



All India Institute of Medical Sciences, Bhubaneswar (Odisha)

Bhubaneswar-751019

www.aiimsbhubaneswar.edu.in

**NOTICE INVITING TENDER
FOR
SELECTION OF AGENCY FOR PROVIDING
MANPOWER ON
JOB OUTSOURCING BASIS**

At

**All India Institute of Medical Sciences,
Bhubaneswar**

NIT No. : AIIMS/BBSR/Admin/Manpower/473

NIT Issue Date : 14th January, 2015

Pre-Bid Meeting : 27th January, 2015 at 03:00 PM

Last Date of Submission : 10th February, 2015 at 12:00 NOON

TENDER NOTICE FOR
SELECTION OF AGENCY FOR PROVIDING MANPOWER ON
JOB OUTSOURCING BASIS

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 initial contract shall be for a period of two (02) years, extendable for another one year on mutually agreeable condition subject to satisfactory performance.

The interested agencies are required to submit the technical bid (Annexure-I) (qualifying bid) and financial bid (Annexure-II) 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 superscribed **"Tender for Providing Manpower on Job Outsourcing Basis at AIIMS, BHUBANESWAR"** and should reach at the office of **"The Administrative Officer, AIIMS, Bhubaneswar - 751019, before 1200 hrs on or before 10th February, 2015.** The technical bids will be opened on the same day **at 1500 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. After evaluation of the Technical Bid the date of opening of Financial Bid shall be announced in the official Website of AIIMS, Bhubaneswar. NO paper publication shall, however, be made for opening of the Financial Bid.

The Tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement etc. can be downloaded from website www.aiimsbhubaneswar.edu.in. The tender document should enclose a DD for Rs 5,000.00 (Rupees five thousand only) (non-refundable) towards Tender Fee in favour of **"AIIMS, Bhubaneswar"**, payable at any Branch of **Bank of India, Bhubaneswar**, along with their tender bid in the Cover-I "Technical Bid" along with the bid security (EMD) of Rs 5,00,000.00 (Rupees Five Lakh only) which should be paid by Demand Draft/BG in any Nationalised Bank in favour of **"AIIMS Bhubaneswar" payable** at any Branch of **Bank of India, Bhubaneswar**. The Tender Documents are not transferable. Tender submitted without Tender fee and EMD will be summarily rejected.

Any future clarification and/or corrigendum(s) shall be notified through the official website of AIIMS, Bhubaneswar.

Administrative Officer

For and on behalf of Director,
AIIMS, Bhubaneswar

B. Eligibility Criteria for the Tendering Company/Firm/Agency:

1. The Bidder may be a proprietorship 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 years' experience of providing manpower services.
3. Conditional bids shall not be considered and will be out-rightly rejected in very first instance.
4. Should have successfully completed at least one work of similar magnitude as mentioned below during the last three years: One similar work of not less than Rs.1,00,00,000/- in a year.
5. Average turnover in the last 3 financial years should not be less than 1 (one) crore every year.
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 submit affidavit that the agency is/ has not been blacklisted by Central Govt./ State Govt./ any PSU / Autonomous Body.
9. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
 - (i) EPF Registration:
 - (ii) ESI Registration:
 - (iii) Valid License issued by Regional Labour Commissioner, Govt of India or should give an undertaking that the bidder would obtain it positively within 30 days of the award of the work.

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 AIIMS, Bhubaneswar shall be at liberty to recover losses, if any, from the Security Deposit / EMD of the bidder.

10. Following documents attached along with the Technical Bid, should be self attested *failing which* the bid shall be liable to get rejected:

Technical Bid :

Column No. 4 : Copies of Labour Legislations viz. ESI, EPF, Gratuity etc.

Column No. 7 : Copy of Return of Income Tax for the last three financial Years

Column No.9-12: Copy of PAN/ Trade Licence/ Service Tax Registration.

Place:.....

(Signature of Tenderer with seal)

Date:.....

