, and a copy of the registration should be submitted. The Manpower Service Provider shall comply with all the legal requirements for obtaining License under contract Labour (Regulation and Abolition) Act 1970 if any, at his own part and cost, if required under the Act.
11. The Manpower Service Provider shall submit antecedent verification certificate from the local Police Station regarding good police records and no criminal case is pending against each deployed person.
12. The Man Power Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the VIMSAR or Office concerned to the concerned tax collection authorities, from time to time as per the rules and regulations in the matter. Attested photo copies of such documents shall be furnished to the VIMSAR or Office concerned.
13. The Man Power Service Provider shall maintain all statutory registers under the Law and shall produce the same every six months, to the authority of the VIMSAR or office concerned or any other authority under Law at 6 months interval before the authority failing which action will be taken as appropriate.
14. The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules and any other Act/rules as applicable from time to time and a certificate to this effect shall be provided by the VIMSAR authority to the agency.
15. In case, the Man Power Service Provider fails to comply with any liability under appropriate law and as a result, the VIMSAR or the office concerned is put to any loss/ obligation, monetary or otherwise, the VIMSAR or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
16. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The department or office concerned will have no liability towards non-payment of remuneration to the person employed by the Man Power Service Provider and the outstanding statutory dues of the service Provider to statutory authorities. If any loss or damage is caused to VIMSAR or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

### LEGAL

1. The person deployed shall, during the course of their work be privy to certain qualified documents & information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality & breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
2. The Manpower Service Provider shall be responsible for compliance of all statutory provision relating to minimum wages as prescribed by the Government in Labour & Employment Department, Orissa from time to time payable to different types of worker in respect of the persons deployed in the VIMSAR, Burla. The Institute shall have no liability in this regard.
3. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. On account of service rendered by it to the VIMSAR, Burla to the concerned tax collection authorities, from time to time, as per the statutory rules & regulations prescribed in the matter. Attested Photocopies of such documents shall be furnished to the VIMSAR authority.
4. The Manpower Service Provider shall maintain all statutory registers under the law & shall produce the same, on demand, to the authority of the VIMSAR, Burla or any other authority under Law.

*[Signature]*  
Superintendent

5. The Tax Deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time to time & a certificate to this effect shall be provided to the VIMSAR, Burla.
6. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, & as a result thereof, VIMSAR, Burla is put to any loss/obligation, monetary or otherwise, VIMSAR, Burla will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower service Provider, to the extent of the loss or obligation in monetary terms.
7. The Agreement is liable to be terminated because of non-performance, deviation of terms & conditions of contract, nonpayment of remuneration of employed persons & non-payment of statutory dues. The Institute will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider & the outstanding statutory dues of the service provider to the statutory authorities. If any loss or damage is caused to the Institute by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit of man power agency.

### **FINANCIAL**

1. The Technical Bid should be accompanied with Bank Draft of Rs 10000/- (Rupees Ten thousand only) towards cost of tender Paper (non refundable) and an Earnest Money Deposit (EMD), refundable without interest of Rs. 10,00,000/-(Rupees Ten lakh) only in the form of Demand Draft/FDR from any Nationalized Bank in favour of the Superintendent Institute of Medical Sciences and Research, Burla failing which the tender shall be rejected summarily. The EMD of Ten lakhs will be returned to the unsuccessful tenderer without any interest after the finalization of the tender.
  2. The Earnest Money Deposit in respect of the agencies who do not qualify the Technical Bid (First stage)/ Financial Bid (Second competitive stage) shall be refunded to them without any interest. If the successful tenderer/ agency fail to deploy the required manpower against the initial requirement within 15 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.
  3. The selected tenderer/agency shall execute an agreement on deposit of required security amount within the time allowed by VIMSAR. If the tenderer fails to execute agreement, the EMD shall be forfeited.
  4. The successful bidder has to deposit an additional amount of Rs.40,00,000/- (Rupees forty Lakhs) only towards performance security deposit in shape of DD/FDR agreement which will be released on completion of tender without interest in addition to EMD. In case, the contract is extended beyond the initial period, the fixed deposit will have to be accordingly renewed by the successful Tenderer/agency.
  5. In case of breach of any terms & conditions of this agreement, the Performance Security Deposit of the Manpower service Provider shall be liable to be forfeited apart from annulment of the Agreement/Contract.
- 6. PAYMENT TO SERVICE PROVIDING AGENCY**
- i. The VIMSAR authorities shall prepare the absentee statement of the staff engaged in the office by 3rd day of succeeding month of engagement.
  - ii. It is the duty & responsibility of the Service Provider Agency to collect the absentee statement from the office by the 4th day of succeeding month of engagement. The head office shall provide the absentee statement to the Service providing agency.
  - iii. The Service Provider Agency shall make payment to the support staff engaged by them as per the absentee statement i.e. for the number of days engaged, from their account by 6th day of the succeeding month of engagement & prefer bill to head office for reimbursement. The payment to the support staff shall be made through RTGS/NEFT only.

