

RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI

Tender paper for Outsourcing of Manpower at RIMS, Ranchi

Re-Tender Notice No. RIMS/Estab.(3)/8014 dated 19.07.2016

Issued to

M/s _____

Against money receipt number/RIMS, dated :

Cashier
RIMS, Ranchi

राजेन्द्र आयुर्विज्ञान संस्थान
(झारखण्ड सरकार का एक स्वयतशासी संस्थान)
राँची-834009 (झारखण्ड)
दुरभाष: 0651-2541533, फ़ैक्स: 0651-2540629,
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RAJENDRA INSTITUTE OF MEDICAL SCIENCES
(An Autonomous Institute under Govt. of Jharkhand)
Ranchi-834009 (Jharkhand)
Phone: 0651-2541533, Fax: 0651-2540629,
Email : rimsranchi@rediffmail.com

Re-Tender Notice No. RIMS/Estab(03)/ 8014 dated 19.07.2016

NOTICE INVITING TENDER FOR OUTSOURCING OF MANPOWER AT RIMS, RANCHI

Due to single qualified bidder the tender no. 322 dated 20.01.2016 is being cancelled and re-tender is invited through sealed offers in two bid system (1st Terms & Conditions Part i.e. documentation part 2nd Price bid) by Speed Post/Registered Post only, from competent agencies to provide experienced, qualified and competent manpower such as – Paramedics, Nursing Staffs, Various 3rd Grade & 4th Grade Staffs for hospital grade jobs at Rajendra Institute of Medical Sciences, Ranchi. Tenders will not be accepted by hand or any other agency.

A. Important dates for Tenders		
1.	Date of issue of tender documents	From : 27.07.2016 to 17.08.2016 (The intended bidders may purchase tender document on any working day upon payment of Rs. 5000.00 (Non-refundable) to RIMS Cashier or those who want to bid by downloading the tender document, they have to submit separate demand drafts of Rs. 5000/- in favour of Director, Rajendra Institute of Medical Sciences, Ranchi with their technical bid.
2.	Last date of submission of sealed tender documents (Only by speed post / Registered post)	On 18.08.2016 till 04.30 P.M
3	Opening of bid (Terms & conditions part) & discussion.	On 19.08.2016 at 12:30 P.M in RIMS administrative conference hall, in front of purchase committee. All the bidders or their duly authorized representative must represent the tender opening for discussion & queries.

Note :1. For details of tender terms, conditions & other informations please visit RIMS website : www.rimsranchi.org from 27.07.2016 for tender paper .

Sd/-
Director
Rajendra Institute of Medical Sciences
Ranchi

The bidders have to provide experienced and qualified under-mentioned manpower on outsourcing basis :

Sl. No	Name of Post	Labour Category	Minimum required qualification	No. of post (It may increase or decrease as per actual functional requirement.
1	Nurse Grade 'A'	Skilled	GNM Trained	50
2	O.T. Assistant	Skilled	I.Sc (12 th with science) + Technical diploma	20
3	Lab Technician	Skilled	I.Sc (12 th with science) + Technical diploma	15
4	ECG Technician	Skilled	I.Sc (12 th with science) + Technical diploma	10
5	X-ray Technician	Skilled	I.Sc (12 th with science) + Technical diploma	10
6	Pharmacist	Skilled	I.Sc (12 th with science) + B. Pharma	06
7	Dresser	Skilled	10 th + Technical Diploma	24
8	Dark Room Assistant	Semi Skilled	10 th / Matric Pass	04
9	Computer Operator-cum-clerk-cum-store keeper	Skilled	12 th Intermediate pass + Diploma in Computer Application (DCA)	30
10	Cook-cum-Kitchen worker	Semi Skilled	10 th / Matric Pass	12
11	Mali (Gardner)	Un-Skilled	10 th / Matric Pass	04
12	Kitchen Assistant	Un-Skilled	10 th / Matric Pass	09
13	Ward Attendant	Un-Skilled	10 th / Matric Pass	As & when required
14	Driver	Skilled	10 th and Holder of four wheeler or heavy vehicle driving license	10
15	Lady Supervisor	Skilled	Graduate + experience of working in women hostel	02
16	Lab Attendant	Skilled	10 th / Matric Pass	15

The bidder have to submit / enclose under mentioned documents with their technical bid :

1. EMD of Rs. 1,00,000.00 (One Lakh) in form of Bank Draft in favour of Director, Rajendra Institute of Medical Sciences, Ranchi
2. Bidder's registration certificates of :-

- (i) E.P.F. Registration
 - (ii) E.S.I. Registration
 - (iii) Service Tax Registration
 - (iv) Income Tax PAN Card
 - (v) Labour License (issued for previous works)
- (3) Work experience (issued by government or semi government offices) for similar nature of works.
 - (4) Notary affidavit that the company has never been black listed / debarred by any government or semi government organization in past.
 - (5) Annual turn over of the bidding company for last three years duly signed by chartered accountant having minimum annual turn over of Rs. One Crore. The supporting balance sheet must be attached with the tender.
 - (6) Unique I.D. Card of the owner or directors of the bidding agency (which ever is applicable)