Name:

Terms and Conditions

A. Relating to Submission of Bids:

1. 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" (Annexure-I)** and sealed Cover-II containing **"Financial Bid" (Annexure-II)** should be placed in a third sealed cover Super-scribed **"Tender for Providing Manpower on Job Outsourcing Basis"** should reach AIIMS, Bhubaneswar before **1200 hours** on or before **10th February, 2015**. The Technical bids shall be opened on the same day at 1500 hours **at AIIMS, Bhubaneswar** in presence of the bidders or their authorized representatives who may choose to remain present.
2. The pre-bid meeting will be held on **27th January, 2015 at 03:00 PM** at AIIMS, Bhubaneswar.
3. 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 with signature on each page must be submitted with the technical bid as token of acceptance of terms & conditions.
4. 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, in the Technical Bid application there are cuttings, if any, must be signed by the person authorized to sign the tender bids.
5. The bidder shall pay Tender Fee of Rs. 5,000/- in shape of DD in any Nationalised Bank and Bid Security (EMD) of Rs 5,00,000.00 (Rupees Five Lakhs only) along with the Technical Bid by Demand Draft/Bank Guarantee in favour of "AIIMS Bhubaneswar" drawn on any Nationalized 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. EMD can also be furnished in shape of BG of any Nationalised Bank.
6. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract. The Institute shall also not be responsible for erosion if any of the EMD.
7. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) have to deposit an amount of Rs.30,00,000/- (Rupees Thirty Lakhs only) or 7% of the Annual Contract value whoever is higher at different point of time towards performance security by way of Bank Guarantee or Fixed Deposit Receipt in favour of "AIIMS Bhubaneswar" drawn on any Nationalized Bank and payable at Bhubaneswar. Bank Guarantee Bond of a Nationalized bank in the prescribed format is also acceptable in this regard. 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.

(Signature of Tenderer with seal)

9. 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.
10. 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 shall be entertained.
11. 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.
12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate of service charge (inclusive for all categories) after complying with the 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, 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 the authority shall be final. The Director, AIIMS, Bhubaneswar, have discretionary right to award on the same rate parallel contract to the next eligible agency, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily.
13. 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 thereof provided the documentary evidence is produced by the Agency making such payments to that extent only.
14. **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.**
15. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out-rightly.
16. 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. AIIMS, Bhubaneswar, however, reserves right to terminate this initial contract without assigning any reason thereof at any time after giving one month notice to the selected service providing Company/ Firm / Agency.

(Signature of Tenderer with seal)

17. The number and arrangement of deployment of the manpower is without prejudice to the right of Authority of AIIMS, Bhubaneswar to deploy the personnel in any other number or manner considered to be more suitable in the interest of the AIIMS, Bhubaneswar.
18. The manpower 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.
19. There shall be no master and servant relationship between AIIMS, Bhubaneswar and the persons deployed through the Agency. The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to adhoc, regular/ confirmed employees of this institute during the currency or after expiry of the contract.
20. 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.
21. 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.
22. The Agency shall ensure fulfilment of qualifications (academic/professional), skills, experience, age limit and other engagement conditions as tabulated above. The Agency will get their antecedents, identity proof, character and conduct and medical health suitability verified.
23. The full particulars of the personnel to be deployed by the Agency including their names, addresses and identity proof shall be furnished to the Administrative Officer, AIIMS, Bhubaneswar along with testimonials before they are actually deployed for the job.
24. 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.
25. 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 the AIIMS, Bhubaneswar. Attendants Register shall be maintained in respective Departments/Offices, copy of which shall be enclosed alongwith the bill by the Agency.

(Sinature of Tenderer with seal)

26. A senior level representative of the Agency shall visit AIIMS, Bhubaneswar at least once-a- fortnight/as and when required and comply the requirement. During the visit, Agency's representative will 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.
27. 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 AIIMS, Bhubaneswar at Agency's own cost.
28. The Agency shall provide reasonably good 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.
29. 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.
30. The day-to-day functioning of the services shall be carried out in consultation with concerned departments of AIIMS, Bhubaneswar. Proposals for efficient functioning shall be discussed, considered and implemented from time to time by the agency with approval of competent authority of AIIMS, Bhubaneswar.
31. 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 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 07th of every month without fail and irrespective of any delay in settlement of its bill by the Administrative Department, at AIIMS, Bhubaneswar for whatever reason and without deducting any commission except PF & ESI from the wages paid by the AIIMS, Bhubaneswar. 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:-

