

E-Tender No: 2221 / P-11018/1/22-23/ Outsourcing Manpower /ET-07, Date: 04/11/2022

E-Tender for selection of Agency for providing manpower on Outsourcing basis at AIIMS, Kalyani



E-Tender No.	:	2221 / P-11018/1/22-23/ Outsourcing Manpower /ET-07
Published Date	:	05/11/2022
Pre-bid meeting	:	18/11 /2022 at 11.00 am.(Venue: Administration building, Well come Hall AIIMS , Kalyani)
Last Date of Submission	:	30/11/2022 (12:00 pm.)
Tender opening date (Technical bid)	:	30/11/2022 (12:30 PM)
Date & time of opening of price bid	:	Through Online (Notification will be uploaded in e-tender portal)

All India Institute of Medical Sciences (AIIMS) Kalyani NH-34
Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal - 741245

Please see annexure enclosed: - Annexure - I to VIII

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अखिल भारतीय आयुर्विज्ञान संस्थान कल्याणी (एम्स)
All India Institute of Medical Sciences (AIIMS) Kalyani
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare,
GOI)
राष्ट्रीय राजमार्ग – 34, बसन्तपुर, सागूना, कल्याणी, ज़िला – नदिया, पश्चिम बंगाल – 741245
NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal
741245

E-Tendering Portal: <https://www.tenderwizard.com/AIIMS Kalyani>

E-TENDER DOCUMENT

Name of the e -Tender: Selection of Agency for providing manpower on outsourcing basis at AIIMS, Kalyani.

Notice Inviting E-Tender

E-Tender No: **2221/P-11018/1/22-23/Outsourcing Manpower /ET-07**

Date: 05/11/2022

The Executive Director, AIIMS Kalyani, invites E-Bids in Two Bid System (i.e. Technical and Financial Bid) from eligible Firms / Companies on line through E-procurement solution portal of AIIMS Kalyani <https://www.tenderwizard.com> on mutually agreed terms and conditions and satisfactory performance for **Selection of agency for providing manpower on job outsourcing basis at AIIMS Kalyani** and deploy them as per the term and condition as specified in this document. **The contract shall be for 02 (Two) years and may be extendable for one year on mutually agreeable conditions or curtailed at the discretion of the Competent Authority of AIIMS, Kalyani based on the Performance of the Manpower Agency or otherwise as decided by the AIIMS Kalyani.**

The Bidder is expected to examine all instructions, terms and conditions, forms, and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. **The bid should not be conditional.** Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 and revised order dated 04 Jun 2020 of MoC&I (DIPP) & order vide F.No.6/18/2019-PPD dated 23 Jul 2020 of Ministry of Finance, Govt. of India.

The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Kalyani will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

E-Tendering Portal: <https://www.tenderwizard.com/AIIMS Kalyani> For E-tendering

Queries contact Representative of ITI Limited (Kalyani). Email: twhelpdesk614@gmail.com or twhelpdesk404@gmail.com , Mob: 07377708585/011-49424365.

E-TENDERING SCHEDULE

Name of the e -Tender: Selection of Agency for providing manpower on job outsourcing basis at AIIMS, Kalyani.

Date of availability of E-Tender document in the AIIMS Kalyani E-Tendering Solution portal	As per e-Tendering Portal of AIIMS Kalyani www.tenderwizard.com/aiimskalyani , www.aiimskalyani.edu.in and CPP Portal www.eprocure.gov.in for downloading/ participating
Last Date of downloading/participating in the E-Tendering Solution for this E-Tender	As per e-Tendering Portal of AIIMS Kalyani https://www.tenderwizard.com/AIIMSKALYANI
Date, Time & Place of submission of indicated desired Hard Copies in the Sealed Envelope	As per e-Tendering Portal of AIIMS, Kalyani https://www.tenderwizard.com/aiimskalyani kept in the Office of the Procurement Cell, FIC, Procurement, AIIMS, Kalyani-741245 (Kalyani)
Date, Time & Place of Opening of Technical Bid	The Technical Bid will open online as per the schedule given in the https://www.tenderwizard.com/aiimskalyani In case the Scheduled date is declared Holiday the tender shall be opened on next working day.
Tender Document Cost payable to AIIMS Kalyani	To be downloaded from website hence no cost applicable.
E-Tendering Solution processing fee for providing online participation support & necessary DSC Certificates to Vendor for participate in Online E-Tender process	As applicable and displayed on https://www.tenderwizard.com/aiimskalyani and payable to www.tenderwizard.com directly by the prospective Tenderer.
EMD	EMD ₹ 72,02,413/- in the form of Insurance Surety Bond/Account payee Demand Draft/FDR/Bankers Cheque/BG from the nationalized /Commercial bank valid for 45 days endorsed in favour of ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS), KALYANI. EMD in the form of Demand Draft is not acceptable.

Schedule of Tender

Issue / Publishing Date	:	05/11/2022
Pre-bid meeting		18/11/2022 at 11.00 am.(Venue: Administration building, Well come Hall AIIMS , Kalyani)
Last date and time of submission of e-tender	:	30/11/2022 (12:00 pm.)
Date & time of opening of e-Tender	:	30/11/2022 (12:30 PM)
Date & time of opening of price bid		Through Online (Notification will be uploaded in e-tender portal)
Amount of Earnest Money Deposit (EMD)	:	₹ 72,02,413 /- (Rupees Seventy-Two lakh Two Thousand Four Hundred Thirteen only)

Earnest Money Deposit (Bid Security):

Item No.	Description	No. of Posts	EMD (Rs.)
1.	Agency for providing manpower on job outsourcing basis	As per List	₹72,02,413.00

Tenderer need to submit the EMD amount as mentioned above in the form of FDR/ Bank Guarantee in favour of **"AIIMS Kalyani"** valid for a period of six months from date of opening of the tender and its legible scanned copy must be uploaded in the E-Tendering Solution. Hard copy of EMD should be submitted in sealed envelope in the Tender Box kept in the Office of **"FIC (Procurement), Academic Block, AIIMS Kalyani -741245"** on or before the last date and time of Submission of e-Bid. The FDR or BG submitted as EMD are subject to verification from the issuing bank before its acceptance. If at any time the said instrument is found to be fake or not as a valid banking instrument, the said bidder submitting such instrument shall be black listed and shall be debarred from participating in future tenders of the Institute beside rejecting his bid in response to this tender.

The EMD of the successful bidder shall be returned after successful completion of contract and in case of unsuccessful bidders the same would be returned after award of the contract. AIIMS Kalyani will not pay interest on EMD Amount to any bidder.

Clarification of bidding documents.

(i) A prospective bidder requiring any clarification of the bidding documents shall contact the Tender Inviting Authority in writing at the e-mail address: e-tender@aiimskalyani.edu.in i.e. The authority will respond in writing (through e-mail) to any request for clarification, provided that such request is received not later than 10 (ten) days prior to the last date of submission of bids.

Amendments in Bidding Documents

(i) At any time prior to the last date of submission of Bid, the Tender Inviting Authority may, for any reason, modify the bid document by suitable amendment and publish it in **e-tender portal, tender wizard and AIIMS, Kalyani website.**

(ii) The Tender Inviting Authority shall not be responsible for individually informing the prospective bidders about any notices published related to this bid. Bidders are requested to browse e-Tender portal or website of the Tender Inviting Authority for

information/general notices/amendments to bid document etc. on a day to day basis till the bid is concluded before submission of bid.

(iii) At any time till 7 **(seven) days before** the last date of submission of bids, the AIIMS Kalyani may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through amendment. All amendments will be uploaded on the website regularly. AIIMS, Kalyani shall not be responsible to notify the amendments/corrigendum to individual bidders. All amendments by the AIIMS, Kalyani till 7 (seven) days before the last date of submission of bids, shall be binding on the participatory bidders.

Terms of Two Bid System:

The tender shall be submitted in 2 (Two) parts online:

(i) **Technical Bid:** Online Submission of all required documents as mentioned in this tender document.

(ii) **Financial Bid:** Financial bid shall be submitted online as per Annexure-V of this tender document. The Financial Bid of bidders, who qualify at Technical Bid Evaluation, will be opened thereafter.

(iii) **Manual Submission of Following Document in original:**

The following documents are to be sent to **FIC (Procurement), AIIMS, Kalyani - 741245**, separately in a sealed envelope superscripted as: “e-Tender for **Selection of Agency for providing manpower on job outsourcing basis**” at AIIMS, Kalyani. The sealed envelope should reach on or before the last date & time of submission of e-Tender online.

- a. EMD (original)
- b. Undertaking for acceptance of all Terms & Conditions as per **Annexure- I**.
- c. Notarized affidavit on Indian Non-judicial stamp paper of ₹ .10/- as per **Annexure-II**
- d. Catalogues & documents that are technically relevant and supportive to the bid.
- e. Copy of all on-line uploaded documents.
- f. Any other matter as posted on the website/tender wizard portal.

Technical Bid (Eligibility Criteria):

The Scanned copies of the following Mandatory documents to be uploaded on e-Tendering Portal in the following format :

Sl no.	Details / Particulars	Uploaded (Yes/No)	Page No
1	(To be Mentioned in the Letter head of the Firm). 1. Name & Address of Bidder with phone number, email-id. 2. Specify whether a Proprietorship / Partnership firm/ Company 3. Name of Proprietor /Partner/Managing Director/Director.		
2	In case of Private Limited/Limited companies registered under Companies Act 1956/2013 are required to submit the basic document of the company i.e., The Memorandum & Articles of Association of the company along with Certificate of Incorporation and in case of Partnership firm and other forms of body corporate their Partnership Deed/ Constitution of the firm & Certificate of Registration and copy of Registration under Shop & Establishment Act by proprietorship firm with their technical bid.		
3	Name, address & designation of the authorized person for signing the bid documents. (Authorization should be made in Letter head of the Organization as per resolution passed by managing board as acceptable legally)		
4	PAN No. (enclose the attested copy of PAN Card)		
5	GST Registration Certificate of the firm (Enclosed copy of GST Certificate)		
6	Income Tax Return for the last 05 (Five) FYs (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22). (Enclosed copy of online generated ITR filing copy with calculation sheet/ Assessment copy).		
7	Annual Turn Over certificate for last 05(Five) Financial Years (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) with cumulative figure duly signed by Chartered Accountant as per Annexure-IV. Minimum annual turnover during last 05(Five) years should be Rs. 20 Crore in each year.		
8	Annual Accounts (Balance Sheet & P/L Account) of the agency, duly audited by Chartered Accountant for last 05(Five) years. (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22).		
9	The tendering Firm/Agency/Company should have been registered for minimum 05(Five) years as on 31st Mar 2022 with appropriate authority for carrying on man power services. Copy of Registration Certificate/ License to be enclosed.		