  
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Superintendent  
VSS. Institute of Medical Sciences & Research  
Burla, Sambalpur-748017

iv. The manpower service provider shall raise bills in duplicate as follows:

Gross remuneration of the person as per absentee statement received from different VIMSAR authorities.	6th day of succeeding month in the prescribed Performa.
ST & Services Charges as applicable ESI, EPF payment challan for previous month	

Payment shall be released within 10days of the receipt bills by the VIMSAR authority subject to availability of funds.

v. The Service Provider Agency shall also deposit EPF & ESI of both employer & employee share within 15th days from receipt of the bill for their engaged staffs failing which their selection will be terminated.

Proof of deposit of both employee & employer share of EPF & ESI.	16th day of succeeding month in the prescribed Performa
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vi. The service Providing Agency shall furnish statement of amount paid for the month to the persons deployed along with cheque number & date & Bank account from which the payment has been made along with the claim bills. Service Providing agency is to furnish the copy of the bank statement in the support of amount paid as & when required by the Institute.

vii. The Manpower service provider shall be responsible for timely payment of take-home remuneration to the supporting staff & deposit of EPF & ESI (both employee & employer share), failing which penalty calculated @ Rs. 100/- (One hundred Rupees) per day for each default will be recovered from the service charge due or the selection will be terminated.

viii. The statutory deduction of the GST & others shall be deducted from the bill incase of non payment & fine shall be adjusted against the service charges of the Service Providing Agency.

ix. The Service Provider Agency shall submit the Bank Account details containing Name of the Account Holder, Bank Account No., IFSC & MICR Code.

### SCOPE OF WORK

1. All the personnel should be medically, socially fit and under the age of 18yrs- to 45 yrs of age
2. The persons deployed shall be required to report for work at least 30 minutes before the respective duty hours for the attendance and be present on duty time before appropriate authority. In case, the person deployed remains absent on a particular day or comes late/leaves early on three occasions, deduction for one day's pay will be made from his/her monthly remuneration. He/she will put his/her arrival & departure in the attendance register.
3. All the persons will have to face a professional test periodically if need be within one week of the joining and if found unsuitable will be rejected by the authority and same number of personals will have to be replaced, who will have to face the similar test and similar outcome. Even after the test if some employee is found neglecting his job, the service provider has to replace him. Therefore, the service provider agency has to keep at least 10-20% reserve for such irregularity and the reserve list has to be provided with their contact detail for any leave relief job as well.
4. The Manpower Service provider shall nominate 10 nos of supervisors round the clock who shall be responsible for immediate interaction with the Department so that optional services of the persons deployed could be availed without any disruption. A complaint number should be made available to the VIMSAR authority. Further the Telephone Numbers of the Supervisors must be provided to all HODs and Administrators for smooth management.

5. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards the Provident Fund and Employees State Insurance, whichever are applicable.
6. The employees presently working in this institution under different out sourcing agencies should not be removed in to without prior approval of the VIMSAR authority. The selected agency may remove them with prior permission of the authorities.
7. The Manpower Service Provider shall submit antecedent verification certificate from the local Police Station against each deployed person.
8. The persons deployed by the Man Power Service Provider should be punctual, polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the VIMSAR or office concerned and the patients and their attending relatives. The Man Power Service Provider shall be responsible accountable for any act of indiscipline on part of the person deployed. The erring person shall be removed. Under no circumstances, the persons deployed will be involved in any activities which will hamper patient care and official work.
9. There will be a technical test before joining the duty to check the fitness of the skill and the test can be repeated if doubts persist.
10. No person will be terminated without prior approval of the authority concerned. If any allegation received, it may be brought to the notice of the authority. Any absence from duty, doing unlawful activity within campus will be cause of termination. Any person not working, misbehaving can be terminated with a written intimation from the authority to the service provider.
11. The amount or penalty calculated @ Rs. 100/- per day on account of delay per person, if any, in providing a suitable substitute for the period beyond three working days by the Man Power Service Provider shall be deducted from its monthly bills in the succeeding month.
12. If any employee of the successful bidder will proceed on leave/off; then his/her work will be managed by the extra employee of the said firm. This office will have no relation or liability of the said management.
13. The selected bidder will provide one small notebook to each of their employee for recording any positive and negative remarks and the employee to show the same to the authority on demand for putting the remark.
14. The Man power coming under category of Multi Tasking (Sweeper, Attendant, Stretcher Bearer etc. Shall perform all the necessary duties of class-IV regardless of the post including cleaning toilets, beds etc whenever situation arises or any other work as assigned by the authority).
15. The Service provider shall give the details (Aadhar number/ID proof) of Manpower provided to the hospital authority. The same will be incorporated in to the Biometrics system of the institute as and when the said system is operated.
16. All manpower provided will follow BMW, 2018 rules effectively.
17. All the maintenance activities like GED maintenance, PHED maintenance will be done by the provided manpower under the guidance of concerned authorities. Hospital will provide all the spare parts for the required maintenance. In case of any emergency and non-availability of any required spare parts in the Hospital the said will be provided by the out-sourcing agency and bills for the same will be submitted to the Hospital authority for payment as per the financial guidelines.

#### **Jurisdiction of Court**

1. In the event of any dispute covering arising out of the clause/ clauses of agreement, the same shall be resolved through negotiation. Alternatively the dispute may be referred to the next higher authority for adjudication whose decision shall be binding on both parties.
2. In case either party is aggrieved on the decision of next higher authority, the jurisdiction of the Court shall be at Sambalpur in the district of Sambalpur, Odisha. Neither party shall be competent to bring any case/suit in regard to the matters covered by this agreement before any court of Law outside Sambalpur.

*[Signature]*  
Superintendent

**CHECKLIST OF DOCUMENTS SUBMITTED**

SL NO	Documents to be submitted	Submitted	Submitted	Placed at Page No	Remarks
1	Registration Certificate of the applicant organization				
2	Photo copy of PAN card Man power Service Provider				
3	Copy of the IT return filed during the last three financial years (2017-18 to 2019-20)				
4	Copies of EPF and ESI registration certificate.				
5	Copy of the GST Registration certificate				
6	Certified extracts of the audit statement (profit/loss statement) containing transactions during last three years. The agency must have transaction of Rs 5.00 crore each year for last 5 financial years.				
7	Valid Labour License in Odisha.				
8	Up-to-date Police verification report from the appropriate authority where the head office is situated.				
9	Copies of the EPF & ESI deposits for the last 1 quarter from the date of Publication of Tender.				
10	Experience Certificate towards supply 150 nos of Man powers during last 3 financial years.				
11	Affidavit to the effect that the firm is not black listed by any organization or any criminal case registered against his/their firm or its owner/partner or have any legal suit / criminal case pending against violation of EPF/ESI/MW Act or any other law with in India				
12	Money receipt/D.D. of Rs. 10000/- towards tender paper cost.				
13	EMD of Rs.10,00,000/- (Rupees Ten lakh) only				
14	Experience certificate in proving man powers for last 3 years.				
15	Proof of ISO/BIS Certificate from the concerned Authority.				
16	An undertaking to the effect that they are clarified about the terms, conditions including financial bid of the tender call Notice.				

