

**TENDER NOTICE
FOR
OUTSOURCING OF MANPOWER
FOR AIIMS, BHUBANESWAR
Dated: 14th February 2013
TENDER NOTICE**

Tenders in sealed cover are invited under **two-bid** system from reputed, experienced and financially sound Manpower Agencies on behalf of the Director, All India Institute of Medical Sciences, Bhubaneswar, for providing manpower for All India Institute of Medical Sciences, Bhubaneswar.

The interested agencies are required to submit the technical bid (qualifying bid) and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "**Tender for Manpower for AIIMS, Bhubaneswar**" and should reach at the office of "**The Administrative Officer, AIIMS, Sijua, Patrapada, Bhubaneswar, Odisha - 751019**", before 1500 hrs on or before **7th March, 2013**. The technical bids shall be opened on the same day at **1600 hrs** at AIIMS, Bhubaneswar. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement etc. can be downloaded document from website (www.aiimsbhubaneswar.edu.in) should enclose an additional DD for Rs 1000.00 (non-refundable) in favour of "**AIIMS, Bhubaneswar**", payable at Bhubaneswar, along with their tender bid in the Cover-I "Technical Bid". The bid security (EMD) of Rs 1,00,000.00 (Rupees One Lakh only) should be paid by Demand Draft in favour of "**AIIMS, Bhubaneswar**" payable at Bhubaneswar. The Tender Enquiry Documents are not transferable.

Tender submitted without cost of Tender form will be summarily rejected Any future clarification and/or corrigendum(s) shall be communicated through the websites / Administrative Officer, AIIMS, Bhubaneswar.

Administrative Officer
AIIMS, Bhubaneswar

Tender No: Admn/manpower/1/2013 dated 14th Feb 2013

TENDER DOCUMENT
AIIMS, Bhubaneswar invites
TENDER FOR PROVIDING “MANPOWER TO AIIMS, BHUBANESWAR”
(Documents related to Eligibility Criteria)
TECHNICAL BID

(In separate sealed Cover-I super scribed as “Technical Bid”)

1. Name & Address of the Tenderer Organization/Agency with phone number, email etc. and name, address and telephone/mobile number of contact office at Bhubaneswar.						
2. Experience in the work of providing Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last three years along with a certificate from the organization where the job was carried out.						
S. No.	Name of Organization with complete address and telephone numbers to whom services provided	From	To	Total Contract period (in Yr/month)	Total Contract Amount (In Rs.)	Reason for Termination
3. Set-up of your Agency, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service: (a) Is the establishment registered with the Government; please give details with document/evidence. (b) Do you have Labour license. Please provide details and attach a copy. (c) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in AIIMS, Bhubaneswar.						
4. Are you covered by the labour legislations, such as, ESI, EPF, Gratuity Act etc.						
5. Please give EPF Registration No: ESI Code: Gratuity Act Registration No:						
6. Are you governed by minimum wages rules of the Central Government.						

7. Please attach copy of last Return of IncomeTax	
8. Please attach balance sheet of the company [duly certified by Chartered Accountant for lastthree (3) years]	
9. PAN No. (Please attach copy)	
10. VAT Clearance certificate (Please attach copy)	
11. Trade Licence No. (Please attach copy)	
12. Service Tax Registration No. (Please attachcopy)	
13. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document	
14. Power of Attorney/authorization for signing the bid documents	
15. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). In addition to the undertaking, the firm shall produce certificate /verification from local police station. Indicate any convictions in the past against the company/firm/partner.	
16. Following details of the DD/Pay Order of Rs 1,00,000.00 towards bid security (EMD) and a DD for Rs 1000/- [in case tender document is downloaded from website]. DD/PO No. Date: Drawn on:	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD/Pay Order No. _____
2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid.

Place:.....

Date:.....

(Signature of Tenderer with seal)

Name:

Address

Phone No (O):

Fax No. (O):

E-mail:

FINANCIAL BID
(In sealed Cover-II super scribed "Financial Bid")
TENDER FOR PROVIDING "MANPOWER TO AIIMS, Bhubaneswar"

S. No	Designation	Approximate Consolidated remuneration per month for one post inclusive of all statutory obligations except Service Tax	No of Posts	Service Charge In %	Service Charge in Rs	Service Tax: 12.36 % of the Total	Total
1	Technical Supervisor	21600/	3				
2	Technical Assistant	20800/	6				
3	Modellar	12400/	6				
4	Dissection Hall Assistant	11200/	6				
5	Lab Attendant	11600/	4				
6	Lab Technician	12400/	2				
7	Technical Assistant (Audio Visual)	11600/	1				
8	Librarian Selection Grade (Sr Librarian)	34800/	1				
9	Librarian Grade I	21600/	1				
10	Librarian Grade III	20800/	4				
11	Warden	20800/	2				
12	Junior Warden	11200/	2				
13	Accountants	20800/	6				
14	Stores Officer	33200/	1				