10	<p>Brief profile of the firm stating details about your agency, indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service.</p> <p>Undertaking in letter head of the Agency confirming the ability to provide adequate manpower of requisite qualification and experience for deployment in AIIMS, Kalyani</p>		
11	<p>(i) Valid Labour License copies issued in favour of the Firm by Labour Commission, GOI of respective areas exclusively for manpower deployment (Health care, Technical, Administrative, Engineering and similar Services) where manpower have been Provided by the firm during last 05(Five) FYs (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22).</p> <p>(ii) Undertaking to be submitted by the bidder (who is not operating in Kalyani) that they will obtain and submit valid labour license from the local authority for area of work at Kalyani within 30(Thirty) days from the date of award of Work/contract.</p>		
12	<p>The Agency should have been covered by the Labour Legislations, such as, ESI, EPF Act etc. (Enclose copy of Registration certificate for proof)</p>		
13	<p>Bidders should have valid trade license issued by the appropriate Authority. Copy of the same to be enclosed.</p>		
14	<p>Details of the Earnest Money Deposit (EMD) ₹ 72,02,413/- (Rupees Seventy-Two lakh Two Thousand Four Hundred Thirteen only).</p> <p>Insurance Surety Bond/Account payee Demand Draft/FDR/Bankers Cheque/BG - No. _____ Date _____ valid up to _____(date)</p>		
15	<p>Firms registered with NSIC (for supply of manpower) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). (Please attach copy of valid NSIC Certificate)</p>		
16	<p>Whether the firm is a Registered firm under MSME or SSI. MSME registered bidders are to mention Udyam Registration number issued by MSME (for supply of manpower). Whether declaration of Udyam Registration number by the bidder on CPPP has been made or not. Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security. (attach copy of such certificate(s) in full).</p>		

17	Undertaking for acceptance of all Terms & Conditions as per Annexure-I.		
18	Notarized affidavit as per Annexure -II on Indian Non Judicial Stamp Paper of minimum of ₹.10/-		
19	Experience in providing Manpower services {(Health care, Technical, Administrative, Engineering and similar Services (Excluding security, watchman & Housekeeping Service)} as per Annexure- III. This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand as on 31.03.2022 for last 05 (Five) years along with copy of work orders/ certificates issued by competent authority from central Govt/State Govt/PSU/Autonomous Bodies/reputed Private organization where the job was carried out.		
20	Bidders must have completed a single work order for minimum value of Rs. 5.00 crore (Rupees Five Crore only) towards Manpower service {(for Health care, Technical, Administrative, Engineering and similar Services (Excluding security, watchman & Housekeeping Service) in any year during last 05(Five) years. (Please enclose copy of necessary completion certificate)		
21	Bidders should have deployed minimum 200 similar Manpower in one organization (Central Govt./ State Govt./ PSU/ Autonomous bodies/ reputed Private organization) throughout the year during the last 05(Five) years (For example. 01 Apr 2021 to 31 Mar 2022) (Please enclose copy of such work / certificate issued by competent authority of the employer)		
22	Bidders should have Registered Office/Branch office either in Kalyani or Kolkata or within 100 (hundred) km radius from Kalyani. The details of the office with address, telephone number and fax number should be provided in support of Registered/ Branch Office Labour Registration certificate/Telephone bill/House Rent Agreement if any to be enclosed.		
23	Are you registered with GeM ? If yes, enclose copy of Unique GeMseller ID. If no, undertaking to be submitted on the letter head of the firm stating that same shall be submitted before issuing NOA/Contract. (If the bidder fails to submit GeM Seller Id. at the time of issuance of NOA, the bid will be treated as null and void and will be awarded to next L-1 bidder.)		
24	The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 of MoC&I (DIPP), Govt. of India, therefore bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim.		
25	Manual Submission of all Documents/certificates and copy of all on-line uploaded documents		

26	Bank Details : 1. Beneficiary Name : 2. Bank Name : 3. Account No : 4. IFSC Code : 5. Branch Address :		
27	Any other information, if necessary		

Note- The committee will verify the authenticity of the documents submitted by the bidders. Production of fraudulent documents shall be liable for rejection of bid. The bidders qualified in the above technical criteria shall be considered for price bid opening and evaluation. The committee will have full discretion to decide on technically qualified bidders based on the above-mentioned documents. All the documents to be serially numbered and page no of all the documents to be mentioned in the Index sheet. The bidder shall give documents clearly showing the eligibility criteria as mentioned above. If the committee is not able to establish any of the above eligibility criteria from the documents, then the bids will be rejected.

Signature of the bidder with seal

(ii) **FINANCIAL BID:**

1. The Rates are to be quoted in the given format as per “**Annexure- “V”**”.
2. The rate of Service Charge should be quoted in percentage (%) to total remuneration payable for such outsourcing job. Percentage should be written in both numerical values and in words.
3. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

The Lowest Bidder (L-1) shall be determined on the basis of service charges Quoted by the bidders. The service charge should be more than 2.08% (TDS-IT@2%, Health & Education Cess @ 4 % cess of TDS-IT) of the consolidated Wage and maximum two digits after decimal points is to be taken for evaluation. It should not be mentioned in fraction. If two or more agencies have quoted same percentage of lowest service charge, then the lowest bidder amongst them will be decided based on the highest value of QCBS marks and Minimum service charges. And If two or more agencies have quoted same percentage of lowest service charge and obtained highest value of QCBS total marks, then the lowest bidder amongst them will be decided based on the highest value of QCBS marks (based on Annexure -VII , QCBS criteria sl no- 01+02+03) and Minimum service charges. Clearly showing the turnover for manpower service. In the event if it is observed that bidder has under quoted and indulged unfair practice regarding compliance of existing wage structure of the institute, less disbursement of wages to the outsourced personnel, violation of any clauses of bid documents in any manners whatsoever, the bidder will be barred for participating any bid in future (life time) and the institute will take appropriate action as may be deemed fit, including cancellation of contract & forfeiting of Performance Security.

Eligibility Criteria for the Tendering Company/Firm/Agency:

1. The Bidder may be a Proprietorship firm, Partnership firm, LLP, Company registered under Companies Act, Corporate body legally constituted, who possess the required licenses, registrations etc. as per the appropriate law as applicable for the organization which should be valid at the date of the opening of tender.
2. The Bidder shall have at least 5 years’ experience of providing manpower services {(Health care, Technical, Administrative, Engineering and similar Services (Excluding security, watchman & Housekeeping Service)} as on 31.03.2022 to Central/State Govt. Agencies including PSU/Autonomous Organizations and reputed Private organizations.
3. The service provider must have executed single order with minimum value of Rs. 5.00 crore (Rupees Five Crore) of contract of supplying manpower of similar Services (Excluding security, watchman & Housekeeping Service) in any year during the last 05(Five) years starting from 2017-18.
4. The agency must have deployed minimum 200 persons throughout the year in any financial year. (For Example. 01 Apr 2021 to 31 Mar 2022)

5. Minimum annual turnover during last 05 (Five) years should be Rs. 20 Crore each year.
6. The bidder should have their registered office / branch in Kalyani or Kolkata or within 100 Kms from Kalyani. In the event, an eligible bidder/agency, doesn't have registered office / branch in Kalyani or Kolkata or within 100 Kms from Kalyani, the eligible bidder/agency has to open registered office / branch within the periphery, as described above, before executing the operational of manpower deployment/work order.
7. There should be no case pending with the police and other Govt. agencies against the Proprietor/ Partner/ Director/ Firm or the Company (Agency) and he has to submit an affidavit made before the Notary in this regard along with the technical bid.
8. The bidder /agency must not have been blacklisted by any Central Govt./ State Govt./ PSU/ Autonomous Body. The bidder shall submit an affidavit made before the Notary to that effect (to be submitted in technical bid).
9. The bidder shall have the following Registrations and details of the same to be provided in the Technical Bid:
- (i) EPF Registration:
 - (ii) ESI Registration:
 - (iii) Valid License issued by Labour Commissioner, Govt. of India of respective areas. Bidders those who are not covered under jurisdiction of Kalyani/Kolkata shall submit an undertaking stating that labour license shall be submitted from local authority covering Kalyani jurisdiction within 30(Thirty) days from the date of award of work/contract. Bidders should have valid trade license issued by the appropriate Authority. If the bidder fails to obtain the valid license within the stipulated period, for whatsoever reason, the award of work shall automatically stand terminated and his Security Deposit/EMD will be forfeited.
10. The bidders have to submit copies of self-certified documents in support of all necessary documents mentioned in this tender document and enclose it with the Technical Bid which will be verified with original documents on a separate date after opening of the technical bid.

Name of the E-Tender: Selection of Agency for providing
Manpower on joboutsourcing basis at AIIMS, Kalyani

CATEGORY OF MANPOWER/JOB TO BE OUTSOURCED

The consolidated rates of remuneration for each category of job have been worked out by the Institute and indicated against each job. Number of Manpower to be out sourced against each post shall be decided by AIIMS, Kalyani as per the requirement. The Vendor has to quote their administrative/service charges only for deploying the required number of manpower. All statutory liabilities like EPF, ESI act and amended thereto etc. as applicable on account of this manpower will be complied by the Bidder which will not be paid extra except the consolidated amount per month. The agency shall provide Manpower at AIIMS, Kalyani by deploying adequately trained and well-disciplined personnel having fair command on Hindi /English/Bengali in respect of following categories of posts/assignments:

I- HEALTH CARE PERSONNEL:

Sl. No.	Designation of the Post	Fixed Consolidated amount per month per post inclusive of statutory obligation (in Rs.)
1	Technical Assistant/Technician	43,900.00
2	Radiographic Technician G-I	43,900.00
3	Radiotherapy Technician G-II	43,900.00
4	Physiotherapists	43,900.00
5	Audiologist/Audiometry Technician	43,900.00
6	Lab Attendant G-II	23,100.00
7	Dissection Hall Attendants	23,100.00
8	CSSD Technician	43,900.00
9	Medical Social Service Officer G-I	45,300.00
10	Pharmacist Grade-II	26,100.00
11	Dietician	45,300.00
12	Dental Technician Grade-II	43,900.00

II- Administration, Technical, Engineering & Similar Services:

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)
1	Lineman (Electrical)	23,100.00
2	Operator (E & M)	23,100.00
3	Receptionist	26,100.00
4	Upper Division Clerk (UDC)	24,800.00
5	Data Entry operator	24,800.00
6	Lower Division Clerk (LDC)	23,100.00
7	Office Attendant Grade-II	22,800.00
8	Junior Warden (House Keepers)	23,100.00
9	Junior Account Officer (Accountant)/Accountant	43,900.00
10	Cashier	24,800.00
11	Store Keeper Cum Clerk	23,100.00
12	Librarian Grade-III	43,900.00
13	Medical Record Technician	24,800.00
14	Driver (Ordinary Grade)	23,100.00
15	Sanitation Inspector Grade-II	26,100.00
16	Cook Grade-II/ Head Cook	22,800.00
17	Fire and Safety Officer	43,900.00
18	Gas Steward (Gas Keeper)	26,100.00
19	Gas/Pump Mechanic	24,800.00
20	Programmer (Data Processing Assistant)	45,300.00
21	Electrician	24,800.00
22	Mechanic (E & M)	23,100.00
23	Wireman	23,100.00
24	Plumber	23,100.00
25	Mechanic (AC & R)	23,100.00
26	Junior Engineer (Civil)	43,900.00
27	Junior Engineer (Elect)	43,900.00
28	Junior Engineer (AC & R)	43,900.00
29	Assistant Store Officer	45,300.00
30	Store Keeper	43,900.00
31	Private Secretary	45,300.00
32	Manifold Supervisor	45,300.00
33	Perfusionist	43,900.00
34	Speech Therapist/ Technical Assistant (ENT)	43,900.00
35	Laboratory Technician	26,100.00
36	Despatch Clerk/ Despatch Rider	23,100.00

37	Hospital Attendant Grade-III (Nursing Orderly)/ Attendant (Sweeper)/ Attendant (Lady Watch and Ward)/ Housekeeping Attendant/ Peon	22,800.00
38	Animal House Attendant	22,800.00
39	Nuclear Medicine Technologist	43,900.00
40	OT/ICU Technician {Technician (OT)}	26,100.00
41	Nursing Officer/ Staff Nurse Grade-II/ Sister Grade-II	45,300.00
42	Assistant Security Officer	43,900.00
43	Office Assistant (NS)/ Office Assistant	43,900.00
44	Medico Social Worker	45,300.00
45	Multipurpose Health Worker/ Multipurpose Worker	24,800.00
46	Senior Mechanic-(AC&R) (Electrical)	24,800.00
47	Public Health Nurse	45,300.00
48	Health Educator (Social Psychologist)	43,900.00
49	Dialysis Technician	43,900.00
50	Junior Dialysis Technician	26,100.00
51	Cath Lab Technician	43,900.00
52	Ayushman Mitra	43,900.00
53	ORA (Operation Room Attendant)	26,100.00

NB: All the above posts are tentative. The Competent Authority of AIIMS, Kalyani reserves the right to relax/amend/change any of the above parameters i.e. posts/number of Posts/minimum qualification & experience/scope of work and consolidated remuneration etc. besides classifying it whether to include it under the category of Health care services or Administration, Engineering & Other Services. Any other duty can also be assigned to any of the above mentioned post by the institute.