(Signature of Tenderer with seal)

- (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
32. As and when 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 or as to be given by the Administrative Department, AIIMS, Bhubaneswar.
33. The Director, AIIMS, Bhubaneswar 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 this outsourcing work shall be open for examination by the Institute as and when required.
34. In case of non-compliance/non-performance of the services according to the terms of the contract, the Competent Authority of AIIMS, Bhubaneswar shall be at liberty to make suitable deductions from the bill without *prejudice* to its right under other provisions of the Contract.
35. 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 and statutory obligations will lead to immediate termination of contract with penalty.
36. The decision of the AIIMS, Bhubaneswar in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
37. 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 this Institute.
38. The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. The Institute shall, in no way, be responsible for settlement of such issues whatsoever.

(Signature of Tenderer with seal)

39. In case of any dispute between the Agency and AIIMS, Bhubaneswar, the AIIMS, Bhubaneswar shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Bhubaneswar.
40. 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, Bhubaneswar. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.
41. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
42. An agreement shall be signed with the successful bidder as per specimen enclosed at **Annexure-III**.
43. Service Tax will not be paid by the AIIMS, Bhubaneswar.
44. **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.*

(Signature of Tenderer with seal)

TECHNICAL BID

(In Separate sealed cover-I super scribed "Technical Bid")

1. Name & Address of the Tenderer Organization/Agency with phone number, email and name and telephone/mobile number of contact person.						
2. Experience in the work of providing Manpower 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 3 years along with a certificate from the organization where the job was carried out (In following format).						
S. No.	Name of Organization with complete address & Telephone nos. to whom services provided	From	To	Details of work done / Experience	Total contract Amount (in Rs.)	Reason for Termination
3. Details about 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 agency 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 No: ESI Code: Gratuity Act Regn. No:						
6. Are you governed by minimum wages rules of the Govt of India, If yes, please give details.						

(Signature of Tenderer with seal)

7. Please attach copies of return of Income Tax for last three years	
8. Please attach balance sheet of the agency, duly certified by Chartered Accountant for last three (3) years.	
9. PAN No. (Please attach attested copy)	
10. TIN No. (Please attach attested copy)	
11. Trade License No. (Please attach attested copy)	
12. 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.	
13. Power of Attorney/authorization for signing the bid documents (in case it is not a Proprietorship Firm)	
14. Please submit an undertaking that no case is pending with the police/court 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.	
15. Should have successfully completed at least one work of similar magnitude as mentioned below during the last three years: One similar work of not less than Rs.1,00,00,000/- in a year. 16. Average turnover in the last 3 financial years should not be less than 1.5 crore every year.	
17. Details of the DD/BG of Rs.5,00,000/- towards bid security (EMD) and a DD of Rs. 5,000/- towards Tender Fee EMD DD No. & Date, Drawn on: Tender Fee. DD No. : Date: Drawn on:	

(Signature of Tenderer with seal)

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.

Enclosure:

1. DD No. i). Tender Fee of Rs. 5000.00
 ii). DD/BG – EMD of Rs. 5,00,000.00
2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid.

Place:.....

(Signature of Tenderer with seal)

Date:.....

Name:

Address

Phone No

(O):

Fax No. (O): E-mail:

Annexure-II

FINANCIAL BID

**For Providing Manpower Assistance to the Office of the Director,
All India Institute of Medical Sciences, Bhubaneswar (Odisha) – 751019**

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

S. No.	Name of Man Power	Consolidated maximum package	Monthly distribution of package				
			To be deposited by service provider into GOVT account, as per GOVT Norms	Service charge quoted by service provider	Statuary / Labour related deposit		Take Home remuneration of Employee
			Other Statutory dues if any		EPF	ESI	
	A	B	C	D	E	F	G
1	(Name of the Post)	As per Enclosure to Annexure-II	(as per norm) @ % of column No B (as per norm) @ % of column No B	To be quoted by service provider @ % of column No B	(As per Norms) @ % of column No B	(As per Norms) @ % of column No B	B – (E+ F)

- D is a column where service provider agency has to fill that how much % of consolidated maximum package he will charge every month against each post. This is basically a part of financial bid to be compared to decide L1.
- G is a column, where the take home remuneration amount will be calculated as per mentioned formula.
- TDS will be deducted as per Govt. norms.