Date :  
Place:

Signature of authorized person  
Name:  
Seal :

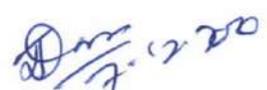
**NB: All documents are compulsory. Non submission of documents will lead to cancellation of the tender paper.**

## CRITERIA FOR EVALUATION

### Evaluation of Technical Proposal

Sl. No.	Evaluation Parameter	Total Mark	Criteria for award of Mark
A	Average Turnover for last 3 financial years):	35	>10.00cr<20.00 cr = 25marks. >20.00cr<30.00 cr = 30marks. >30.00cr = 35marks.
B	Experience: No. of years of experience in similar business	35	Experience 3 to 5 Years = 25 Marks Experience of 5 Years to 10 Years = 30 Marks Experience of 10 Years & above = 35 Marks
C	Manpower Deployed at single place	30	150-200-20 marks 201-250-25 marks 251 above- 30 marks
	Total	100	

1. The bidders scoring 70 marks or more in the Technical Bid are eligible for evaluation of Financial Bid. In case of same service charge quoted by multiple bidders, the bidder securing highest marks in technical bid will be awarded the contract.



**DECLARATION**

1. I \_\_\_\_\_ Son/Daughter/Wife of Sri  
\_\_\_\_\_ Proprietor/Authorized signatory of the Service Provider  
mentioned above, am competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender Call Notice and undertake to abide by those.
3. The information/documents furnished in the Tender documents are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date ;  
Place:

Signature of authorized person  
Full Name:  
Seal :

**FINANCIAL BID**

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**To be submitted in COVER B****For Providing Man Power Service to VIMSAR, Burla**

1. Name of tendering Manpower Service provider;
2. Rate per person per day (8 hours per day inclusive of all statutory liabilities, taxes, levies, cess etc.:

SL No	Designation	Monthly remuneration	E.S.I	E.P.F.	Service charges in whole rupees	GS T	Total per person per day (3+4+5+6+7)
			Employee share (3.25%)	Employee share (13%)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	8
1	Pharmacist	9500					
2	Radiographer	9500					
3	Laboratory Technician	9500					
4	Stenographer	9500					
5	Jr. Clerk-Cum-Jr.Gr.Typist	8880					
6	Data Entry Operator	8880					
7	Multi-tasking worker	8070					
8	Driver	9000					
9	Peons	8070					
10	lift Operators	8880					
11	DG Operators	8880					
12	PHED Plumber	8880					
13	GED Helper	8070					
14	GED Technician	8880					
15	Dialysis Technician	8880					
16	ECG Technician	8880					
17	Attendant	8070					
18	OT Technician	8880					
19	Cath lab technician	8880					

The minimum take home remuneration of employees should not be less than minimum remuneration/wages as per statutory provisions and rules of minimum wages Act of Govt. of Odisha from time to time. The take home remuneration includes the employee's share of ESI and EPF.

The remunerations of the different employee working under different schemes will be paid according to the allotment received against their post following all the norms.

**NB:- The rates mentioned above indicative only and may change as per prevalent Govt. rates from time to time.**

Date:

Signature or authorized person

Full Name:

Seal

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7-12-2020 23  
Superintendent  
VSS. Institute of Medical Sciences & Research  
Burla, Sambalpur, Odisha

**Note:**

2. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
3. The payment shall be made on conclusion of the calendar month only on the basis of nos of working days for which duty has been performed by each manpower.
4. The E.S.I. and E.P.F. of the deployed employees should be deposited by 1<sup>st</sup> week of every month or else that monthly bill shall be held up. Proof of Service Tax deposit must be submitted to the office at the end of every six months.
5. The financial bids will be opened only of those bidders whose technical bids would be completed in all respects tender documents and secured 70 or more marks in Technical Evaluation.
6. The service charges should not be equal or less than 100% of TDS amount in respect of individual/HUF firm and 50% of TDS amount in respect of other than individual/HUF. The Agency/Firm/Company selected technically, correctly filling up the financial bid and quoting less service charge above the mentioned TDS amount will be awarded with the contract.
7. In case of service charge and marked secured in technical evaluation of more than one firm remains same, then the firm having highest average turn over for last 3 financial years will be awarded with the contract.

*Dan*  
*7-12-2020*  
Superintendent  
VIMSAR, Burla.

*Dan*  
*7-12-2020*  
Superintendent  
VSS. Institute of Medical Sciences & Research  
Burla, Sambalpur-758017