The essential qualification for each category is as per Schedule-I. The agency may also be asked to provide adequate number of ex-servicemen/retired government employees having prescribed qualification and experiences as per the requirement of the AIIMS, Kalyani under the scope of this contract.

Their deployment will be in general shifts or round the clock in 3 shifts at AIIMS, Kalyani. In case of duty in shifts, one shift will be considered as 1-day duty. The outsourced staffs will be entitled for 01 day leave in each month apart from leave on account of Gazetted Holiday and Sunday. In case duty performed on Gazetted Holiday and Sunday, the outsourced staffs will be eligible for leave in any day of the week. Un-availed leave shall be carrying forward to next month and all such accumulated shall expire in the event new contract executed with new agency.

The Agency will also ensure that engaged manpower should maintain vigil and remain alert on respective official performances. The requirement of manpower in above defined categories or in additional categories may increase or decrease during the initial period of contract also.

Manpower to be supplied within 02 days from the day of issue of any manpower requisition. Therefore, agency should keep necessary/sufficient database of manpower ready with them. It will be entirely discretion of the agency how they recruit their manpower and deploy at AIIMS Kalyani. Replacement of manpower should not be done without approval from Competent Authority.

Police verification to be done by the agency before deployment. In the event any existing outsourced manpower retained by the agency, it will be the sole responsibility of the agency to get the police verification cleared within 1 month from the date of award of contract.

Agency should deploy its representative/authorized representative to undertake various administrative matters on behalf of their outsourced manpower. The representative/authorized representative should be responsible for deployment, joining procedure, verification of documents, registration of ESIC/EPF/Issue of ID card/disbursement of salary/submission of bills with necessary documents/distribution of salary slip etc.

Under no circumstances, the outsourced manpower will be taken into the payroll of AIIMS, Kalyani and they can't claim permanent post at AIIMS, Kalyani even though they work for considerable duration.

Place:..... (Signature of Tenderer with seal)

Date:..... Name:

Name of the E-Tender: Selection of Agency for providing manpower on job outsourcing basis at AIIMS, Kalyani**ESSENTIAL QUALIFICATIONS**

(The essential qualification & experience etc. are indicative in nature. However, at the time of engagement these will be decided by AIIMS.)

Sl.	Name of Post	Essential Qualification, Experience & Age Limit
01.	Technical Assistant/ Technician	<p>Essential:</p> <p>a) B. Sc in Medical Lab Technology or equivalent.</p> <p>b) 5 years' experience in the concerned field or</p> <p>c) Diploma in Medical Lab Technology or equivalent</p> <p>d) 8 years' experience in the concerned field. Or</p> <p>e) For posts in Anesthesia/ Operation Theatre, B.Sc. in OT Techniques or equivalent with 5 years' experience in the concerned filed.</p> <p>f) 10 + 2 with science with Diploma in OT Techniques or equivalent with 8 years' experience in the concerned filed.</p>
02.	Radiographic Technician G-1	<p>Essential:</p> <p>B.Sc. (Hons.) (3-year course) in Radiography form recognized University/Institution. Or Diploma in Radiography form recognized institution with 2 years' experience.</p> <p>Desirable:</p> <p>Ability to use computers - Handson experience in office applications, spread sheets and presentations.</p>
03.	Radiotherapy Technician G-II	<p>Essential:</p> <p>B.Sc. (Hons) (3 years course) in Radiotherapy/Radiology from arecognized University / Institution. Or Diploma in Radiotherapy/Radiology from a recognized institution with 2 years' experience</p> <p>Desirable:</p> <p>Ability to use computers - Hands on experience in office applications, spread sheets and presentations</p>
04.	Physiotherapists	<p>i) 10+2 in Science (Physics, Chemistry and biology) and;</p> <p>ii) Bachelor's Degree in Physiotherapy from a recognized University / Institution</p> <p>iii) 2 years' experience registered with the Physiotherapy council.</p>

05.	Audiologist/ Audiometry Technician	Essential: B.Sc. Degree in Speech and Hearing form a recognized Institute/University Desirable: (i) B.Sc. (Hons.) in speech and Hearing (ii) Clinical Experience in a Hospital (ENT)
06.	Lab Attendant G-II	Essential: a) 10 + 2 with science b) Diploma in Medical Lab Technology. Desirable: Experience: 2 year in relevant field.
07.	Dissection Hall Attendants	10+2 or equivalent with one-year experience in the concerned department. Or 10th Pass with three years' experience in the concerned department.
08.	CSSD Technician	Qualifications: B.Sc. (Microbiology or Medical Technology) with 3 years' experience in CSSD in a 200 bedded Hospital) Or Staff Nurse (A Grade Registration) with two years' experience in CSSD in a 200 bedded Hospital Or Theatre Assistant Course with 4 years' experience in CSSD in a 200 bedded Hospital.
09.	Medical Social Service Officer G-I	Essential: (i) MA (Social Work) / MSW, with specialization in Medical Social Work, from a recognized University /Institution And (ii) 5 Years' experience in a government or private sector hospital of minimum 200 beds Desirable: Ability to use computers - Hands on experience in office applications, spread sheets and presentations.
10.	Pharmacist Grade II	Essential: i. Diploma in Pharmacy from a recognized University/ Institution ii. Should be registered Pharmacist under Pharmacy Act 1948 Desirable: Experience in manufacture/storage testing of transfusion fluids in a reputed Hospital or Industry.
11.	Dietician	i) M.Sc. (Home Science Food and Nutrition)/M.Sc. (Clinical Nutrition and Dietetics)/ M.Sc. (Food Science & Nutrition)/M.Sc. (Food and Nutrition Dietetics)/M.Sc. (Food Service Management and Dietetics) from a recognized University/Institution. ii) 3 years' experience in the line preferably in 200 bedded Hospital.
12.	Lineman (Electrical)	Essential: a) 10 th Class/ Standard or equivalent b) ITI Diploma certificate/ equivalent in related trade. Experience: 2 years in relevant field.

13.	Operator (E&M) Lift Operator (Post as per Delhi RR- Operator (E&M))	Essential: a) 10 th Class/ Standard or equivalent b) ITI Diploma certificate/ equivalent in related trade.
14.	Receptionist	Essential: i) Degree from a recognized University. iii) Post-graduate Diploma in Journalism/Public Relations. Desirable: i) Experience in Public Relations/Publications/Printing/Publishing. ii) Exposure to working on personal Computer.
15.	UDC	i) Degree of recognized University or equivalent. ii) Proficiency in computers. iii) Skill Test Norm: Same as that of LDC.
16	Data Entry operator	i) 12 th Standard pass or equivalent. ii) Should possess a speed of not less than 8000 key depression per hour for Data Entry Work. Note: The speed of 8000 key depression per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machines by the Competent Authority.
17.	Lower Division Clerk	Essential: a) 12 th Class or equivalent qualification from a recognized Board or University b) Skill test norms on Computer typing speed @ 35 w.p.m in English or 30 w.p.m in Hindi (Time allowed 10 minutes) (35 w.p.m or 30 w.p.m correspond to 10500 KDPH/ 9000 KDPH on and average of 5 key depressions for each word) Desirable: 1. Basic Computer literacy
18.	Office Attendant Gr-II	Essential 1. Middle school standard pass. Desirable: 1. Training in basic and Refresher Course in Home Guards and Civil Defense
19.	(House Keepers) Junior Warden	1. Graduate from a recognized university or equivalent 2. Two years' experience as a Jr. Warden or equivalent in any College
20.	Junior Accounts Officer (Accountant)	1. Graduate in Commerce 2. Possessing two years' Experience of handling accounts work in Government Organization.
21.	Cashier	Degree in Commerce from recognized University or equivalent and 1. At least 2 years' experience of handling accounts work in a Government Organization. And 2. Having proficiency in Computer application.

22.	Store Keeper cum clerk	<p>Qualifications:</p> <p>1. Graduate from a recognized university with one-year experience in handling stores.</p> <p>Desirable: Post-graduate Degree/Diploma in Materials Management from a recognized Institution.</p>
23.	Librarian G-III	<p>Essential:</p> <p>I. Bachelor Degree in Library Science or Library and Information Service from a recognized university/Institute. Or</p> <p>B.Sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent In Library Science from a recognized University or Institute.</p> <p style="text-align: center;">WITH</p> <p>II. 2 years professional experience in a library of under Central/ State/ Autonomous/ Statutory organization/PSU/University or recognized research and educational Institution.</p> <p>III. Ability to use computers-Hands or experience in office applications, spread sheets and presentations.</p> <p>Desirable:</p> <p>Diploma in Computer Application from a recognized University or Institute.</p>
24	Medical Record Technician	<p>Essential:</p> <p>B.Sc. (Medical Records)</p> <p>Or</p> <p>10 + 2 (Science) from a recognized board with at least 6 months Diploma/ Certificate course in Medical Record keeping from a recognized Institute/ University and 2 years' experience in Medical record keeping in a hospital set up</p> <p>And</p> <p>Ability to use Computers – hands on experience in office applications, spread sheet and presentations.</p> <p>Typing speed of 35 words per minute in English or 30 words per minutes in Hindi.</p>
25	Driver (Ordinary Grade)	<p>1. 10th Pass from a recognized board.</p> <p>2. LMV and HMV commercial license.</p> <p>3. 2 years' experience in driving commercial vehicle</p>
26	Sanitation Inspector Grade II	<p>Essential:</p> <p>1. Pass in class 12th + Health Sanitary Inspector course (1-year duration) from a recognized University/Institution</p> <p>2. Not less that 4 years of experience in a 200 bedded hospital.</p>

27	Dental Technician Grade II	<p>Essential:</p> <ol style="list-style-type: none"> 1) Matriculation or equivalent form a recognized University/Board. 2) Diploma/Certificate from a recognized institution in dental hygiene/ Dental mechanic/ maxillo- facial prosthesis and Orthodontic appliances. 3) Registered as Dental Hygienist/ Dental Mechanic with Dental Council <p>Desirable: Experience in a Dental Department of a Hospital for one year.</p> <p>Note: - The appointing authority shall decide on each occasion a vacancy is to be filled, the discipline in which a Diploma/Certificate is to be prescribed, depending upon the requirements.</p>
28	Cook Grade II	<p>Essential</p> <ol style="list-style-type: none"> 1) 8th pass from a recognized School/ Board. 2) Adequate knowledge of preparing Indian / Western dishes. <p>Desirable: Experience as Cook in a large catering establishment/ Hospitals or hotel.</p>
29	Gas Steward (GasKeeper)	<ol style="list-style-type: none"> i) Trade Certificate or ITI Diploma in Mech. Engineer. ii) 7 Year practical experience in skilled capacity in a workshop or a mechanical construction equipment out of which at least 4 years should be in a big oil gas generator plant.
30	Gas/Pump Mechanic	<p>Essential: 10+2 in Science with 5 years' experience in Medical Gas Pipeline System in a 200 Bedded Govt. Hospital Or Trade Certificate or ITI Diploma in Mechanical Engg. with 3 years' experience in Medical Gas Pipeline System in a 200 Bedded hospital.</p>
31	Programmer (DataProcessing Assistant)	<p>Essential: BE/B.Tech (Comp. Sc./Comp.Engg.) Or Post Graduation in Science/Maths Etc. or Post graduation in Computer Application from a recognized University or Institution.</p>
32	Electrician	<p>Essential:</p> <ol style="list-style-type: none"> 1. 10th Class /Standard or equivalent 2. ITI Diploma Certificate in Electrician Trade 3. Electrical Supervisory certificate of Competency; and Practical experience of 5 years in erection and running/maintenance of different types of both H.T. and L.T. Electrical installations including UG cable systems.
33	Mechanic (E&M)	<p>Essential:</p> <ol style="list-style-type: none"> a) 10th Class /Standard or equivalent. b) ITI Diploma Certificate in Electrician Engineering/Mechanical Engineering from a recognized Polytechnic/ ITI. Practical Experience of 2 years in a workshop/department dealing with operation and maintenance of mechanical/ electrical plants