15	Assistant Stores Officer	21600/	2				
16	Store Keepers	20800/	12				
17	PS	22000/	4				
18	PPS	34800/	2				
19	UDC	11600/	4				
20	Deputy Chief Security Officer	34800/	1				
21	Security Officer	33200/	1				
22	Assistant Security Officer	20800/	3				
23	Security cum Fire Guard Grade I	11600/	5				
24	Junior Reception Officer	20800/	2				
25	Receptionist	12400/	4				
26	Senior Analyst (IT) System Analyst	36400/	1				
27	Analyst (IT) Senior Programmer	34800/	1				
28	Programmer (IT)	21600/	1				
29	Senior Steward	12400/	2				
30	Head Cook	11200/	3				
31	Sanitary Inspector Grade I	12400/	3				
32	Data Entry Operator In lieu of	11200/	10				

	Steno						
	Total		106				

- **Number of post likely to be demanded during the contract period**

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them.

Note:

(i) No other charges would be payable by Client.

(ii) There would be no increase in rates during the Contract period except provision under the terms & conditions.

Place:.....

Date:.....

(Signature of Bidder with seal)

Name:

Seal:

Address :

Phone No (O): Fax No. (O): E-mail:

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

DRAFT AGREEMENT FORMAT

This agreement is made at Bhubaneswar on the _____ day of _____ Two thousand Thirteen between the Director, All India Institute of Medical Sciences, Bhubaneswar, **acting through Administrative Officer, AIIMS, Bhubaneswar, having its office at AIIMS, Sijua, Patrapada, Bhubaneswar-751019** (hereinafter 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 Part**.

Second Part

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 Part** . WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Manpower for AIIMS, BHUBANESWAR at Bhubaneswar on the terms and conditions stated below:

1. 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, Bonus, Gratuity, ESI, etc relating to personnel deployed in AIIMS, BHUBANESWAR. The Client shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident / medical / health related liability / compensation for the personnel deployed by it at AIIMS, Bhubaneswar site. The Client shall have no liability in this regard.
3. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with 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
6. Security Deposit equal to 5% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Pay Order / Demand Draft or Bank Guarantee shall be furnished by the Agency at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed at AIIMS, BHUBANESWAR.
8. The personnel provided by the Agency will not claim to become the employees of AIIMS, BHUBANESWAR and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment at AIIMS, BHUBANESWAR.
9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Central Govt.
10. The Agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
11. Decision of Client in regard to interpretation of the Terms and Conditions and the Agreement 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 etc. of the Agency in respect thereof, which may arise.
13. In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Bhubaneswar

THIS **AGREEMENT** will take effect from _____ day of _____ Two thousand thirteen and shall be valid for one year.

IN WITNESS WHEREOF 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 Bhubaneswar in the presence of the witness

For and on behalf of the '**Agency**'
Bhubaneswar

For and on behalf of the '**AIMS,**

Signature of the authorized Official

Signature of the authorized Official

Name of the Official

Name of the Official

Stamp / Seal of the '**Agency**'

SIGNED, SEALED AND DELIVERED

By the said _____
_____(Name)

By the said _____
_____(Name)

_____ on

_____ on

behalf of the '**Agency**' in presence of

behalf of the '**AIMS, Bhubaneswar**' in presence of

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

ANNEXURE
TERMS & CONDITIONS OF CONTRACT
(Annexure to Agreement)

A. Scope of Work:

The Designation/ Number of Posts/Educational Qualification/Experience/Consolidated Remuneration/ Job Description etc. as given in the table are indicative only. These may be amended/ changed by AIIMS, Bhubaneswar as per requirement of the institute. Some posts may not be operative at all.

The Agency shall provide Manpower at AIIMS Bhubaneswar by deploying adequately trained and well-disciplined personnel having fair command on Hindi & English in respect of the following categories, brief description of the scope of work mentioned against each:-

Sl. No.	Designation	No of Posts	Educational Qualification	Job Description	Approximated Consolidated emoluments per month per one post inclusive of all statutory obligations except service tax
1	Technical Supervisor (Anatomy)	01	a. BSc from a recognized University. b. Ten years' experience in the concerned Department.	This role is responsible for performing qualitative and quantitative examinations for accuracy and validity of the obtained specimens. This role also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory personnel and students and resolves technical problems	21600/
2.	Technical Assistant (Anatomy)	02	a. BSc / Matriculation or equivalent. b. Experience in the concerned Department 5 years for graduates and 8 years for matriculates.	This role is responsible for performing qualitative and quantitative examinations for accuracy and validity of the obtained specimens. This role	20800/

				also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory personnel and students and resolves technical problems	
3.	Modellar(Anatomy):	06	Diploma/Certificate in Fine Arts/ Commercial Arts/Modeling from a recognized Institution/University; With 2 years' experience in Illustration and modeling, in the concerned Department. Or Matriculation / equivalent with 5 years' experience in the concerned Department	To upkeep the museum and day to day activity of Museum. Preparation museum specimens, models and charts	12400/-
4.	Dissection Hall Assistant(Anatomy):	06	Matriculation or equivalent. With two years' experience in the concerned Department. Or 10 th Pass with five years' experience in the concerned Department.	Assist in embalming and preservation, storage of cadaver. Prepare the cadaver for dissection and upkeep of dissection hall for practical classes.	11200/-
5.	Technical Supervisor (Physiology)	01	(a) BSc from a recognized University. (b) (b) Ten years' experience in the concerned Department.	This role is responsible for performing qualitative and quantitative tests and examinations using various analysers and / or manual methods; assess accuracy and validity of the obtained test results. This role also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory personnel and students and resolves technical problems	21600/-