Place:.....

(Signature of Tenderer with seal)

Date:.....

Name:

Enclosure I to Annexure II (Financial Bid)

(SHOWING DETAILS OF JOB OUTSOURCED)

The indicative rates of remuneration for each category have been worked out by the Institute and indicated each designation. The Vendor have to quote their administrative/service charges for deploying the required number of manpower. All statutory liabilities like EPF, ESI etc on account of this manpower will be borne by the Bidder. The agency shall provide Manpower at AIIMS, Bhubaneswar by deploying adequately trained and well disciplined personnel having fair command on Hindi and English in respect of following categories of posts/assignments:-

Sl No	Description of service to be Outsourced	Educational Qualification	Consolidated contractual amount per month per post inclusive of statutory obligation (in Rs.)	No of service to be outsourced
1	Store Keeper Cum Clerk	As per Enclosure II to Annexure-II	14000/-	20
2	Junior Warden	-do-	14500/-	03
3	Lower Division Clerk	-do-	14000/-	20
4	Lab Attendant Grade-II	-do-	14000/-	05
5	Private Secretary (S)	-do-	27000/-	07
6	Maternity & Child Welfare Officer	-do-	27000/-	01
7	Social Worker	-do-	14500/-	02
8	Office Assistant	-do-	26000	20
9	Bio Medical Engineer	-do-	27000/-	01
10	Public Health Nurse	-do-	27500/-	01
11	Radiographic Technician Grade-I	-do-	26000/-	10
12	Technical Assistant	-do-	26000/-	20
13	Physiotherapist	-do-	26000/-	02
14	Occupational Therapist	-do-	26000/-	01

Total 113

Place.....

(Signature of Tenderer with seal)

Date:.....

Name:

15	Prosthetic & Orthotic Technician	-do-	26000/-	01
16	TB & Chest Diseases Health Assistant	-do-	26000/-	01
17	Electrocardiograph Technical Assistant	-do-	26000/-	01
18	Multi Rehabilitation Worker (Physiotherapist)	-do-	26000/-	01
19	PACS Administrator (Technical Officer Photographer)	-do-	27000/-	01
20	Audiometry Technician (ENT)	-do-	26000/-	01
21	Health Educator (Social Psychologist)	-do-	26000/-	01
22	Technical Officer (Ophthal) (Refractionist)	-do-	26000/-	04
23	Lab Technician	-do-	18000/-	01
24	Dissection Hall Attendants	-do-	14000/-	03
25	Office Superintendent	-do-	26000/-	02
26	Jr. Reception Officer	-do-	26000/-	02
27	Legal Assistant	-do-	26000/-	01
28	Assistant Account Officer	-do-	27000/-	02
29	Junior Account Officer (Accountant)	-do-	26000/-	06
30	Chief Cashier	-do-	26000/-	01
31	Cashier	-do-	14500/-	12
32	Store Attendant Grade-II	-do-	14000/-	08
33	CSSD Supervisor	-do-	27000/-	01
34	CSSD Technicians	-do-	26000/-	06
35	Laundry Manager	-do-	26000/-	01
36	Asst. Laundry Supervisor	-do-	14000/-	05
37	Tailor Grade-III	-do-	14000/-	02
38	Senior Sanitation Officer	-do-	27000/-	01
39	Sanitation Officer	-do-	26000/-	03
40	Junior Medical Record Officer (Receptionist)	-do-	15500/-	10
41	Medical Record Officer	-do-	26000/-	04

Total 82

Place:.....

(Signature of Tenderer with seal)

Date:.....