34	Wireman	<p>Essential:</p> <ol style="list-style-type: none"> 1) 10th Class /Standard or equivalent 2) ITI Diploma Certificate in Electrician Trade 3) Electrical workman certificate of competency; and 4) Practical experience of 5 years in electrician trade
35	Plumber	<p>Essential:</p> <p>a) ITI Diploma Certificate or equivalent in the trade with at least 5 years practical experience.</p> <p>Should have the following experience:</p> <p>Working knowledge of the various types of specials used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him.</p> <p>Working with various tools used in the trade such as wrenches, spanners, caulking tools, stocks and dies etc.</p> <p>Make leak-proof joints for all types of pipes.</p> <p>Knowledge of maternal that go to form joints and be able to estimate requirement thereof.</p> <p>Able to follow drawing and sketches and execute work according to lay out.</p> <p>Able to carry out overhaul of Bibcock's, ball valves, sluice valves, including grinding and seating.</p> <p>Possess plumbing license.</p>
36	Mechanic (AC&R)	<p>Essential:</p> <ol style="list-style-type: none"> i) Matriculation or equivalents. ii) ITI/Diploma certificates in refrigeration and Air-conditioning from a recognized institute/polytechnic of a minimum of 12 months. iii) 2 years' experience in installation and maintenance of Refrigeration and Air Conditioning systems
37	Junior Engineer (Civil)	<p>Essential:</p> <p>Graduate in Civil Engineering from a recognized University/Institute.</p> <p>Desirable:</p> <p>2 years' experience in design and engineering of civil projects, preferably in a Hospital Environment.</p> <p style="text-align: center;">Or</p> <p>Diploma in Civil Engineering from a recognized University/Institute.</p> <p>With 5 years' experience in design and engineering of civil projects, preferably in a Hospital Environment.</p>
38	Junior Engineer (Elect)	<p>Essential:</p> <p>Graduate in Electrical Engineering from a recognized University/Institute.</p> <p>Desirable:</p> <p>2 years' experience in repair and maintenance of electrical systems, preferably in a Hospital Environment.</p> <p style="text-align: center;">Or</p> <p>Diploma in Electrical Engineering from a recognized</p>

		University/Institute with 5 years' experience in repair and maintenance of electrical systems, preferably in a Hospital Environment.
39	Junior Engineer (AC&R)	Graduate in Electrical/Mechanical Engineering from a recognized University/Institute. Desirable: 2 years' experience in repair and maintenance of large-scale Air Conditioning and Refrigeration systems. Or Diploma in Electrical/Mechanical Engineering from a recognized University/Institute With 5 years' experience in repair and maintenance of large-scale Air Conditioning and Refrigeration systems.
40	Assistant Store Officer	Essential: i) Degree from a recognized institution/University ii) Post graduate degree/ diploma in material management from a recognized University/Institution Or iii) Bachelor degree in material management from a recognized University/ Institution and 3 years' experience in store handling (preferably medical store)
41	Store Keeper	Essential: i) Degree from a recognized institution/University ii) Post graduate degree/ diploma in material management from a recognized University/Institution Or iii) Bachelor degree in material management from a recognized University/ Institution and 3 years' experience in store handling (preferably medical store)
42	Private Secretary	Essential: I) Degree from a recognized University. II) Skill Test Norms: Dictation- 7Minutes@120WPM Transcription-45Minutes English or 60 Minutes Hindion a Computer Desirable: Diploma/ Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (written and spoken) iv) Ability to use computers Desirable: Diploma in Secretarial Practice or equivalent.

43	Manifold Supervisor	<p>Degree in Mechanical Engineering with 5 years working experience with Manifold or its repairs in supervisory capacity in a Medical Setup.</p> <p>Or</p> <p>Diploma in Mechanical Engineering with 7 years working experience with Manifold or its repairs in supervisory capacity in a Medical Setup.</p> <p>Must be capable of carrying out work associated with the Medical Gas Management distribution line, taps, cocks and outlets.</p>
44	Perfusionist	<p>Essential:</p> <p>i) B.Sc. Degree from a recognized University</p> <p>ii) Certificate in Perfusion Technology (awarded by a recognized Institution/Association/Authority (such as Association of Thoracic and Cardio Vascular Surgeons of India) after a training in a Centre with at least one-year experience in Clinical Perfusion.</p> <p>Desirable:</p> <p>Working experience in Clinical Perfusion</p>
45	Speech Therapist/ Technical Assistant(ENT)	<p>Essential:</p> <p>B.Sc. Degree in Speech and Hearing from a</p> <p>Desirable:</p> <p>i) M.Sc. in Speech and Hearing</p> <p>ii) Clinical experience in a hospital in the field</p>
46	Laboratory Technician	<p>Essential:</p> <p>Degree in Science, from a recognized University.</p> <p>Or</p> <p>i) 12th Class pass with Science subjects (in 10+2 system) or Intermediate (Science) or equivalent from a recognized University/Institution.</p> <p>ii) Diploma in Medical Laboratory Techniques from a recognized Institute; and</p> <p>iii) One-year experience in a Medical Laboratory</p>
47	Despatch Clerk/ Despatch Rider	<p>i) Possession of a valid driving license for motorcycle/ three- wheeler</p> <p>ii) Knowledge of mechanism of the above vehicles (The candidates should be able to remove minor defects in the said vehicles)</p> <p>iii) Experience of driving motorcycle/Scooters/three-wheelers for at least 2 years.</p> <p>Desirable:</p> <p>i. A pass in the 8th Standard</p> <p>ii. 3 years' service a home guard or civil volunteer</p>

48	Hospital Attendant Grade-III (Nursing Orderly)/ Attendant (Sweeper)/ Attendant(Lady Watch and Ward)/ Housekeeping Attendant/ Peon	<p>Essential:</p> <p>i) Matriculation from a recognized school/board</p> <p>ii) Certificate course in hospital services conducted by a recognized organization (such as St. Johns ambulance)</p> <p>Desirable:</p> <p>Experience of having worked in a hospital</p>
49	Nuclear Medicine Technologist	<p>Essential:</p> <p>B.Sc. in Life Science and other Science plus one year Diploma in Medical Radiation and isotope Techniques (DMRIT) or equivalent approved by AERB.</p> <p>Desirable:</p> <p>One-year post Diploma (DMRIT) in a recognized Nuclear Medicine Laboratory.</p>
50	OT/ICU Technician {Technician (OT)}	<p>B.Sc. in O.T. Technology</p> <p>Or</p> <p>12th Class pass with Science, + 5 years regular service in the grade of O.T.A. at AIIMS.</p>
51	Nursing Officer/ Staff Nurse Grade-II/ Sister Grade-II	<p>Essential:</p> <p>i) B.Sc. (Nursing) (4 years course) from a recognized university/Institution.</p> <p>Or</p> <p>B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 years course) from a recognized university/Institution</p> <p>ii) Should be registered with the Indian Nursing Council/ State Nursing Council.</p> <p>Desirable:</p> <p>Ability to use Computers- hands on experience in office applications, spread sheets and presentation.</p>

52	Assistant Security Officer	<p>Essential:</p> <ul style="list-style-type: none"> i) Degree of a recognized University or equivalent and ii) Following Physical Standards: <ul style="list-style-type: none"> (a) Height: 170cms. Minimum (Relaxable by 5cm only for residents of hill areas) (b) Chest: 81 cms (85cms. After Expansion (Relaxable by 5cms. Only for residents of hill areas). (c) Should possess sound health free from defect/deformity/disease. Vision in both eye should be 6/12 (without glasses). There should be no colour blindness. (Candidate claiming relaxation in height and chest have to produce the certificate to the effect from the competent authority viz. Dy. Commissioner/Distt. Magistrates/Tehsildars their places of residence. <p>Desirable:</p> <p>Experience for at least 5 years in keeping security preferably in a hospital/Medical Institution of repute.</p> <p>Armed Forces personnel of the rank of Subadar or Inspectors of Police from Civil/Para Military Forces.</p>
53	Office Assistant (NS)/ Office Assistant	<ul style="list-style-type: none"> i) Degree of recognized University or equivalent ii) Proficiency in computers.
54	Medico Social Worker	<p>Essential:</p> <ol style="list-style-type: none"> 1. MA (Social Work)/MSW, with specialization in Medical Social Work, from a recognized University/Institution 2. 5 years' Experience in a government or private sector hospital of minimum 500 beds in line with welfare or Health Agency, preferably dealing with Medical/Public Health Service. <p>Desirable:</p> <p>Ability to use computer- Hands on experience in office applications, spread sheets and presentations.</p>

55	Multipurpose Health Worker/ Multipurpose Worker	<p>Essential:</p> <p>i) Matriculation or its equivalent from a recognized Board/School.</p> <p>ii) Multipurpose Health Worker course from a recognized Institution/School.</p> <p>Or</p> <p>Vocational Higher Secondary with Multipurpose Health Worker Course from a recognized School/Board.</p> <p>Or</p> <p>Matric or its equivalent from a recognized Board/School. Certificate of Auxiliary Nurse Midwife from a recognized State Nursing Council.</p> <p>Must have been registered as Auxiliary Nurse Midwife with recognized State Nursing Council.</p> <p>Or</p> <p>Matric or its equivalent from a recognized School/Board. Female Multipurpose Worker Course from a recognized Institution.</p> <p>Or</p> <p>ANM course under 10+2 vocational scheme from a recognized Board as per syllabus prescribed by the Central Board of Secondary Education or its equivalent and Indian Nursing Council.</p>
56	Senior Mechanic (AC&R)	<p>Essential:</p> <p>i) Matriculation or equivalents.</p> <p>ii) ITI/Diploma certificates in refrigeration and Air-conditioning from a recognized institute/polytechnic of a minimum of 12 months.</p> <p>8 years' experience in installation and maintenance of Refrigeration and Air Conditioning systems in Ministries/ Departments of Govt. of India, State Government/Union Territory and other engineering department of the central/ State/ PSU/ Statutory/ Autonomous Bodies.</p>
57	Public Health Nurse	<p>i) B.Sc. (Hons) Nursing from a recognized Institute/University + 2 years of relevant experience.</p>
58	Health Educator (Social Psychologist)	<p>Essential:</p> <p>i) M.A / M.Sc. degree in Psychology from a recognized Institute/ University</p> <p>ii) Five years working experience with the Physically Challenged in a Rehabilitation Centre</p> <p>Desirable:</p> <p>M.Phil. in Clinical Psychology</p>
59	Animal House Attendant	<p>Essential:</p> <p>8th standard pass</p> <p>Desired:</p> <p>Experience of handling, feeding and care of animals normally used for medical research.</p>

60	Junior Dialysis Technician	Essential qualification & experience will be informed separately at the time of engagement.
61	Cath Lab Technician	
62	Ayushman Mitra	
63	ORA(Operation Room Attendant)	
64	Fire and Safety Officer/	
65	Dialysis Technician	

NB: The above posts, qualification & experience etc. as mentioned are only indicative which may be relaxed by the competent authority of AIIMS, Kalyani at the time of engagement. All these qualification and experience may vary as per the actual requirement for a job as felt necessary by the AIIMS Kalyani. The actual engagement will vary from time to time at the time of execution of Contract Agreement. AIIMS, Kalyani may withdraw any category of engagement at any time and engage the same category of manpower through any other mode during any time of the contract period.