Other terms & Conditions of the tender

- (1) The bidders have to provide the required manpower within seven days from the date of issue of work orders.
- (2) If there will be found incompetency in the works of the manpower (provided by the bidder) then RIMS authority shall have the power to terminate the specified manpower from the work immediately, or in worst case the agency may be terminated from the works.
- (3) The provided manpower shall be under 60 years age. For proof of age the bidders have to provide the certificate of age proof (i.e UID card / Driving Licence / Educational Certificate etc.)
- (4) The works will be awarded on six monthly basis. It may be extended as per performance and mutual understanding or need of RIMS.
- (5) In case of non functioning or malfunctioning or malpracticing or non obedience of the outsourced workers, monetary penalty may be implemented / payment may be deducted @Rs. 200/- in each complaint case, if found correct by RIMS, authority.
- (6) Agency have to submit EPF/ESI Service Tax / any other taxes or levis on their own and on schedule time. The agency have to provide the challans or certificates issued by the competent authority regarding submission of above mentioned taxes & levis. RIMS will not made payments, if agency fails to submit the challan or certificate of the same in the next month after payment of first month
- (7) Payment from RIMS will be made on the basis of attendance provided by the concerned unit head / incharge of RIMS, Ranchi
- (8) The price bid of only those bidders will be opened who will qualify the required documentation part (i.e. technical part) of the bid. In lack of any document, demanded under tender, the bid will be rejected at the time of technical evaluation.
- (9) RIMS authority shall have power to reject or accept any or all the tenders without assigning any reason.
- (10) The bidder have to provide Identity card & proper uniform to their manpower by their own. RIMS shall not pay extra for the above.
- (11) The bidder have to submit two bids – (i) Technical or documentation bid with all the documents & EMD & (ii) Price part having only price component.
- (12) The matter/arbitration, if any, arises in this tender / work, then it will be under jurisdiction of Hon'ble Court, Ranchi.

- (13) It shall be lawful / power of the undersigned to accept or reject any one or all the bids without assigning any reason.
- (14) Before execution of the works the bidders have to enter into an agreement with RIMS after getting the work order.
- (15) The bidders have to submit bank guarantee equal to 10% of the contract value before entering into agreement
- (16) The bidder have to confirm that the manpower deployed by them should bear good moral character. Address proof of the manpower deployed must be provided by the bidders to RIMS, Ranchi.
- (17) Rate / Price of the work force as per their post should be quoted on per day / per 8 hourly shift basis e.g :-

Sl. No	Name of Post	Quoted rate on per day / per shift basis/ each manpower
1.	Lab Attendants	@Rs. Per day / per 8 hourly shift / per man
2.	Lab Technician	@Rs. Per day / per 8 hourly shift / per man
3.	@Rs. Per day / per 8 hourly shift / per man
4.	And so on, the bidders have to prepare the above format for bidding their offer.	

- (18) It shall be sole responsibility of the bidders to make payments to their manpower as per labour laws & also to follow the labour laws. If found guilty / faults, then penalty may be implemented on the agency as per decision of RIMS Authority.
- (19) All the pages of the tender/bid must be duly stamped & signed by the bidder and paging (Page Nos) must be done.
- (20) Compliance report of the tender :-
It is mandatory to fulfill all the required minimum criteria. In lack of any required document, the tender will be rejected directly at the time of technical evaluation.

All documents duly completed, signed and sealed should be enclosed with your tender offer failing which your quotation will be treated as incomplete.

Technical compliance report duly filled and signed with seal of the bidder.

The bidders must fill all the rows/columns of this compliance report. This report will be inspected & evaluated by purchase committee and accordingly documents will be verified on the concerned page numbers.

Sl. No.	Enclosures required	Have you enclosed it? write clearly Yes or No	If yes then on page no. of this bid.
	In case of lack of any essential required documents the tenders will be rejected - The list of essential required documents which must be submitted with technical bid of the bidders :		
1.	EMD of Rs. 1,00,000.00 (One Lakh) in form of Bank Draft in favour of Director, Rajendra Institute of Medical Sciences, Ranchi	Yes/No	Page No.
2.	Bidder's registration certificates of :- (i) E.P.F. Registration	Yes/No	Page No.
	(ii) E.S.I. Registration	Yes/No	Page No.

	(iii) Service Tax Registration	Yes/No	Page No.
	(iv) Income Tax PAN Card	Yes/No	Page No.
	(v) Labour License (issued for previous works)	Yes/No	Page No.
3.	Work experience (issued by government or semi government offices) for similar nature of works.	Yes/No	Page No.
4.	Notary affidavit that the company has never been black listed /debarred by any government or semi government organization in past.	Yes/No	Page No.
5.	Annual turn over of the bidding company for last three years duly signed by chartered accountant having minimum annual turn over of Rs. One Crore. The supporting balance sheet must be attached with the tender.	Yes/No	Page No.
6.	Unique I.D. Card of the owner or directors of the bidding agency (which ever is applicable)	Yes/No	Page No.


Note :-

1. Sales tax form JVAT-504 G / Road permit / Entry tax etc. of Govt. of Jharkhand will not be issued by RIMS authority. It will be responsibility of the bidders to arrange JVAT form 504-G or any other documents related to sales tax / entry tax on their own.
2. If any of the above enclosures are of more than one page then in the page number columns write clearly on page no. to page no.
3. Without filling the compliance report the offer will be rejected directly at the time of technical evaluation.

Certificate of Compliance

I Mr. / Mrs. / Miss on behalf of M/s (Name of firm / company) do hereby confirm that I have verified the above compliance report, it is duly filled. Our technical bid consists of total (No. of pages) (in words)

Signature of the Bidder
with date & seal of the firm / company


 Director
 Rajendra Institute of Medical Sciences
 Ranchi