6.	Technical Assistant (Physiology)	02	(a) BSc / Matriculation or equivalent. (b) Experience in the concerned Department 5 years for graduates and 8 years for matriculates.	This role is responsible for performing qualitative and quantitative tests and examinations using various analysers and / or manual methods; assess accuracy and validity of the obtained test results. This role also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory personnel and students and resolves technical problems	20800/-
7.	Lab Attendant(Physiology)	04	(a) Matriculation or equivalent. (b) Three years' experience in the concerned Department.	This role maintains and cleans the work space, equipment / accessories, glassware, disposes laboratory waste for further disposal, performs work such as shifting of small equipment, accessories, samples, reagent bottles etc. as required receive samples and assign laboratory identity marks, prepare vials if necessary.	11600/-
8.	Technical Supervisor (Biochemistry)	01	• BSc from a recognized University. • Ten years' experience in the concerned	This role is responsible for performing qualitative and quantitative tests and examinations using various analysers and / or manual methods; assess accuracy and validity of the obtained test results. This role also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory	21600/-

				personnel and students and resolves technical problems	
9.	Technical Assistant (Biochemistry)	02	(a) BSc / Matriculation or equivalent. (b) Experience in the concerned Department 5 years for graduates and 8 years for matriculates.	This role is responsible for performing qualitative and quantitative tests and examinations using various analysers and / or manual methods; assess accuracy and validity of the obtained test results. This role also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory personnel and students and resolves technical problems.	20800/-
10.	Lab Technician (Community Medicine)	02	a) BSc Medical Lab Technology from a recognized university/ institution. Or b) 12 th Class + Diploma in MLT from a recognized university/ institution with minimum one year experience after obtaining the diploma.	This role is responsible for performing qualitative and quantitative tests and examinations using various analysers and / or manual methods; assess accuracy and validity of the obtained test results. This role also identifies variations in results, analyses their probable causes and seeks solutions. This role also assists faculty in training laboratory personnel and students and resolves technical problems.	12400/-
11.	Technical Assistant (Audio Visual):	01	a) Matriculation or equivalent. b) ITI / equivalent certificate in the trade from a recognized institute.	Manage the audio-visual equipments of the departments. Assist in projection during theory and practical class. Any other duty assigned by Supervisor.	11600/-

12.	Librarian Selection Grade (Sr Librarian)	01	i) At least a second class Master's Degree in Science (preferably in Biological Sciences) of a recognized University or equivalent; ii) Degree or equivalent Diploma in Lib. Science of a recognized Institution or University; and iii) 7 years' experience in a supervisory capacity in a library of standing. Desirable: i) Master's Degree in Library Science; ii) Training in Medical Librarianship; iii) Experience of documentation work in a responsible capacity; iv) Knowledge of Sanskrit and any modern European language other than English	He / She shall be responsible for supporting the core departments at AIIMS by providing them a platform where updated reference material – books, journals, e-books, e-subscriptions to papers are available round the clock. He / She will need to ensure that the library functions as the most comprehensive repository on medical information in India. He / She shall be responsible for framing policies, processes, budgeting, IT enablement and overall management of the Library.	34800/-
13.	Librarian Grade I	01	i) At least a second class Master's Degree in Science (preferably in Biological Sciences) of a recognized University or equivalent; ii) Degree or equivalent Diploma in Lib. Science of a recognized Institution or University; and iii) 3 years' experience in a library of standing.	This role shall respond to daily requests for information services, issue / receive books / journals, train library users to use the library catalogue, internet and other electronic resources, trace bibliographical details like ISBN, place of publication on the data sheets for the old titles to be entered into computer database and maintain necessary records. This role shall also carry out manage the book bank, provide bibliographical / documentation and binding services.	21600/-
14.	Librarian Grade III	04	i) B.Sc. Degree of a recognized University or equivalent; ii) Degree or equivalent Diploma in Lib. Science of a recognized Institution or University; and	This role shall respond to daily requests for information services, issue / receive books / journals, train library users to	20800/-

			iii) 2 years' experience in a library of standing. iv) Ability to use computers.	use the library catalogue, internet and other electronic resources, trace bibliographical details like ISBN, place of publication on the data sheets for the old titles to be entered into computer database and maintain necessary records. This role shall also carry out manage the book bank, provide bibliographical / documentation and binding services.	
15.	Warden	02	Possessing a Degreeplus a Certificate/Diploma in House Keeping/ Materials Management/Public Relations/ Estate Management	This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess/cafeteria, maintenance of hostel equipment and furniture; attends to student issues, coordinates with Engineering to ensure that necessary repairs are carried out; maintains hostel accounts/inventory; coordinates with the security in-charge for hotel security.	20800/-
16.	Junior Warden	02	1. Matriculation from a recognised board. 2. Experience in House Keeping/ Materials Management/Public Relations/ Estate Management and other related areas. OR A certificate of formal training in House Keeping/ Materials Management/Public Relations/ Estate Management and other related areas.	This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess / cafeteria, maintenance of hostel equipment and furniture, attends to student issues, coordinates with engineering to	11200/-