GENERAL TERMS AND CONDITIONS :

1. The validity of the Bid/Tender Document shall be for 180 days from the date of opening of the bid.
2. Conditional bids shall not be considered and will be out-rightly rejected at the very first instance.
3. All the pages of the tender should be signed by the competent person of the firm or his duly authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
4. All entries in the tender form should be legible and filled clearly in English Only. 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. However, in case of any cuttings/correction in the Technical Bid, the same must be signed by the person authorized to sign the tender bids.
5. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) have to deposit an amount of Rs.63,62,132/- (Rupees Sixty Three lakhs Sixty Two Thousand One Hundred Thirty Two Only) or 10% of the Annual Contract value whichever is higher towards Performance Security by way of Insurance Surety Bond/Account Payee Demand Draft/FDR from a nationalize/commercial bank/Irrevocable Bank Guarantee issued/confirmed from any of the commercial bank in favour of "All India Institute of Medical Sciences (AIIMS) Kalyani" payable at Kalyani. Performance Security should remain valid for the period of sixty (60) days beyond date of completion of all contractual obligations of the agency

including statutory obligations i.e. initially for a period of 26 Months from the date of signing of contract and if the contract is extended, on mutual basis, for another one year then the supplier shall extend it up to another 14 months. The performance security amount shall be increased depending upon increased contract value.

6. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the contract in addition to debarring the contractor for life time to participate in any contract process of AIIMS Kalyani and claiming compensation as per the laws.

7. The bid shall be valid and open for acceptance of the Competent Authority for a period of 180 days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder(s) shall not be entertained.

8. To assist in the analysis and evaluation of the Bids, the Competent Authority, may ask bidders individually for clarification of their Bids. The request for clarification and the response shall be in writing but no change in the price or substance of the Bid offered shall be permitted.

9. After evaluation, the work shall be awarded to L-1 bidder after complying with all Acts/ provisions stated/referred to for adherence in the tender as mentioned in the para 4 under Financial Bid.

10. AIIMS, Kalyani will be at the discretion to decide to whom the contract will be awarded as per the terms and conditions of this tender. Such decision by the authority shall be final.

11. The agency has to pay all statutory dues/charges in respect of the staffs as engaged by him under the scope of this contract which shall be included in the consolidated wage and the institute will not reimburse any such dues separately. **The agency will not recover any charges more than any statutory charges as deposited by him from the wage bill of its staffs.** Therefore, the agency has to adhere to all statutory liability and this aspect should be taken care of while quoting the service charge.

12. AIIMS, Kalyani reserves the right to accept or reject any or all bids without assigning any reasons. AIIMS, Kalyani also reserves the right to reject any bid which in its opinion is non-responsive/ not-viable or violating any of the conditions/ specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

13. Canvassing in any form is strictly prohibited and the tenderers who are found of canvassing in any form are liable to have their tenders rejected outrightly.

14. The period of the contract may be extended for mutually agreed period after the successful/ satisfactory completion of initial contract & based on the manpower requirement at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm / Agency or

otherwise at the discretion of the AIIMS, Kalyani. However, AIIMS Kalyani reserves right to terminate this contract without assigning any reason thereof at any time after giving one month notice to the selected service providing Company/ Firm / Agency. However, the agency will have no option to withdraw from the contract on his own during the initial contract period of two years and any violation will lead to forfeit the Performance Security.

15. The number and arrangement of deployment of the manpower is without prejudice to the right of Authority of AIIMS, Kalyani to deploy the personnel as specified under this tender in any other mode(s) or manner considered to be more suitable in the interest of the AIIMS, Kalyani. The decision of the AIIMS, Kalyani in this regard will be final.

16. The manpower those who are posted to work in the different areas of AIIMS will have to follow the schedule as per the requirement of the operational area. They may also be posted to work in shift as per the Institute's requirements. No extra payment will be made on this account.

17. There shall be no master and servant relationship between AIIMS, Kalyani and the persons deployed through the Agency. The agency will be the sole employer of the manpower. The persons so deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities as admissible to ad-hoc, regular/ confirmed employees of this Institute during the currency or after expiry of the contract. It will not bestow any liability implicitly or explicitly upon AIIMS, Kalyani in connection with any loss or damage caused to the workers as engaged by the agency.

18. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Agency shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ other capacity at the Institute.

19. The tenderer will be bound by the details furnished by it to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract and forfeiture of the performance security.

20. The Agency shall ensure fulfillment of qualifications (academic/professional), skills, experience and other engagement conditions as mentioned in this tender document in respect of his workers to be engaged at AIIMS, Kalyani under the scope of this contract. The essential qualification/experience is indicative in nature. However, at the time of engagement these aspects shall be decided as per AIIMS rule or AIIMS, Kalyani may ask the Agency to engage any other category of personnel having prescribed qualification & experience at latter date after award of contract. The Agency will get their antecedents, identity proof, character and conduct and medical health suitability verified from the competent agency as per the law and agency will be responsible for their conduct. The agency will pay the compensation, if any loss is caused by their staffs as engaged by him while working at AIIMS, Kalyani the amount of the compensation as decided by the AIIMS, Kalyani will be final and agency will accept the same and AIIMS

Kalyani will extend no financial or any other benefit in this regard.

21. The full particulars of the personnel to be deployed by the Agency including their names, addresses and identity proof shall be furnished to the Administration, AIIMS, Kalyani along with testimonials before they are actually deployed for the job. **The suitability of the workers to be engaged under this contract is to be examined by the authorized official(s) of the AIIMS, Kalyani and agency will only engage those who are cleared by the authorized official(s) as mentioned above. Accordingly, the agency will provide sufficient number of workers to be screened for engagement.** The contractor has to provide required suitable manpower within two days of the intimation received from the authorized official of the AIIMS, failing which the same will be construed as violation of the terms and condition of the contract.

22. The Agency shall not deploy or shall discontinue deploying the person(s), unless asked for by the Administration, at any time without assigning any reason whatsoever. In case the authorized official of AIIMS Kalyani intimate to disengage or replace any workers, the agency will comply the same immediately. Outsourced staffs already working in existing contract shall not be changed without permission from the authorized official of AIIMS Kalyani.

23. The personnel shall work under directives and guidance of the concerned officials/Departments and will be answerable to them. This will, however, not diminish in any way, the Agency's responsibility under the contract to AIIMS, Kalyani. Attendance Register shall be maintained in respective Departments/Offices, copy of which shall be enclosed along with the monthly bill by the Agency. In case the AIIMS Kalyani Authority introduces Bio-metric attendance for these workers as engaged by the agency, the staffs of the agency have to follow the same. The agency will make available the attendance registers as maintained by him for cross checking by the AIIMS Kalyani Authority.

24. A senior level representative of the Agency shall visit AIIMS, Kalyani at least once- a- day/as and when required and comply the requirement. During the visit, Agency's representative will meet the Administration, AIIMS, Kalyani /officer dealing with the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working. The responsibility of transportation, food and other essential requirements in respect of each deployed personnel will be solely with the agency. The Agency will strictly ensure that any sensitive / confidential nature of information related to the AIIMS, Kalyani is not divulged or disclosed to any person by the personnel deployed by it.

25. The Agency shall ensure that any replacement of the personnel, as required by the Administration, AIIMS, Kalyani for any reason specified or otherwise, shall be effected promptly without any additional cost to the AIIMS, Kalyani. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of AIIMS, Kalyani at Agency's own cost.

26. The Agency shall provide reasonably good Photo Identity Cards to its personnel deployed at AIIMS, Kalyani at its own cost and ensure that these cards are to be constantly displayed, maintained in good condition.

27. The Agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the AIIMS, Kalyani / MoH&FW / Govt. of India / any State or any Union Territory.

28. The day-to-day functioning of the services shall be carried out in consultation with concerned departments of AIIMS, Kalyani. Proposals for efficient functioning shall be discussed, considered and implemented from time to time by the agency with approval of competent authority of AIIMS, Kalyani.

29. The Agency shall be solely responsible for compliance of all the provisions of various Labour and industrial laws and amended from time to time relating to wages, allowances, EPF, ESI Acts and amendments thereto etc. relating to personnel deployed by it at AIIMS, Kalyani. In case of any accident caused to them then the Institute shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by 01st of every month without fail and irrespective of any delay in settlement of its bill by the Administrative/Accounts Department, at AIIMS, Kalyani for whatever reason and without deducting any commission except PF & ESI from the wages paid by the AIIMS, Kalyani. **The agency is required to pay the monthly wages to its workers as engaged through online/net banking only directly to the saving bank accounts of all the workers and a certified printout of the banking transaction is to be submitted to the AIIMS along with the monthly wage bill for payment.**

30. As and when AIIMS, Kalyani requires additional manpower strength on temporary or emergent basis, the Agency will depute such personnel under the same terms and conditions. For the same, a notice of two days or as to be given by the Administration, AIIMS, Kalyani.

31. The Executive Director, AIIMS, Kalyani has the right to depute a team for inspecting and verifying the documents and records maintained by the agency at any time. The books of accounts of the Agency as regards to this outsourcing work shall be open for examination by the Institute as and when required.

32. In case of non-compliance/non-performance of the services according to the terms of the contract, the Competent Authority of AIIMS, Kalyani shall be at liberty to make suitable deductions from the bill without **prejudice** to its right under other provisions of the Contract.

33. The Agency shall be solely liable for all payment/dues of the personnel deployed by clearly specifying the deductions on account of EPF, ESI and other statutory obligations etc. The Agency shall fully indemnify AIIMS, Kalyani against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in AIIMS, Kalyani. Any complaint towards non-payment of wages, other liabilities and statutory obligations will lead to immediate termination of contract with penalty.

34. The decision of the AIIMS, Kalyani in regard to interpretation of the Terms

& Conditions and the Agreement shall be final and binding on the Agency.

35. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of the Institute. The Agency/bidder should insure his employee at his own cost. No separate charges will be paid/reimbursed by AIIMS, Kalyani. The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed under the scope of this contract. The Institute shall, in no way, be responsible for settlement of such issues whatsoever.

36. In case of any dispute between the Agency and AIIMS, Kalyani, the AIIMS, Kalyani shall have the right to decide. However, all matters of jurisdiction shall be under the jurisdiction of the local courts located at Kalyani/Kolkata.

37. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by AIIMS, Kalyani. The provisions of Arbitration and Conciliation Act 1996 and amendments thereon shall be applicable.

38. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference and forfeiture of the security deposit amount EMD or Performance Security.

39. Bidders are hereby requested to go through the bid documents thoroughly and submitted their bids accordingly. **In the event if it is observed that bidder has under quoted and indulged unfair practice regarding compliance of existing wage structure of the institute, less disbursement of wages to the outsourced personnel, violation of any clauses of bid documents in any manners whatsoever, the bidder will be barred for participating any bid in future (life time)** and the institute will take appropriate action as may be deemed fit, including cancellation of contract & forfeiting of Performance Security.

40. The provider must provide Photo ID card (at his own cost) to the employee deployed under his payroll

41. The services provider shall disburse monthly salary / wages to the employee deployed under his payroll on or before 1st day of the month along with pay slip to be provided to the individual person.

42. An agreement shall be signed with the successful bidder as per specimen enclosed at Annexure-VII.

43. Goods & Service Tax (GST).

The supplier/Contractor/Firm is advised to comply all the GST Norms as per Rules. Accordingly, Supplier/Contractor/Firm is to submit the Original Challan/Voucher justifying that it has been actually and genuinely paid to the Govt. at the time of submission of Bills to Finance Wing for release of Payments.

44. The bidder should comply the provisions under Contract Labour (Regulation & Abolition) Act, 1970 and as amended from time to time. The agency/bidder who qualify the bidding process should submit Labour License within 15 days, upon issuance of FORM III by the Institute, failing which penalty @Rs.50/- per manpower

deployed will be charged. Penalty for non-submission of Labour License will increase @Rs.25/- per manpower deployed in every 15 days, for non-submission of the same.

