

RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI

Tender paper for Outsourcing of Cash Counter at RIMS, Ranchi

Re-Tender Notice No. 319 dated 19.01.2015

Issued to

M/s _____

Against money receipt number/RIMS, dated :

Cashier
RIMS, Ranchi

OFFICE OF THE DIRECTOR
RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI & 834009, JHARKHAND

TENDER PAPER FOR OUTSOURCING OF CASH COUNTER AT RIMS, RANCHI

TENDER TERMS :

Qualification criteria/requirements of the tender/Check list of the tender :- All the bidders must fill all the rows & columns of this compliance report/Check list. This report will be verified and evaluated by purchase committee and accordingly the documents will be verified and evaluated by purchase committee and accordingly the documents will be verified on the concerned (Given pages of tender:- In case of lack of any essential required documents the tender will be rejected.

Sl. No	Enclosures/essential required documents (Copy of all these documents should be enclosed in the bid)	Have you enclosed these documents in your technical offer. If Yes then on Page of this bid.
1.	Income tax PAN No. (Please mention clearly that PAN No. of Proprietor or PAN No. of Company)	On Page No.
2.	Earnest Money in form of Demand Draft issued by any nationalized bank only in favour of Director, RIMS, Ranchi. Having value of Rs. 3,00,000/- (Three lakhs) only. DD No. dated Issued by (Name of bank) Amount Rs.	On Page No.
3.	Service tax No. (Copy of S.T. Registration)	On Page No.
4.	IT return certificate & balance sheet of the bidder for last three consecutive years having minimum turnover of Rs. 1,00,00,000/- (One crore) in any one year within last three year.	On Page No.
5.	Affidavit in original through first class magistrate/notary public mentioning that :- (i) Our company has not been blacklisted or convicted in the post by any Govt/Semi Govt./PSus/CBI/CCI and the firm has no vigilance case/CBI/FEMA/CCI Case pending against him/company (Principal) (ii) That the company shall not make any fraud during the contract period. (iii) That in case of fault/fraud, the company shall be responsible for payment of the defalcation amount to RIMS, Ranchi. i.e. Company shall pay the defalcated amount with interest.	On Page No.
6.	At least three years work experience of the bidder for operating of cash counter or handling financial transaction of Government sector / similar nature of work..	On Page No.
7.	Copy of the invoice/bill of the equipments (Computer, Printer & other accessories) which they have with them.	On Page No.

8.	List of manpower working in their organization (with name, full address, proof of address and qualification with photograph of the employee with proof of their salary payment for at least last six months from the bidding organization)	On Page No.
9.	Bank solvency certificate of minimum Rs. 10,00,000.00 (Ten lakhs) issued by any nationalized bank in the name of the bidding agency (in case of proprietary firm the solvency must be in the name of proprietor or in the name of firm But in case of Partnership firm or company the solvency must be in the name of firm or company.)	On Page No.
10.	N.O.C (No Objection) i.e certificate of satisfaction from the organization where the bidding agency has worked previously.	On Page No.

Terms of tender :-

- The counter will run 24 Hours x 7 days basis (Two counter in Main building and one counter in superspecialty building will be operative) Since RIMS has to provide 24 hrs x 7 days emergency service hence no holiday for counters. The bidders have to organize man power accordingly.
- The bidder have to provide 3 copies of all the bills/receipts out of which 02 copies for patients and 1 copy for Rims Account's Section. All the receipts will have receipt numbers, name of patient, department, concerned name of the diagnostic tests and amounts.
- The daily collected money from all the cash counters must be deposited / submitted by the bidder on the same day to RIMS Bank Account. After deposit of amount the bidder will submit the bank challan showing deposited amount and all the receipts generated by them on that day against the challan. The amount of deposited money should match the amount of all the receipts and summary sheet of that very day. All these three documents will be made available by the bidder to RIMS Cashier.
- At the time of cancellation of receipts bidder has to confirm that :
 - Doctors has confirmed & signed for the cancelation of receipt
 - Or
 - Patient has signed in the receipt for cancellation of receipts
 - Accounts department (Cashier has to confirm for the cancellation of receipt)
 - Patient is producing original 2 copy of receipt at the time of cancellation.

Time of cancellation 12:00 PM to 1:00 PM and 4:00 PM to 5:00 PM per day

After receiving of the same bidder has to put the stamp of "Paid and Cancel" in the receipt and refunded receipts needs to be submitted to the cashier on daily basis along with the summary sheet of refunded receipt & original 2 copy of receipts.

- The bidders have to provide such a software system that if there is need of refund of money from previously generated receipt, then the system will make entry of the refunded money adjacent to the generated receipt so that the RIMS authority may get confirmed at a glance on

their own computer sets. If the bidder have refunded the money & they haven't entered it on the same day of refund, then the amount will be charged or recovered from the bidder's account.

6. Software System :- The bidders have to provide original version of the software, which they will install on the counters. The system should be installed in such a manner that at any time on any day the director and A/c Officer may view transactions/Operate/receive the message/look into the current status of all the cash counters an directors computer and accounts officer computer system. The bidders have to do install the separate L.A.N from Directors and Accounts officers room to the cash counters by their own and for this all the accessories including software will have to be supplied & installed by the successful bidders on bidders cost.
7. In any case the counters should not be shut down for more than 15 minutes. If there will be any breakdown in the system, the bidders have to keep such after make arrangements that the counters will re-open within 15:00 minutes of breakdown. Failing which the penalty @Rs. 2000/- per hour will be charged to the bidders.
8. During inspection by RIMS official if any fault or fraud will be found, the RIMS authority may cancel the work order on spot without assigning any reason. The reasons for such cases will be made available later on only after getting all the findings from concerned officials.
9. The main electrical power at counters will be provided by RIMS. Deposit it, the bidder have to make their own arrangements to run the counter during power cut. They may use silent generator set or UPS system. No extra payment will be made by RIMS for such arrangement
10. The bidder have to quote their rates on per receipt basis. RIMS shall pay the bidder on per (each) receipt basis. No extra payment will be made other than per receipt basis. The quoted rates will be valid for a minimum period of two years. During this period there will not be provision of rate escalation.
11. The term and conditions may get changed or get corrected after pre-bid mettings. Hence all the bidders have to visit RIMS website for finial tender papers from due date of sale of papers.
12. The interested bidders have to attend the pre-bid with their proposed software's for the above works. They have to show the same of their proposals to the members of purchase committee through their laptop.
13. During pre-bid the committee may see the practical demo (if required) of their proposals.
14. The director has the right to accept or reject or cancel any tender or all the tenders of bids without assigning any reason.
15. The matter (if any) related to this tender shall be under jurisdiction of Hon'ble Jharkhand High Court, Ranchi.



Director

Rajendra Institute of Medical Sciences
Ranchi