				ensure that necessary repairs are carried out, maintains hostel accounts / inventory, coordinates with the security in charge for hostel security.	
17.	Accountants	06	1. Graduate in Commerce or Economics or MBA Finance (or) 2. Should be a Chartered Accountant (or) 3. Possessing a Degree and Experience of handling accounts work of a government organization.	This role performs routine functions such as disbursements of payments, advances etc. checks bills prior to release of payments; prepares IT sheets / Form 16, checks balance sheets and accounts received from faculty; maintains accounts for different departments; calculates financial implication of decisions on AIIMS; handles GPF and NPS for employees; prepares budget estimates; responds to queries (internal and external); assists in the tendering process; maintains necessary records / MIS etc.	20800/-
18.	Stores Officer	01	1. Master's Degree in Economics/Commerce/Statistics Five years experience in handling stores in Healthcare sector. Or 2. Bachelor's Degree in Economics/Commerce/Statistics Eight years experience in handling stores in Healthcare sector. 3. Desirable: Post-graduate Degree/Diploma in Materials Management from a recognised Institution.	The role is responsible for the overall and efficient management of the Stores function at AIIMS. The role formulates policies / guidelines, projects budgetary requirements, and oversees the contracting process for national / international contracts. The role is responsible for the procurement, storage, safety and distribution of stored items, ensures the preparation and updation of vendor	33200/-

				database, analyses past procurements and performs analysis to improve procurements, optimises stock, manages the store inventory and re-order levels, performs physical verification of stocks and disposal of scrap, provides timely responses to queries.	
19.	Assistant Stores Officer	02	1. Master's Degree in Economics/Commerce/Statistics Three years experience in handling stores in Healthcare sector. Or 2. Bachelor's Degree in Economics/Commerce/Statistics Five years experience in handling stores in Healthcare sector. 3. Desirable: Post-graduate Degree/Diploma in Materials Management from a recognised Institution.	This role is responsible for analyzing the procurement and construction patterns and providing inputs to improve and streamline the procurement process., issuing purchase orders., conducting quarterly physical verification of items, checking the personal registers, movement registers, stock registers, indent books and other registers maintained by the staff under his / her charge, interfacing with external stakeholders such as Banks for Letters of credit and Bank Guarantees etc.	21600/-
20.	Store Keepers	12	1. Master's Degree in Economics/Commerce/Statistics with one year experience in handling stores. Or 2. Bachelor's Degree in Economics/Commerce/Statistics/Material Management. With two years experience in handling stores . Or 3. Graduate from a recognised university with	The position is responsible for managing the inventory effectively and ensures that the records of items issued, received and balance in store are updated, managing stores such that storage and retrieval of items is convenient, issuing materials against authorized requisitions only, adhering to the directions with regard to	20800/-

			five years' experience in handling stores. Or 4. Matriculates with ten years' experience in handling stores. Desirable: Post-graduate Degree/Diploma in Materials Management from a recognised Institution.	the minimum level, re-order level, maximum level, buffer stock etc. assisting the store officers in the automation of the stores inventory (receipts and issue), ensuring the safety, security and cleanliness of the store.	
21.	PS	04	Having a Degree from a recognized University; Desirable: i) Possessing a speed of one hundred words per minute in stenography (English/Hindi); and ii) Having Two years' experience in stenography in English/Hindi. iii) Ability to use computers iv) Diploma in Secretarial Practice or equivalent.	This role shall function as an executive assistant to the officer concerned. The role shall support the Officer by handling correspondence, screening telephone calls and visitors, scheduling meetings, booking tickets, arranging accommodation, scheduling appointments and organizing the Officer's dairy. The role shall also take dictation and use a computer to transcribe dictated material.	22000/-
22.	PPS	02	Having a Degree from a recognized University; Desirable: i) Shorthand 120 w.p.m. with transcription time of 45 mts. (English/Hindi); and ii) Having Two years' experience in stenography in English/Hindi. iii) Ability to use computers iv) Diploma in Secretarial Practice or equivalent.	This role shall function as an executive assistant to the officer concerned. The role shall support the Officer by handling correspondence, screening telephone calls and visitors, scheduling meetings, booking tickets, arranging accommodation, scheduling appointments and organizing the Officer's dairy. The role shall also take dictation and use a computer to transcribe dictated material. The role will	34800/-