45. The bidding process shall encompass Department of Expenditure, Ministry of Finance, OM no: F.20/2/2014-PPD(Pt.) dated 20.09.2016.

All the copies of the documents as enclosed with the Technical Bid and Price Bids are to be self-attested.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between 'Client' (First Part) and the 'Agency' (Second Part) and any non-compliance shall be deemed as breach of Contract.

Award of Contract: - After due evaluation of the bid(s), Institute will award the contract to the Lowest Bidder (L-1). The Institute will have the option to renegotiate the price with contract holders.

Execution of Contract:

The Agency will be bound to Execute the agreement for providing Manpower within 30 (Thirty) days from the date of Notification of Award (NOA). Extension may be considered/allowed (subject to approval from Competent Authority) provided that the request is received within 10-15 days of receipt/acceptance of NOA. Thereafter suitable action as deemed fit will be initiated. The AIIMS, Kalyani will recover the general damages or extra expenditure incurred for manpower service shall be deducted from their pending bills. The above shall be in addition to forfeiture of Bid Security and black listing of the firm depending upon the circumstances of the default / merit of the case.

The selected Agency shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for Providing manpower on short notice to AIIMS Kalyani. The selected Agency should submit two working mail IDs for all official correspondence which will be registered in the vendor directory. Any changes in the Mail IDs must invariably be informed immediately to AIIMS, Kalyani.

PAYMENTS:

Bills in triplicate should be raised for payment complying statutory obligations. Payment shall be released after deducting TDS as per Income Tax Rules, GST Rules and any other deductions as per Government rules.

The bills raised by the Agency should have all tax registration numbers printed on bill (i.e PAN & GST No.). The bills should include the payment disbursed to outsourced employee with payment details on account of disbursement of ESI/EPF and any other statutory obligations. The agency should submit certificate to the effect of GST charged to AIIMS, Kalyani. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be

the sole responsibility of the Agency. The bill shall be raised indicating permissible taxes separately and the copies of proof of GST or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of AIIMS Kalyani authorities. Bills shall be released after verifying the actual disbursement of ESI & EPF contribution made to the outsourced employee. In the event if it is observed that the agency did not disburse the contribution of ESI/EPF in respect of outsourced staffs, even though the same has been claimed by the agency in the bill, the Institute shall take appropriate action against the agency as may be deemed fit, including cancellation of contract, debarment for participating in future bidding, forfeiting performance security and shall take up the matter with EPFO & ESIC, Min. of Labour and Employment, Govt of India.

PENALTY CLAUSE:-

The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and the contract will be valid from the date it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to Suo-moto terminate the contract by giving one month's notices at any point of time, without any financial obligations upon the Institute.

The Agency shall be bound by the details furnished by him/her to the All India Institute of Medical Sciences (AIIMS) Kalyani while submitting the tender or at subsequent stage. Upon selection of the agency, if at any stage, the documents furnished by him/her is found to be false, it would be deemed to be a breach of terms of contract, the contract shall be cancelled, legal action as deemed fit will be taken and performance security shall stand forfeited.

PERFORMANCE SECURITY DEPOSIT:-

The successful Bidder will be liable to deposit Rs.63,62,132/- (Rupees Sixty Three lakhs Sixty Two Thousand One Hundred Thirty Two Only) or 10% of the Annual Contract value whichever is higher towards Performance Security by way of Insurance Surety Bond/Account Payee Demand Draft/FDR from a nationalize/commercial bank/Irrevocable Bank Guarantee issued/confirmed from any of the commercial bank in favour of "All India Institute of Medical Sciences (AIIMS) Kalyani" payable at Kalyani.

Performance Security should be kept valid beyond 60 days after completion of obligations under the contract i.e. initially for a period of 26 Months from the date of signing the contract and if the contract is extended, on mutual basis, for another one year then the supplier shall extend it up to another 14 months.

The Security Deposit is liable to be forfeited if the bidder withdraws or impairs or derogates the bid in any respect.

DISPUTES AND ARBITRATION:

All disputes or differences arising during the execution of the contract shall be resolved by mutual discussion, failing which the matter will be referred to an Arbitrator who will be appointed by the Executive Director, AIIMS Kalyani for arbitration for settlement of disputes in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment(s), whose decision shall be binding on the contracting parties.

POWER TO IGNORE MINOR DEVIATION:

AIIMS, Kalyani reserve the right to ignore any trivial nature of deviation in tender documents while processing the tender. The Institute may also seek any clarification / documents to substantiate the claim of the bidder at the later stage if felt necessary by Tender Evaluation Committee (TEC). However, the bidder cannot claim it as a matter of right and will be bound to comply the Terms & Conditions of the Tender without citing the ground of trivial deviation / seeking of the clarification/ documents in support of the cancellation of his/ her bid.

LAW GOVERNING THE CONTRACT AND JURISDICTION.

The contract shall be governed under Indian Contract Act 1872 and instructions thereon from the Government of India. The appropriate Court at Kalyani/Kolkata shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

Debarment from bidding.

- (i) A bidder shall be debarred if he has been convicted of an offence-
 - (a) under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

Code of Integrity:

No official of the bidder shall act in contravention of the codes which includes

- (i) Prohibition of
 - (a) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or other wise to influence the procurement process.
 - (b) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - (c) Any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
 - (d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - (e) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can

affect the decision of the procuring entity directly or indirectly.

(f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

(g) Obstruction of any investigation or auditing of a procurement process.

(h) making false declaration or providing false information for participation in a tender process or to secure a contract;

(ii) Disclosure of conflict of interest.

(iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause with any entity in any country during the last three years or of being debarred by any other procuring entity.

The Institute will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

The Executive Director, AIIMS Kalyani reserve absolute right to accept or reject, increase or decrease the order quantity, any or all the terms of the tender without assigning any reasons thereof and also to cancel the supply at any time without assigning any reason.

Seal & Signature of Bidder

E-TENDERING INSTRUCTIONS TO BIDDERS

General:

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, AIIMS Kalyani has decided to use the portal www.tenderwizard.com/AIIMSKALYANI, <https://eprocure.gov.in> or www.aiimskalyani.edu.in

Instructions:

1. Tender Bidding Methodology:

Two Stage Online Bidding

2. Broad outline of activities from prospective Bidders:

1. Procure a Class III Digital Signature Certificate (DSC)
2. Register on the e-Procurement portal www.tenderwizard.com/aiimskalyani
3. Create Users on the above portal
4. View Notice Inviting Tender (NIT) on the above portal
5. Download Official Copy of Tender Documents from the above portal
6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Kalyani
7. Bid-Submission on the above portal.
8. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part
9. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS Kalyani's Post-TOE queries.
10. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates:

For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration:

To use the Electronic Tender portal www.tenderwizard.com/aiimskalyani, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable (i.e. Rs.2000 +GST as applicable).

Note: After successful submission of Registration details and Annual

Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

1. The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.
2. Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
3. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
4. The Financial part may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

Bid submission

The entire bid-submission would be online on the Tender wizard portal i.e. www.tenderwizard.com/aiimskalyani

Broad outline of submissions are as follows:

- (i) Submission of Bid Parts (Technical & Financial)
- (ii) Submission of information pertaining to Bid Security/ EMD.
- (iii) Submission of signed copy of Tender Documents/Addendums.

The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required establishing compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copies of duly filled price schedule as Annexure are to be uploaded.

Processing Fee : Firm have to pay processing fee (i.e. 0.1% of ECV+ GST as applicable (min.750/- & Max Rs.7500/- + GST as applicable) through online (Credit card/ Debit Card/ Net Banking), When participating in the e-Tender.

Offline Submissions:

The bidder is requested to submit the following documents offline to **The FIC (Procurement), AIIMS, Kalyani - 741245** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the tender), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

1. EMD-Bid Security in Original, in shape of FDR/BG only pledged in favour of AIIMS, Kalyani, valid for a period 180 days
2. Documents as Per NIET

Public Online Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal provides a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before last date & time of bid-submission, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMS Kalyani by the bidders in time, then AIIMS Kalyani will promptly reschedule the affected event(s).

Other Instructions

For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender before last date & time of bid-submission on the portal.
2. Register your organization on the portal well in advance of your first tender before last date & time of bid-submission on the portal.
3. Get your organization's concerned executives trained on the portal well in advance of your first tender before last date & time of bid-submission on the portal.
4. Submit your bids well in advance of tender before last date & time of bid-

submission on the portal (There could be last minute problems due to internet timeout, breakdown etc)

While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be imparted by the ASP, M/s. ITI, Kalyani, if required, before participation in the online tendering.

For any further assistance, please contact Mr Sanjeeb Mahapatra (8249821902), Helpdesk-011-49424365, ITI email ID for mailing communication:- twhelpdesk404@gmail.com /twhelpdesk680@gmail.com /twhelpdesk614@gmail.com



Annexure-I

Name of the E-Tender: Selection of Agency for providing manpower on job outsourcing basis at AIIMS, Kalyani

UNDERTAKING

FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS
TENDER
DOCUMENT

To,
The Executive Director
AIIMS Kalyani

Sir,

1. The undersigned certify that I/we have gone through the entire tender documents including terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint / representation against the tender document after submission date and time of the tender. The service charges quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES, KALYANI - 741245 to supply the approved awarded manpower service in the approved prices to AIIMS Kalyani.
3. The Manpower which shall be provided will be as per the requirement of the institution. The decision of the Executive Director, AIIMS Kalyani, India (herein after called the said officer) as regard to manpower service shall be final and binding on me/us.
4. I/We hereby undertake to supply the manpower service during the validity of tender as per directions given in supply order/NOA/ executive order within stipulated period positively.
5. If I/We fail to supply the Manpower service in stipulated period, necessary action can be taken by the Executive Director, AIIMS Kalyani who has full power to compound or forfeit the Bid Security/ Security deposit.
6. If it is deemed necessary to change any person due to poor performance /any wrong practice, person shall be replaced by me/us to prevent inconvenience failing which penalty will be imposed as per penalty clause.
7. Performance Security, amounting to Rs.63,62,132/- (Rupees Sixty Three lakhs Sixty Two Thousand One Hundred Thirty Two Only) or 10% of the Annual Contract Value, whichever is higher in the form, as mentioned in bid document, shall be furnished by me/us at the time of signing of the Agreement which shall remain in the custody of the Executive Director,

AIIMS Kalyani till the validity of the Contract period plus two month (i.e. valid for 26 months) from the date of signing the contract.

8. I/We declare that no legal / financial irregularities are pending against the proprietor Partner/Director of the tendering firm.
9. I/we undertake that we will make payment of consolidated remuneration as specified against each post to the manpower deployed through me/us on regular basis by 1st of every month following the month of deployment through NEFT/ bank transfer to the bank account numbers submitted by such personnel after deduction of statutory dues only. No other hidden charges will be deducted from such consolidated remuneration.
10. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of the Institute during the validity of tender period, the Executive Director, All India Institute of Medical Sciences, Kalyani (India) will have full authority to take appropriate action as he/she may deem fit.

Signature of Bidder

With seal of firm

(Name of Bidder)

Place

Date.....

...

Name of the E-Tender: Selection of Agency for providing manpower on job outsourcing basis at AIIMS, Kalyani

CRIMINAL LIABILITY UNDERTAKING

(To be executed on ₹ 10/-Non-judicial Stamp Paper duly attested by Public Notary)

I.....S / o.....

Resident of

.....
.....
.....

do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director /authorized signatory of M / s.

.....

2. No police case and/or case by CID/CBI/FEMA/Income Tax/ Sales Tax and other statutory authorities are pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/ company.

(Indicate any convictions if any against the above persons or Firm/ Company.)

3. The Proprietor / Partner /Director of the firm/ company (Agency) and also the firm/ company has never been blacklisted by any Government authority/ organization.