Name:

42	Coding Clerks	-do-	14000/-	01
43	Transport Supervisor	-do-	27000/-	01
44	Dietician	-do-	27000/-	12
45	Medical Social Service Officer Grade-I	-do-	27000/-	15
46	Assistant Engineer (Civil)	-do-	27000/-	02
47	Assistant Engineer for Vigilance Cell (Civil)	-do-	27000/-	01
48	Assistant Engineer Electrical	-do-	26000/-	02
49	Foreman (AC &R)	-do-	15500/-	13
50	Senior Operator (E&M)	-do-	15000/-	07
51	Senior Pharmacist		26000/-	01
52	Pharma Chemist/Chemical Examiner	-do-	15500/-	01
53	Dispensing Attendant	-do-	14500/-	04
54	Gas Officer	-d0-	27000/-	02
55	Gas Mechanic	-do-	14000/-	01
56	Pump Mechanic	-do-	14000/-	01
57	Manager/Supervisor	-do-	27000/-	01
58	Manifold Room Attendant	-do-	14000/-	01
59	Security Cum Fire Jamadar	-do-	14000/-	01
60	Librarian Grade-I (Documentalist)	-do-	27000/-	01
61	Librarian Grade-III	-do-	26000/-	03
62	Assistant Store Officer	-do-	26000/-	01
63	Radio Therapy Technician Grade-II	-do-	26000/-	02
64	Programmer	-do-	26000/-	01
65	Sanitary Inspector Grade-II	-do-	14500/-	03
66	Medical Record Technician	-do-	14000/-	10
67	Wireman	-do-	14000/-	05
68	Senior Plumber	-do-	14500/-	01
69	Plumber	-do-	14000/-	04
70	Chief Pharmacist	-do-	27000/-	01
71	Pharmacist Grade-II	-do-	14000/-	02

Total 101

Place:.....

(Signature of Tenderer with seal)

Date:.....

Name:

72	Stenographer	-do-	14500/-	10
73	Technical Assistant (ENT)	-do-	26000/-	01
74	Driver	-do-	14000/-	03
75	Store Keeper	-do-	26000/-	10
76	Office Attendant	-do-	14000/-	29
77	Hospital Attendant Grade-III	-do-	14000/-	60
78	Asst. Security Officer	-do-	26000/-	01
79	Artist (Modellar)	-do-	14500/-	10
80	Dark Room Assistant Grade-II	-do-	14000/-	05
81	Lineman (Electrical)	-do-	14000/-	02
82	Mechanic (AC & R)	-do-	14000/-	06
			Total	137

Grand Total= 113 + 82 + 101 + 137 = 433

All the above posts are tentative. The Competent Authority of AIIMS, Bhubaneswar has reserving the right to relax/amend/change any of the above parameters i.e. posts/number of posts/eligible qualification/scope of work and consolidated remuneration etc. Any other duty can also be assigned to any of the above mentioned post by the institute.

The essential qualification for each category is enclosed as Enclosure-II to Annexure-II.

Their deployment will be in general shift or round the clock in 3 shifts at AIIMS, Bhubaneswar. The Agency will provide good quality **Identity Cards** to all deployed personnel. 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.

Place:.....

(Signature of Tenderer with seal)

Date:.....

Name:

Enclosure-II to Annexure-II
ESSENTIAL QUALIFICATIONS

Sl.No	Name of Post	Essential Qualificatin
1.	Store Keeper Cum Clerk	(i) Bachelor Degree in Economics/Commerce /Statistics. or (ii) Degree/Diploma in Material Management of a recognised University/Institution or equivalent.
2.	Junior Warden	(i) Matriculation from a recognised Board/University. (ii) Experience in Store Keeping/Public Relations or Estate Management for not less than 1 year.
3.	Lab Attendant Grade-II	(i) 12 th with Science. Or (ii) 10 th with Science + 5 years service (Regular of Ad-hoc) as Laboratory Attendant in any Govt./Autonomous Medical College Hospital.
4.	Private Secretary	(i) Graduate from a recognised University, or (ii) +2 from a recognised board or university with 10 years service (Regular or ad-hoc) as Stenographer in Govt. Organisation/ Institution. (iii) <u>Skill Test Norms.</u> <u>Dictation:</u> 10 mts @ 100. W.p.m <u>Transcription:</u> 50 mts (English) & 65 mts (Hindi) only on computers.
5.	Maternity & Child Welfare Officer	(i) MA with specialised training/Ph.D in psychology/or any other equivalent qualification with 10 years experience.
6.	Social Worker	(i) Master's Degree in Social Work from a recognised University/Institution. (ii) Experience in the line with a Welfare or Health Agency, preferably dealing with Medical/ Public Health Service.