				also prepare reports, presentations etc. for the officer concerned.	
23.	UDC	04	1.Degree of recognized University or equivalent 2.Typing speed of 30 w.p.m.in English or 25 w.p.m. in Hindi Desirable; 1. Post Graduate Diploma in Personnel Management/ Labour Laws/Administrative Law. 2. Experience in Administration, establishment matters, Stores and Accounts. Ability to use computers.	This role is responsible for assisting the Officers in the efficient and overall functioning of the department. The role performs the pay fixation of employees, maintain seniority lists, manage reservation rosters, maintain records pertaining to reserved categories, handle GSLI related aspects, prepare / draft circulars / agenda notes / notifications / records, correspond regarding clarifications on personnel matters etc.	11600/-
24.	Deputy Chief Security Officer	01	1. Degree from a recognised university/ equivalent. 2. Retired Officers of the Police Departments of the Central/State/UT or Officers of the Armed Forces including Para Military Forces, holding analogous posts or With 5 years regular service in a post in PB 3 (15600-39100), GP 5400 or above, preferably having experience connected with security, handling agitations strikes of employees.	The role is responsible for the overall functioning of the department. The role is responsible for the development of the institutes policies, standards and plans for fire and security, supervises the functioning of the security and fire staff, monitors and ensures that safety standards and fire prevention steps are being adhered to, ensures that security systems are maintained, attends to breaches, tracks past incidents, analyzes them and takes steps to prevent recurrence, ensures that fire handling procedures are followed and equipment is	34800/-

				tested periodically, responsible for the design of emergency plans. This role also ensures that requisite training is provided to employees and staff on security and fire handling procedures, initiates awareness programs for the institute.	
25.	Security Officer	01	1. Degree from a recognised university/ equivalent. 2. Retired Officers of the Police Departments of the Central/State/UT or Officers of the Armed Forces including Para Military Forces, holding analogous posts or With 5 years regular service in a post in PB 2 (9300-34800), GP 4200 or above, preferably having experience connected with security, handling agitations strikes of employees.	This role is responsible for assisting the Dy. Chief Security officer in the overall functioning of the department. The role is responsible for the development of the institutes policies, standards and plans for fire and security, supervises the functioning of the security and fire staff, monitors and ensures that safety standards and fire prevention steps are being adhered to, maintain security systems, attends to breaches, tracks past incidents, analyzes them and takes steps to prevent recurrence, ensures that fire handling procedures are followed and equipment is tested periodically, responsible for the design of emergency plans. This role also provides training to employees and staff on security and fire handling procedures.	33200/-
26.	Assistant Security Officer	03	Armed Forces personnel of the rank of Subedar or Inspectors of Police from Civil/ Para Military Forces. Desirable:	This role is responsible for assisting the Dy. Chief Security Officer / Security officer in the overall	20800/-

			Experience for at least 5 years in keeping security preferably in a Hospital/Medical Institution of repute.	functioning of the department. The role is involved in the development of the institutes policies, standards and plans for fire and security; supervises the functioning of the security and fire staff; monitors and ensures that safety standards and fire prevention steps are being adhered to; maintains security systems; attends to breaches; tracks past incidents, analyzes them and take steps to prevent recurrence; ensures that fire handling procedures are followed and equipment is tested periodically; provides inputs in the design of emergency plans.	
27.	Security cum Fire Guard Grade I	05	Retired JCOs/NCOs of the Police Departments/Fire Services Departments of the Central/State/UT or Officers of the Armed Forces including Para Military Forces.	This role is responsible for maintaining security and fire safety within AIIMS. This role monitors visitors entering and existing AIIMS, scan them and reports suspicious activity, the role attends to security breaches, supervises the functioning of outsourced staff, takes immediate steps as per defined rules in case of fire, provides inputs in the design of evacuation plans, inspects hostels / wards etc. to ensure safety. This role also prevents the entry of stray animals in AIIMS.	11600/-

28.	Junior Reception Officer	02	1. Degree from a recognized University. Desirable: 1. Post-graduate Diploma in Journalism/ Public Relations. 2. Experience in Public Relations/ Publications/Printing/Publishing. 3. Exposure to working on Personal Computer.	Liase with agencies and institution with and from AIIMS. Manage movement of visitors and media personnel to AIIMS and any other activity related to Job Description	20800/-
29.	Receptionist	04	Degree from a recognized University. Desirable: 1. Post-graduate Diploma in Journalism/ Public Relations. 2. Experience in Public Relations/ Publications/Printing/Publishing. 3. Exposure to working on Personal Computer.	Prepare appointments for Director and Dean of the Institute for consultation. Undertake any other assignment directed by Supervisors.	12400/-
30.	Senior Analyst (IT) System Analyst	01	BE/B.Tech/MCA+10 years experience in IT systems/Networking/Hardware configuration/Software Programming	This role is responsible for developing and implementing the IT roadmap for AIIMS; provide technical inputs to the management to align organization objectives with IT roadmap 'responsible for the security of information. Supervise the development of software; oversees the transition and implementation of new systems. Maintain the website of AIIMS. Handle lectures in IT for UG / PG students and faculty manage administrative responsibilities.	36400/-
31.	Analyst (IT) Senior Programmer	01	BE/B.Tech/MCA/BSc with Diploma in Computer Application +10 years experience in IT systems/Networking/Hardware configuration/Software Programming.	This role is responsible for developing software to address the requirements of the user departments; code, test, troubleshoot and pilot run programs prior to deploying on the user departments systems. Responsible for the confidentiality and security of	34800/-