Signature

(Name)

Seal of the participating Bidder Company

Affirmation/Verification by
Notary Public

Name of the E-Tender: Selection of Agency for providing manpower on job outsourcing basis at AIIMS, Kalyani

Performance Statement Form

Name of the Firm

Sl No.	Name of the Organization with complete address & Telephone Nos.to whom services provided	From	To	Nos. of manpower Provided	Total Contract Amount(in Rs.) with clear documentary evidence	Reason for Termination if any

Signature and seal of the manufacturer / Bidder

.....

Place :

Date :

Note : Self attested Documents to be attached-

- (a) Complete PO copies/Completion certificate issued by above mentioned organization.
- (b) PO copy of executed single order with minimum value of Rs.5.00 crore (Rupees Five Crore) as per point no.3 of Eligibility criteria.
- (c) PO copy of executed single order with deployment of minimum 200 persons throughout the year in any financial year as per point no.4 of Eligibility criteria.

Name of the E-Tender: Selection of Agency for providing manpower on job outsourcing basis at AIIMS, Kalyani**Turnover Certificate****(Rs. In Crores)**

This is to certify that the turnover as mentioned below during last five financial years of M/s _____ is as per the figures appearing in the Financial statements of the firm/ company.

Financial Year	Annual turnover out of providing manpower service (A)	Annual turnover from other sources like trading activity etc. (B)	Total Turnover (A+B)
2017-2018	Rs.		
2018-2019	Rs.		
2019-2020	Rs.		
2020-2021	Rs.		
2021-2022	Rs.		
Cumulative Turnover			

Seal and signature of the CA Membership No.
Phone/Mobile No:

Note:-

- Annual turnover for providing manpower services should not include gross receipts from services provided for Security services, watch man, Housekeeping services and any other services.
- The above figures must tally with annual Audited Financial Statement submitted for the last 05(Five) financial years (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22).

Authorized Signatory of bidder

Name of the E-Tender: Selection of Agency for providing manpower on job outsourcing basis at AIIMS, Kalyani

Financial Bid

1. Name of tendering Firm/Company:

2.

Sl. No	Description	Rate (In Percentage)	GST (In Percentage)	Total (In Percentage)
1	Service Charges to be charged by the agency (Uniform/same rate) for different categories of Manpower Services.			

Note:

1. Service provider agency has to fill the percentage (%) of service charges on total monthly bill for all categories of human resources/ manpower provided which should be more than 2.08%. The rate of service charge is to be same for all categories of posts. No other charges would be payable by the Institute.

2. GST is to be charged extra on monthly bill including service charges.

3. TDS will be deducted as per Govt. norms.

4. The Lowest Bidder (L1) shall be determined on the basis of service charges quoted by the bidders. The service charges should be **more than 2.08% (TDS-IT@2%, Health & Education Cess @ 4 % cess of TDS-IT)** of the consolidated wage and maximum two digits after decimal point is to be taken for evaluation. **If two or more agencies have quoted same percentage of lowest service charge, then the lowest bidder amongst them will be decided based on the highest value of QCBS marks and Minimum service charges. Or If two or more agencies have quoted same percentage of lowest service charge and obtained highest value of QCBS total marks, then the lowest bidder amongst them will be decided based on the highest value of QCBS marks (based on Annexure -VII , QCBS criteria sl no- 01+02+03) and Minimum service charges. Clearly showing the turnover for manpower service. In the event if it is observed that bidder has under quoted and indulged unfair practice regarding compliance of existing wage structure of the institute, less disbursement of wages to the outsourced personnel, violation of any clauses of bid documents in any manners whatsoever, the bidder will be barred for participating any bid in future (life time) and the institute will take appropriate action as may be deemed fit, including cancellation of contract & forfeiting of Performance Security.**

5. The service charge is to be at Percentage common to all categories. The Bidder has to comply all the provisions of the labour laws and all other applicable rules/regulations.

6. The agency who has quoted lowest service charge being more than 2.08% in finance part shall be awarded as L1 bidder. However, if two or more agencies have quoted same percent of service charge, then the lowest bidder amongst them will be decided based on the highest value of cumulative gross turnover arising out of manpower service for last 05(Five) years of the bidder as

per Turnover Certificate Furnished as per Annexure IV corroborated by Audited Financial Statement/ IT Returns during the year 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.

7. That I/We undertake that the information given in this tender are true and correct in all respect.

Signature of the bidder with seal.

Date:

Place:



**Form of Performance guarantee / Bank
guarantee bond**

In consideration of the Executive Director of All India Institute of Medical Sciences Kalyani (hereinafter called "AIIMS Kalyani") having offered to accept the terms and conditions of the proposed agreement between AIIMS Kalyani and (hereinafter called "the said Vendor(s)") for the supply, installation & commissioning of (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for **Rs.63,62,132/- (Rupees Sixty Three lakhs Sixty Two Thousand One Hundred Thirty Two Only)** as a performance guarantee from the vendor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement with reference to tender No.....

1. We, (hereinafter referred to as "the Bank") hereby undertake to pay to the AIIMS Kalyani an amount not exceeding **Rs.63,62,132/- (Rupees Sixty Three lakhs Sixty Two Thousand One Hundred Thirty Two Only)** on demand by the AIIMS Kalyani.
2. We,..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the AIIMS Kalyani stating that the amount claimed as required to meet the recoveries due or likely to be due from the said vendor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupeesonly)
3. We, the said bank further undertake to pay the AIIMS Kalyani any money so demanded notwithstanding any dispute or disputes raised by the vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the vendor(s) shall have no claim against us for making such payment.
4. We,..... (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the AIIMS Kalyani under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Executive Director AIIMS Kalyani on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Vendor(s) and accordingly discharges this guarantee.
5. We, (indicate the name of the Bank) further agree with the AIIMS Kalyani that the Institute shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Vendor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said vendor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Vendor(s) or for any forbearance, act of omission on the part of the AIIMS Kalyani or any indulgence by the AIIMS Kalyani to the said Vendor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor(s).

7. We..... (indicate the name of the Bank) lastly undertake not to revoke this Guarantee except with the previous consent of the AIIMS Kalyani in writing.

8. This guarantee shall be valid up to unless extended on demand by the AIIMS Kalyani.

Notwithstanding anything mentioned above, our liability against this guarantee is restricted to **Rs.63, 62,132/- (Rupees Sixty Three lakhs Sixty Two Thousand One Hundred Thirty Two Only)** and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated theday offor (indicate the name of the Bank)

(Name, designation and code No. of the Bank Officer(s) signing the guarantee)

(Address & other details of the Controlling Officer of the branch of the bank issuing the BG)



Evaluation Methodology of Technical Proposal
(Through Quality cum Cost Based Selection - QCBS Methodology)

1. A two-stage procedure shall be adopted in evaluation the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 70% weightage would be given to the Technical evaluation and 30% weightage would be given to the financial bid. Contract shall be awarded to the bidder getting the highest total score as per QCBS matrix.
2. AIIMS Kalyani is intended to award the entire contract under the tender to only one successful bidder. AIIMS Kalyani will open the price bids, on a date to be announced later, of only those bidders whose bids are techno-administratively acceptable.
3. Technical evaluation will be done by a Committee constituted by Executive Director of AIIMS Kalyani.
4. The bid of any bidder who does not met the eligibility criteria and/or has not complied with the conditions prescribed in the terms and conditions will be summarily rejected. Technical evaluation of only eligible bids shall be carried out.
- 5. The location of Office of Security Services should be available within 100 km radius of AIIMS Kalyani.**
- 6. The minimum service charges shall not be less than 2.08%.**
7. The price bids of only those firm/agencies who qualify technically will be opened. The proposal with the lowest cost bid will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids.
- 8. Technical Evaluation:-**
 - A. For technical evaluation of only such bidder will be done who would be found qualified under administrative evaluation in respect of terms and conditions of the tender.
 - B. In technical evaluation matrix as given above will have maximum marks 100.
 - C. Technical evaluation will have a weightage of 70%.
 - D. Technical evaluation will be done only based on valid/acceptable supporting documentary evidence submitted along with technical bid. In case, there is no supporting documentary evidence for some of the point in the bid, zero marks will be given for such points.
 - E. The evaluation will be as per the formula given below and will be shortlisted for price bid opening.
 - F. Formula: Evaluated technical score will be based on the actual marks (out of a maximum of 100). i.e. $\{[\text{Actual Marks obtained by the bidder} / \text{maximum marks (100)}] \times 70\}$

9. Financial Evaluation: -

- A. Financial evaluation will have a weightage of 30%.
- B. Formula for Financial Evaluation will be $\{(L1 \text{ quote}/\text{Bidder's quote}) \times 30\}$.
- C. A bidder ascertained as L1 as per the quoted price and evaluated total financial implications in the tender will get full marks in financial evaluation.
- D. Other bidders will get proportionate marks in financial evaluation e.g. a bidder ascertained as L1 as per the quoted price and evaluated total financial implications for the tender say ₹ 100 will get maximum marks as 30.

For another bidder this figure is ₹ 200 so according to formula, it will get $[(100/200) \times 30] = 15$.

10. Final Evaluation and award of Contract: -

- A. Final evaluation will be on the basis of highest marks obtained after summing up evaluated technical score and evaluated financial score.
- B. The bidder obtaining highest marks in final evaluation will be eligible for the award of the work.
- C. In case of tie in the highest evaluated score among the bidders, the bidder having lowest total financial implications will be awarded the work.

Note: Bidders are required to submit the required supporting documents sought in the QCBS matrix for evaluation under QCBS criteria.

ANNEXURE- VII

Data for Evaluation of Technical Bid (QCBS Matrix)

S1 No	Evaluation Criteria	Max Marks	Marks scored
1	Value of executing a single Manpower of outsource staff contract in a Government Medical College/ Government Hospital/PSUs/State and Central Corporations with minimum 960 beds. 1. For more than or equal to Rs 20 Crores - Marks (15/15) 2. For more than or equal to Rs 17 Crores but less than Rs 20 Crores – Marks (12/15) 3. For more than or equal to Rs 14 Crores but less than Rs 17 Crores - Marks (09/15) 4. For more than or equal to Rs 11 Crores but less than Rs 14 Crores - Marks (06/15) 5. For more than or equal to Rs 08 Crores but less than Rs 11 Crores - Marks (5/15) 6. For more than or equal to Rs 05 Crores but less than Rs 08 Crores - Marks (3/15)	15	

	<p>7. Value of Contract less than Rs 05 Crore- Marks (0/15)</p> <p>For Experience, Single Completed contract running for at least one year without any break during the financial year, 2019-20 or 2020-21 or 2021-22 will be considered.</p> <p>Copies of the following documents mandatorily need to be produced (In case the bidder fails to submit any of the following documents the experience will not be considered).</p> <p>a. Certificate duly certified by the Statutory Auditor</p> <p>b. Copy of the Contract /Purchase order/ Extension letters without any break showing continuous services for a minimum period of one year. Satisfactory performance Certificate issued by the Client with work executed amount and completion date.</p> <p>Note: The value of contract inclusive GST will be considered.</p>		
2	<p>Number of manpower of outsource contract supplied against a single contract of at least Three year's duration (2019-20, 2020-21 & 2021-22 either same or in different establishment) in any Government Medical College/ Government Hospital of National Importance/ PSUs /Sate and Central Corporations.</p> <p>1. Number of outsource manpower supplied more than 500 in a single contract of during last three years. - Marks (15/15).</p> <p>2. Number of manpower of outsource staff contract supplied more than or equal to 150 but less than 200 in a single contract during last three years - Marks (10/15).</p> <p>3. Number of manpower of outsource staff contract supplied more than or equal to 100 Nos. but less than 150 Nos. in a single contract during last three years - Marks (5/15).</p> <p>4. Number of manpower of outsources staff contract supplied less than 100 Nos. in a single contract during last three years - Marks (0/15).</p> <p>For Experience, Single Completed contract running for at three years (2019-20, 2020-21 & 2021-22 either same or in different establishment) without any break during the financial year.</p>	15	