7.	Office Assistant	(i) Degree of a Recognised University or equivalent. Should possess a speed of not less than 8000 key depressions per hour with 5 years service (Regular or ad-hoc) as LDC in Govt Organisation/Institution.
8.	Bio Medical Engineer	(i) B.E/B. Tech in Bio Medical Engineering from recognised Institution/University OR (ii) Diploma Bio Medical Engineering from a recognised Institution with 02 years experience in relevant field.
9.	Public Health Nurse	(i) BSc Nursing from a recognised Institution with five years or experience as Public Health Nurse in a Govt. Or Private Organisation/ Institution, OR (i) Senior Nursing & Midwifery Certificate and (ii) Diploma in Public Health Nursing
10.	Radiographic Technician Grade-I	B. Sc. (H) (3 Years Course) in Radiography/ Radiotherapy with 5 years of regular service in Govt. Organisation/Institution.
11.	Technical Assistant	B. Sc. Or Inter (or 12 th Class) Science + Diploma in MLT with 5 years or regular experience in a recognised organisation Govt. Or Private.
12.	Physiotherapist	Degree in Physiotherapy/Occupational Therapy with 05 years regular service in Govt. Or Private Organisation/Institution.
13.	Occupational Therapist	Degree in Physiotherapy/Occupational Therapy with 05 years regular service in Govt. Or Private Organisation/Institution.
14.	Prosthetic & Orthotic Technician	Bachelor's degree in Prosthetics & Orthotics from a recognised university/Institution with 2 years service regular/ad-hoc in Govt. Or Private Organisation/ Institution.
15.	TB & Chest Diseases Health Assistant	B. Sc. (Hons) Nursing from a recognised University/Institution with 02 years of relevant experience.

16.	Electro Cardiograph Technical Assistant	10 + 2 in Science with certificate/Diploma Course in Echocardiography from recognised university/Institution with 02 years experience in the field.
17.	Multi Rehabilitation Worker (Physiotherapist)	Degree in Physiotherapy/Occupational Therapy with 05 years regular service in Govt. Or Private Organisation/Institution.
18.	PACS Administrator (Technical Officer Photographer)	B.E/B. Tech in (Electronics/Comp. Science)/MCA + 2 years experience in Medical IT Systems/PACS.
19.	Audiometry Technician (ENT)	B. Sc. In Speech and Hearing from a recognised University/Institution with 02 years clinical experience.
20.	Health Educator (Social Psychologist)	Master's Degree in Psychology with Experimental Psychology as one of the subject with a diploma in Medical (Clinical) Psychology from a recognised University/Institution with one year of working experience.
21.	Technical Officer (Ophthal) (Refractionist)	B. Sc. In Ophthalmic Techniques or equivalent from a recognised University/Institution with 02 years experience in a hospital in the field.
22.	Lower Division Clerk	12 th Class from a recognised Board or University with 03 years experience as Lower Division Clerk in Govt. Or Private Organisation/Institution.
23.	Dissection Hall Attendants	8 th Standard pass or more from a recognised Institution with one year of working experience in the concerned discipline from a recognised hospital or Medical Institute.
24.	Office Superintendent	Degree from a recognised university or its equivalent with 05 years of working experience as ESt/Fin/Audit/Accounts and working knowledge of Govt. Rules & Regulations in Govt/PSUs/Autonomous Body. Desirable: Retired Government Servant in Supervisory capacity in the above field.