				the information being process, stores or accessed; address hardware / network issues of the departments.	
32.	Programmer (IT)	01	BE/B.Tech/MCA/BSc with Diploma in Computer Application +5years experience in IT systems/Networking/Hardware configuration/Software Programming.	This role is responsible for developing software to address the requirements of the user departments, code, test, troubleshoot and pilot run programs prior to deploying on the user departments, systems. Responsible for the confidentiality and security of the information being processed, stores or accessed; address hardware / network issue of the departments.	21600/-
33.	Senior Steward	02	12 th Standard pass from a recognised school/board 2. Catering Technology, Diploma/ Certificate Course of minimum one year duration from a recognised institute. 3. 2 years' experience in catering in a supervisory capacity in a large catering establishment/hospital/hotel. OR 1. 8 th Standard pass from a recognised school/board 2. 15 years' experience in catering services in a supervisory capacity in large hospital	Supervise the function of kitchens and pantry attached to AIIMS. She/he is responsible of quality of food prepared in the kitchen/pantry. Supervise the personnel employed in the kitchen.	12400/-
34.	Head Cook	03	12 th Standard pass from a recognised school/board 2. Basic skill course of 6 to 8 weeks from a recognised Institute 3. 2 years' experience in preparing Indian/western dishes in large catering establishment/hospital/hotel. OR 1. 8 th Standard pass from a recognised school/board 3. 8 years' experience in preparing Indian/western dishes in large catering establishment/hospital/hotel.	Day to day activity of Kitchen and pantry attached to AIIMS. Preparation and serving of food as per the decided menu. Any other duty assigned by the supervisors.	11200/-

35.	Sanitary Inspector Grade I	03	Matriculation equivalent from a recognised board 2. Certificate of Sanitary Course from a recognised institute. 3. 10 years' experience in the line in a hospital of repute.	The position is responsible for supervising the cleaning / sanitation of assigned floors/ areas; ensuring that sanitary conditions are maintained at all times and periodic cleaning is carried out. This role ensures that biomedical & solid wastes are disposed of as per procedures / handed over to the disposal team	12400/-
36.	Data Entry Operator	10	1. Matriculation equivalent from a recognized board 2. 'O' Level Certificate in Computer Applications from a recognized institute. 3. Two years' experience in data entry work. Desirable: 1. Degree of a recognized University or equivalent.	The person shall be responsible for do data entry, data archiving and data management of the concerned department AIIMS. She/he shall assist the upkeep/ maintenance of computer and peripherals of the concerned department.	11200/-

The Agency shall ensure that the engaged manpower, as per the description, not only performs within its requisite scope of work and but also ensure maintenance, upkeep & safety of the Complex, Stores, Furniture etc. as well as harmonious and cordial relationships with the employees, visitors, guests or any other persons within the complex / premises.

The Agency will be held responsible to any illegal action by the deployed personnel. Their deployment will be in general shift or round the clock in 3 shifts at the AIIMS. The Agency will provide to all deployed personnel Identity Cards. 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.

B. Eligibility Criteria:

1. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, who possess the required licenses, registrations etc as per law valid at least for 12 months from the date of the opening of tender.
2. The Bidder shall have at least 3 year's experience of providing manpower services.
3. Conditional bids shall not be considered and will be out-rightly rejected in very first instance.
4. Having successfully completed at least one work of similar magnitude as per below mentioned criteria during the last three years:
 - a. One similar work of not less than Rs. 56,00,000/- in one year,
OR
 - b. Two similar works each amounting to not less than Rs. 35,00,000/- in one year;
OR
 - c. Three similar works each amounting to not less than Rs. 28,00,000/- in one year.
5. Proof of financial turnover with a minimum of Rs 1,00,00,000/- per year achieved, in last three years, duly attested by a Chartered Accountant.
6. The bidder should have their registered office / branch in Bhubaneswar. If not, an office should be opened in Bhubaneswar within 30 days of the award of work.
7. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency).
8. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
 - a. PF Registration:
 - b. ESI Registration:
 - c. Service Tax Registration:
 - d. Valid Licence issued by Regional Labour Commissioner, Govt of India or should give an undertaking that the bidder would obtain it positively within 90 days of the award of the work.

If the bidder fails to obtain the valid license within the stipulated period, for whatsoever reason, this Agreement shall automatically stand terminated and AIIMS, Bhubaneswar shall be at liberty to recover losses, if any, from the Security Deposit / EMD of the bidder.

9. Following documents attached along with the Technical Bid, should be duly attested by (Group "A" Gazetted Officers of the Government of India or Class – I Officers of the State Governments) failing which the bid shall be liable to be rejected:
 - Copies of Labour Legislations viz. ESI, EPF
 - Copy of Return of Income Tax for the last three financial Years
 - Copy of PAN/GIR, VAT, Trade Licence, Service Tax Registration.