	<p>Copies of the following documents mandatorily need to be produced (In case the bidder fails to submit any of the following documents the experience will not be considered).</p> <p>a. Certificate duly certified by the Statutory Auditor b. Copy of the Contract /Purchase order/ Extension letters (if any) showing continuous services of at least three years' duration (either same or in different establishment). Satisfactory performance Certificate issued by the Client.</p>		
3	<p>Average Annual Turn Over of the bidder for preceding Five financial years (2017-18,2018-19, 2019-20, 2020-21 & 2021-22) based on its audited financial statement. (Turnover should be inclusive of GST)</p> <p>1. Average Annual Turnover of More than or equal to Rs. 20 Cr. -Marks (15/15).</p> <p>2. Average Annual Turnover of more than Rs. 18 Cr. but below Rs. 20 Cr. -Marks (12/15).</p> <p>3. Average Annual Turnover of more than Rs. 15 Cr. but below Rs. 18 Cr. - Marks (09/15).</p> <p>5. Average Annual Turnover of more than Rs. 12 Cr. but below Rs. 15 Cr. - Marks (6/15).</p> <p>6. Average Annual Turnover of more than Rs. 9 Cr. to below Rs. 12 Cr. - Marks (03/15).</p> <p>7. Average Annual Turnover of less than Rs. 9 Cr.- Marks (0/15).</p> <p>Audited financial statement of (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) certified by the statutory auditor to be submitted.</p>	15	
4	<p>Cumulative Value of the manpower of outsource staff contracts executed in the last three years (valid from 1st Apr 2019 to 31st March 2022 with minimum duration of each contract being not less than one year) duly certified by the statutory auditor in any Government Departments/ Government Institutions/ Public Sector Undertakings / Public Section Banks / Public Ltd. Companies / Government Hospital/ Government Medical Colleges/Autonomous Institutions Note: - The values should be inclusive GST.</p> <p>1. Cumulative value of more than or Equal to Rs. 20 Cr. - Marks (15/15)</p> <p>2. Cumulative value of more than or equal to Rs. 18</p>	15	

	<p>Cr. but less than Rs. 20 Cr. – Marks (12/15)</p> <p>3. Cumulative value of more than or equal to Rs. 15 Cr. but less than Rs. 18 Cr. – Marks (09/15)</p> <p>4. Cumulative value of more than or equal to Rs. 12 Cr. but less than Rs. 15 Cr. – Marks (6/15)</p> <p>5. Cumulative value of more than or equal to Rs. 9 Cr. but less than Rs. 12 Cr. – Marks (3/15)</p> <p>6. Cumulative value less than Rs. 9 Cr., – Marks (0/15).</p> <p>For Experience, only the completed contracts and those that are running for more than one year upto 31-03-2022 (1st Apr 2019 to 31st March 2022) will be considered. Copies of the following documents mandatorily need to be produced (In case the bidder fails to submit any of the following documents the experience will not be considered).</p> <p>a. Certificate duly certified by the Statutory Auditor.</p> <p>b. Copy of the Contract /Purchase order/ Extension letters without any break showing continuous services for a minimum period of one year.</p> <p>c. Satisfactory performance Certificate issued by the Client.</p>		
5	<p>Number of Running contracts of similar nature (manpower of outsource staff) in hand during the financial year 2021-22 in Central/ State Government Organizations/ PSU/ Public Sector Banks/ Medical College/ Government Hospitals.</p> <p>1. No. of contracts more than or equal to 20 -Marks (15/15)</p> <p>2. More than 18 but less than 20 - Marks (12/15)</p> <p>3. More than 15 but less than 18 - Marks (10/15)</p> <p>4. More than 12 but less than 15 - Marks (8/15)</p> <p>5. More than 09 but less than 12 - Marks (06/15)</p> <p>6. Less than 09 Contracts – Marks (0/15)</p>	15	
6	<p>Number of executing manpower of outsource staff contract in a Government Medical College/ Government Hospital/PSUs/State and Central Corporations.</p> <p>1. For more than or equal to 960 beds - Marks (5/5)</p> <p>2. For more than or equal to 750 but less than 960</p>	05	

	<p>beds – Marks (4/5)</p> <p>3. For more than or equal to 650 but less than 750 beds – Marks (3/5)</p> <p>4. For more than or equal to 500 but less than 650 beds – Marks (2/5)</p> <p>5. No. of Contract less than 500 beds - Marks (0/5)</p> <p>For Experience, Single Completed contract running for at least one year without any break during the financial year 2019-20, 2020-21 and 2021-22 (1st Apr 2019 to 31st March 2022) will be considered.</p> <p>Copies of the following documents mandatorily need to be produced (In case the bidder fails to submit any of the following documents the experience will not be considered).</p> <p>a. Certificate duly certified by the Statutory Auditor</p> <p>b. Copy of the Contract /Purchase order/ Extension letters without any break showing continuous services for a minimum period of one year.</p> <p>c. Satisfactory performance Certificate issued by the Client with work executed amount and completion date.</p>		
7	(0-20) Marks will be awarded based on the quality of presentation	20	

Note:- (a) The bidder should score minimum 60 marks, out of 80 in first 6 points for qualifying for presentation round.

(b) Administratively qualified bidder and marks attained for qualification as above (a), will only be called for presentation.

(c) Bidder having qualifying 60 marks out 100 will be eligible for financial bid opening and further process of evaluation.

Format for Financial Bids

Bidders have to quote this commission as PERCENTAGE (**should not be less than 2.08 %**) of total amounts to be paid by the Institute for the employees through the agency. This commission will be treated as service charge or any similar nomenclature to be paid additionally by the institute for the benefit of the agency.

Annexure-VIII

**(To be made on Rs 100.00 Non-Judicial
Stamp Paper)**

CONTRACT AGREEMENT FOR PROVIDING MANPOWER ON JOB OUTSOURCING

This agreement is made at Kalyani on this ____ day of ____ month Two Thousand Twenty-Two between the All India Institute of Medical Sciences, Kalyani – **741245** (*herein after* called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Party**.

and

M/s _____ having its registered office at _____ (*hereinafter* called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Party**.

WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Manpower for AIIMS, KALYANI at Kalyani on the terms and conditions stated below:

1. All the Terms & Conditions of the tender document will form part of this agreement.
2. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, ESI, etc. relating to personnel deployed in AIIMS, Kalyani. The Client shall have no liability in this regard.
3. The Agency shall be solely responsible for any accident / medical / health related liability/ compensation for the personnel deployed by it at AIIMS, Kalyani site. The Client shall have no liability in this regard.
4. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
5. The contract can be terminated by giving one month notice by the AIIM, Kalyani.
6. In case of non-compliance of any conditions of the contract, the Client reserves its right to:
 - a. Cancel / revoke the contract; and / or
 - b. Impose penalty up to 10 % of the Total Annual Value of contract
7. Performance Security amounting to Rs.63,62,132/- (Rupees Sixty-Three lakhs Sixty-Two Thousand One Hundred Thirty-Two Only) or 10% of the Annual Contract Value, whichever is higher in the form of Fixed Deposit Receipt or Irrevocable Bank Guarantee in favour of AIIMS Kalyani from a scheduled bank shall be furnished by the Agency at the time of signing of the Agreement.
8. The Agency shall be fully responsible for timely monthly payment of wages / salary i.e. by 1st of every month following the month of deployment without fail and any other dues to the personnel deployed at AIIMS, KALYANI as per rates mentioned in the Schedule without any deductions except PF & ESI as admissible.
9. The personnel provided by the Agency will have no claim to become the employees of AIIMS, KALYANI under any circumstances and there will be no Employee and Employer relationship between the personnel engaged by the Agency & AIIMS, KALYANI

10. There would be no increase in service charges payable to the Agency during the contract period.
11. The Agency also agrees to comply with annexed Terms and Conditions of the Tender and amendments thereto from time to time.

Decision of Client in regard to interpretation of the Terms and Conditions of the Tender shall be final and binding on the Agency.

12. The Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Agency shall keep Client fully indemnified against liability of tax, interest, penalty and any other legal liability etc. of the Agency in respect thereof, which may arise. No Service Tax will be paid by AIIMS, Kalyani. The books of accounts of the Agency as regards this outsourcing work shall be open for examination by the Institute as and when required.
13. In case of any dispute between the Agency and Client, Client shall have the right to decide and settlement of disputes in accordance with Arbitration & Conciliation Act 1996 or its subsequent amendment(s), and the decision of Arbitrator shall be binding on the contracting parties. However, all matters of jurisdiction shall be at the local courts of Kalyani.
14. The Agency will provide Police Verification Certificate of each employee within a period of three months from the date of deployment except in respect of Ex-Servicemen and retired Government employees. Failing this, the deployment shall be liable for cancellation.
15. In addition to above, all other terms and conditions expressed and implied and essential for execution of this agreement as per Tender enquiry document will form part of this agreement.
16. Their deployment will be in general shifts or round the clock in 3 shifts at AIIMS, Kalyani. In case of duty in shifts, one shift will be considered as 1-day duty. The outsourced staffs will be entitled for 01 day leave in each month apart from leave on account of Gazetted Holiday and Sunday. In case duty performed in Gazetted Holiday and Sunday, the outsourced staffs will be eligible for leave in any day of the week. Un-availed leave shall be carrying forward to next month and all such accumulated shall expire in the event new contract executed with new agency.
17. The Second Party will not indulge in any unfair practice such as quoting less bid price or any other means which will affect the existing wage structure of the Outsourced staff deployed in the institute in various capacity.
18. The Second Party confirm the understanding & consent on the following points:
 - i) The existing wage structure of the outsource staff will not be reduce in any case during validity of my contract period.
 - ii) The Second Party will not disburse wages less than the salary structure mentioned in the bid documents and with all its effect of periodical revision to the outsource staff of the institute during validity of contract period.
 - iii) The Second Party will provide Photo ID card (at his own cost) to the employee deployed under his payroll

- iv) The Second Party shall disburse monthly salary / wages to the employee deployed under his payroll on or before 1st day of the month along with pay sleep to be provided to the individual person.

19. The Second Party understand and undertake that in the event it is observed that the Second Party has under quoted and indulged unfair practice regarding compliance of existing wage structure of the institute, less disbursement of wages to the outsourced personnel, violation of any clauses of bid documents in any manners whatsoever, the Second Party will be barred for participating any bid in future (life time) and the First Party shall take appropriate action as may be deemed fit, including cancellation of contract & forfeiting of Performance Security.

20. The Second Party should comply the provisions under Contract Labour (Regulation & Abolition) Act, 1970 and as amended from time to time. The Second Party who qualify the bidding process should submit Labour License within 15 days, upon issuance of FORM III by the First Party, failing which penalty @Rs.50/- per manpower deployed will be charged. Penalty for non-submission of Labour License will increase @Rs.25/- per manpower deployed in every 15 days, for non-submission of the same.

THIS AGREEMENT will take effect from ___ day of ___ Two Thousand Twenty-Two and shall be valid for two years, extendable for another one year on mutually agreeable conditions, subject to satisfactory performance.

On this ___ day of ___, 2022 both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Kalyani in the presence of the witness.

<p>For and on behalf of the 'Agency'</p> <p>Signature of the Authorized Official</p> <p>Name of the Official</p> <p>Seal of the 'Agency'</p> <p>Signed, sealed and delivered by the said official of Vendorholder in presence of</p>	<p>For and on behalf of the 'Executive Director, AIIMS, Kalyani'</p> <p>Signature of the Authorized Officer</p> <p>Name of the Officer</p> <p>Seal of the Authorized Officer</p> <p>Signed, sealed and delivered by the said officer in presence of</p>
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