25.	Jr. Reception Officer	(i) Bachelor Degree from a recognised University/Institution with computer savvy good communication skills,. Desirable Experience in Public Relations Hospital Experience preferred.
26.	Legal Assistant	Bachelor Degree with Law from a recognised University/Institution with 03 years experience assisting a qualified Legal Practitioner/firm or as legal Assistant in Legal Department of a Govt. Organisation.
27.	Assistant Account Officer	Graduate in Commerce or any graduate with five years experience in the field of Finance/Accounts/Audit in any Govt./PSUs/ Autonomous Body or course/training in accounts and finance in any Govt./Recognised Institutions.
28.	Junior Accounts Officer (Accountant)	Graduate in Commerce or any graduate with two years experience of handling finance/Accounts/Audit in Govt./PSUs/ Autonomous Body.
29.	Chief Cashier	(i) Graduate in Commerce. (ii) Possessing five years experience of handling cash and accounts work in Government Organisation
30.	Cashier	(i) Graduate in Commerce or any Graduate. (ii) Possessing three years experience of handling cash and accounts work in Govt/ PSUs/ Autonomous Bodey/Corporate.
31.	Store Attendant Grade-II	8 th pass. <u>Desirable</u> 10 th Pass with experience of working in Store Departments of Hospital.
32.	CSSD Supervisor	B. Sc. With three years experience in CSSD in any Govt./PSU Hospital or similar in any hospital/institute of repute (minimum 150 bed hospital). Preference will be given

33.	CSSD Technician	B. Sc. In CSSD or 10+2 with Science with five years experience in the CSSD. Preference will be given to candidates with certificate/diploma course in OT Techniques from recognised Hospital/Institution. Work experience shall be considered, if worked in atleast 150 bed hospitals.
34.	Laundry Manager	12 th pass with 05 years of experience as laundry supervisor in a Govt./PSU Hospitals.
35.	Tailor Grade-III	(i) 8 th Standard Pass from a recognised School/Board. (ii) Certificate from ITI or any other recognised Institution in the trade of Tailoring.
36.	Junior Medical Record Officer (Receptionist)	(i) 12 th Class Pass, preferably in Science or equivalent from a recognised Board/University: and (ii) Certificate in Medical Records from a recognised institute or authority issued after not less than 06 months training course.
37.	Coding Clerks	12 th class pass or equivalent from a recognised board/University with 02 years experience as clerk In Govt. Or Private Organisation/Institution.
38.	Dietician	M. Sc. (Food & Nutrition) from a recognised University/Institution with 02 years experience in the line preferably in a large teaching hospital.
39.	Medical Social Service Officer Grade-I	Master Degree in Social Work from a recognised University/Institution with 02 years experience in the line preferably dealing with Medical/Public Health Services.
40.	Assistant Engineer (Civil)	Three years Diploma in Civil Engineering from a recognised Polytechnic/ Institute with two years experience in Civil Engineering work.
41.	Assistant Engineer for Vigilance Cell (Civil)	Three years Diploma in Civil Engineering from a recognised Polytechnic/ Institute with two years experience in Civil Engineering work.
42.	Assistant Engineer (Electrical)	Three years Diploma in Electrical Engineering from a recognised Polytechnic/ Institute with two years experience in Electrical Engineering work.

43.	Foreman (AC & R)	Three years Diploma in Mechanical Engineering from a plus a specialised course in Refrigeration and Air conditioning from a recognised Polytechnic/ Institute with two years experience in AC & R Engineering work.
44.	Senior Operator (E&M)	Should have posses ITI Diploma or equivalent qualification in the trade. Electrical workman permit/workman's competency certificate Electrical workman's licence(certificate of competency Class-II) or any other equivalent certificate with practical experience of 5 years in handling E & M plants i.e. running, maintenance, knowledge of I.C engines, electric wiring, motors, pumps, generating sets.
45.	Senior Pharmacist	Degree in Pharmacy from a recognised University/Institution with 03 years experience in manufacturing, testing, storage or distribution of transfusion fluids in a reputed hospital or industry.
46.	Pharma Chemist/ Chemical Examiner	Diploma in Pharmacy from a recognised Institution/Board. Should be a registered Pharmacist under then Pharmacy Act, 1948.
47.	Dispensing Attendant	Matriculation or its equivalent from a recognised university/board. Certificate in General Nursing from a recognised Institution. Two years working experience as dispensing attendant.
48.	Gas Mechanic	Matric with Science, Trade Certificate or ITI Diploma with 05 years experience in preparation of Gas.
49.	Pump Mechanic	10 th Class/Standard or equivalent; ITI Diploma Certificate in Electrical Engineering. Practical Experience of 03 years as pump mechanic.
50.	Manager/Supervisor	MBA in HRD Discipline from recognised University/Institute with 03 years experience in respective field at some reputed Hospitals/Medical Institution.