C. Information and Conditions relating to Submission of Bids

1. The initial period of contract shall be for 12 months may be extended by two years, one year at a time depending on performance of the Agency and at discretion of the Administrative Officer, AIIMS, Bhubaneswar or the authority competent for it.
2. The tender document containing eligibility criterion, scope of work, terms & conditions can be downloaded from Website www.aiimsbhubaneswar.edu.in. Those who download the tender document from Website should enclose a DD for Rs 1000/- in favour of "AIIMS, Bhubaneswar", payable at Bhubaneswar.

3. The interested agencies are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super scribed “**Tender for Manpower**” should reach AIIMS, Bhubaneswar before 1500 hrs on or before **25th February, 2013**. The technical bids shall be opened on the same day at 1600 hrs at AIIMS, Bhubaneswar in presence of the bidders or their authorized representatives who choose to remain present.
4. All the pages of the tender should be signed by the owner of the firm or his 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. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions.
5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid application must be signed by the person authorized to sign the tender bids.
6. The bidder shall pay Bid Security (EMD) of Rs 1,00,000.00 (Rupees One Lakh only) along with the Technical Bid by Demand Draft in favour of “AIIMS, Bhubaneswar” drawn on any Nationalized Bank / Scheduled Bank and payable at Bhubaneswar. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
8. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) will deposit an amount equal to 5% of Annual Contract value towards Security Deposit by way of demand draft in favour of “AIIMS, Bhubaneswar” drawn on any Nationalized Bank / Scheduled Bank and payable at Bhubaneswar. Bank Guarantee Bond of a scheduled bank in the prescribed format is also acceptable in this regard.
9. The EMD deposited by successful agency will be adjusted towards Security Deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by AIIMS, Bhubaneswar.
10. 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.
11. The bid shall be valid and open for acceptance of the competent authority for a period of 90 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 shall be entertained.
12. To assist in the analysis, evaluation and computation 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.
13. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same rates, the Director, AIIMS, Bhubaneswar shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. Such decision by such authority shall be final. The Director, AIIMS,

Bhubaneswar, have discretionary right to award on the same rate parallel contract to any of the willing agency(ies) found to have quoted the same rates, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily.

14. The quoted rates shall not be less than the lump-sum payment / minimum wages of Govt of India (prescribed for skilled, unskilled, highly skilled categories) as mentioned against each manpower category and shall include all statutory obligations. The rate quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI contribution etc, bonus, insurance, leave salary etc. as well as inclusive of the Agency's service charge for providing manpower.
15. AIIMS, Bhubaneswar shall reimburse the Agency to the extent of the amount of variation arising out of the upward revisions in minimum wages as per Labour Commissioner of India above the rates mentioned in the contract and derived statutory obligations there of provided the documentary evidence is produced by the Agency making such payments to that extent only.
16. AIIMS, Bhubaneswar reserves the right to accept or reject any or all bids without assigning any reasons. AIIMS, Bhubaneswar also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
17. Canvassing in any form is strictly prohibited and the renderers who are found canvassing are liable to have their tenders rejected out-rightly.
18. The period of the contract may be extended by two years, one year at a time 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. This office, however, reserves right to terminate this initial contract without assigning any reason thereof at any time after giving one week notice to the selected service providing Company / Firm / Agency.

Terms & Conditions:

The services and provisions for the required manpower shall be as under:-

1. The above number and arrangement of deployment of the manpower is without *prejudice* to the right of Administrative Officer, at AIIMS, Bhubaneswar to deploy the personnel in any other number or manner considered to be more suitable in the interest of the AIIMS, Bhubaneswar.
2. The Agency shall ensure fulfillment of qualifications (academic/professional), skills, experience, age limit and other engagement conditions as tabulated above. The Agency will get their antecedents, character and conduct and medical health suitability verified.
3. The full particulars of the personnel to be deployed by the Agency including their names & addresses shall be furnished to the Administrative Officer, AIIMS, Bhubaneswar along with testimonials before they are actually deployed for the job.
4. The Agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Administrative Officer, at any time without assigning any reason whatsoever.
5. A local representative of Agency shall be In-charge of the manpower system and shall be responsible for the efficient rendering of the service under the contract. The local representative will ensure proper conduct by the deployed personnel and prohibition of alcoholic / any form of tobacco consumption etc. The personnel shall work under directives and guidance of the Administrative Officer and will be

answerable to the Administrative Officer. This will, however, not diminish in any way, the Agency's responsibility under the contract to the AIIMS, Bhubaneswar. The local representative will also maintain the muster roll, the wages / payment register and other documents as provided in the Contract Labour Act.

6. The Agency shall provide necessary undertaking and documentary evidence in this regard.
7. A senior level representative of the Agency shall visit AIIMS, Bhubaneswar at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the Administrative Officer, AIIMS, Bhubaneswar, officer dealing with service under 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 organization is not divulged or disclosed to any person by the personnel deployed by it.
8. The Agency shall ensure that any replacement of the personnel, as required by the Administrative Officer, AIIMS, Bhubaneswar for any reason specified or otherwise, shall be effected promptly without any additional cost to the AIIMS, Bhubaneswar. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Administrative Officer, AIIMS, Bhubaneswar at Agency's own cost.
9. The Agency shall provide reasonably good uniform with Photo Identity Cards to its personnel deployed at AIIMS, Bhubaneswar at its own cost and ensure that these cards are to be constantly displayed, maintained in good condition and their loss should be reported immediately. Entry permit for the particular Bldg/Block, where the personnel is actually deployed, shall be issued by Administrative Office, AIIMS. Incidentals for the respective categories of manpower shall be borne / supplied by the Agency at its cost.
10. 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, Bhubaneswar / MoH&FW / Govt. of India / any State or any Union Territory.
11. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Administrative Officer, AIIMS, Bhubaneswar. Proposals for efficient functioning shall be discussed, considered and implemented from time to time by the agency with approval of Administrative Officer, AIIMS, Bhubaneswar or other competent authority.
12. The Agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at AIIMS, Bhubaneswar site or for any accident caused to them and 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 the stipulated date irrespective of any delay in settlement of its bill by the Administrative Officer, at AIIMS, Bhubaneswar for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications:-
 - a. The Payment of Wages Act 1936
 - b. The Employees Provident Fund & MP Act, 1952
 - c. The Contract Labour (Regulation) Act, 1970
 - d. The Payment of Bonus Act, 1965
 - e. The Payment of Gratuity Act, 1972
 - f. The Employees State Insurance Act, 1948
 - g. The Employment of Children Act, 1938

- h. The Motor Vehicle Act, 1988
 - i. Minimum Wages Act, 1948
13. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the administrative Officer, AIIMS, Bhubaneswar and maintain liaison with the police. FIR will be lodged by the Administrative Officer, AIIMS, Bhubaneswar, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
 14. The agency shall ensure that staff appointed by them is fully loyal-to and assist the Administrative Officer, AIIMS, Bhubaneswar during normal periods as well as during other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the AIIMS, Bhubaneswar.
 15. In case of any loss that might be caused to the AIIMS, Bhubaneswar due to lapse on the part of the personnel discharging their responsibilities will be borne by the Agency and in this connection, Administrative Officer, AIIMS, Bhubaneswar shall have the right to deduct appropriate amount from the bill or from the Performance Bank Guarantee submitted by the contracting agency to make good such loss to AIIMS, Bhubaneswar besides imposition of penalty. In case of frequent lapses on the part of the personnel deployed by the agency, Director, AIIMS, Bhubaneswar shall within its right terminate the contract forthwith or take any other action without assigning any reason whatsoever. Such penalties / termination shall be binding on the agency.
 16. In the event of any personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
 17. As and when Administrative Officer, AIIMS, Bhubaneswar 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 will be given by the Administrative Officer, AIIMS, Bhubaneswar. Similarly, if the personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Administrative Officer, AIIMS, Bhubaneswar shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
 18. The Agency shall arrange to maintain the daily shift-wise attendance record of the personnel deployed by it showing their arrival and departure time. The Agency shall submit to the Administrative Officer, AIIMS, Bhubaneswar an attested photocopy of the attendance record and enclose the same with the monthly bill.
 19. The Administrative Officer, AIIMS, Bhubaneswar shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month by the 10th day of the month along with attendance sheet, satisfactory performance certificate duly verified by the Administrative Officer, AIIMS, Bhubaneswar and other requisites. The proof of payment of Salary to each person, Receipt for deposition of PF, ESI and other taxes etc. shall be submitted every month by the agency to AIIMS Bhubaneswar along with their Bill for next month. The copy of Service tax paid challan for the previous month/quarter, as the case may be, should be produced along with the bills for payment. No other charges of any kind shall be payable. No advance payment shall be made to the Agency. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government. All payments to agency shall be made subject to deduction of TDS (Tax deduction at Source) as per the income-Tax Act and other taxes, if any, as per Government rules.
 20. In case of non compliance/non-performance of the services according to the terms of the contract, the Administrative Officer, AIIMS, Bhubaneswar shall be at liberty to

make suitable deductions from the bill without *prejudice* to its right under other provisions of the Contract.

21. 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, Bhubaneswar 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, Bhubaneswar. Any complaint towards non-payment of wages, other liabilities, statutory obligations will lead to immediate termination of contract with penalty.
22. The Service Charges payable to the agency in providing the requisite manpower will be in claimed percentage of the total monthly wages payable to the manpower. In this regard, total monthly wages will be on the basis of actual deployment of manpower during the month.
23. The decision of the Director AIIMS, Bhubaneswar in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
24. In case of any dispute between the Agency and AIIMS, Bhubaneswar, the Director, AIIMS, Bhubaneswar shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Bhubaneswar.
25. 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 Deputy Director (Admn.), AIIMS, Bhubaneswar. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.
26. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
27. An agreement shall be signed with the successful bidder as per specimen enclosed.

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 the Contract/Agreement.