51.	Manifold Room Attendant	Matric with science with 02 years experience in preparation of Gas.
52.	Security cum Fire Jamedar	10 th pass from a recognised Board or equivalent or Ex-Serviceman from Amed Forces/Para Military Forces/Police.
53	Librarian Grade-III	Bachelor's Degree or equivalent in Library Science from a recognised University or Institute. Two years of experience of acquisition of books, periodicals and documentation work in a library of standing or repute.
54	Assistant Store Officer	Master Degree in Economics/Commerce /Statistics. Two years experience in handling stores, preferably medical stores in Government, Public or Private Sector.
55	Programmer	BE/B Tech (Comp. Sc/Comp. Engg.) or Post Graduation in Science/Maths etc. Or Post Graduation in Computer Application with 02 years experience.
56	Lab Technician	(i) 12 th Pass with science or intermediate (science) or equivalent from a recognised university/Institution; (ii) Diploma in Medical Laboratory Techniques from a recognised Institute; and (iii) One year experience in Medical Laboratory.
57	Assistant Laundry Supervisor	(i) Matriculation from a recognised Board/Institution. (ii) 10 years experience in laundry (as laundry operator).

58	Wireman	8 th standard pass from a recognised school/Institute with 02 years of practical experience as wireman.
59	Plumber	ITI Trade Certificate Course or equivalent in the trade with atleast 05 years practical experience in the trade.
60	Pharmacist Grade-II	Diploma in Pharmacy from a recognised Institution/Board and should be registered Pharmacist under the Pharmacy Act 1948.
61	Senior Sanitation Officer	Matriculation plus a certificate of sanitary inspector course with 08 years of experience as sanitary inspector.
62	Driver	8 th pass with valid Driving Licence for driving heavy vehicles, knowledge of Motor Mechanism and experience of 03 years as Driver.
63	Sanitation Officer	Matriculation plus a certificate of sanitary inspector course with 05 years of experience as sanitary inspector.
64	Medical Record Officer	Bachelor Degree (preferably in science) from a recognised university. Should have undergone one year course for a Medical Record Officer from a recognised Institution and not less than 02 years of experience in the field.
65	Transport Supervisor	Graduate from a recognised university with 05 years of experience in transport management in Government/PSUs/repute organisation.
66	Gas Officer	ITI Diploma in Mech. Engg. with trade certificate and seven years practical experience in skilled capacity in a workshop or a mechanical construction equipment out of which at least 04 years should be in a big oil gas generator plant.

67	Librarian Grade-I (Documentalist)	Bachelor Degree in Library science from a recognised university with 05 years of experience of acquisition of books, periodicals and documentation work in a library of standing or repute.
68	Radio therapy Technician Grade-II	(i) +2 Science pass from a recognised Board/University; (ii) Diploma (2 years course) in radiology/radiotherapy techniques from a recognised institution. (iii) One year experience as radiographer/radiotherapy technician.
69	Sanitary Inspector Grade-II	Matriculation plus a certificate of sanitary inspector course with 04 years of experience as sanitary inspector.
70	Medical Record Technician	+2 pass (preferably in science) from a recognised university/Board. Certificate in Medical Records from a recognised Institution and not less than 01 year of experience in the field.
71	Senior Plumber	Should have passed ITI Trade Certificate Course of equivalent in the trade with atleast 08 years practical experience in the trade.
72	Chief Pharmacist	Degree in Pharmacy from a recognised university/Institution with 05 years experience in the trade.
73	Stenographer	+2 Pass from a recognised university/board with 05 years service as stenographer in Govt./PSUs/Reputed Organisation. <u>Dictation</u> : 10 mts. 80 W.p.m <u>Transcription</u> : 50 mts (English) (only on computers)
74	Technical Assistant (ENT)	B. Sc. Degree in speech and hearing from a recognised University/Institution. One year clinical experience in a repute Hospital.

75	Store Keeper	Bachelor degree in Economics/ Commerce / Statistics; Post graduate degree diploma in material management from a recognised university/ Institution. Experience handling stores and keeping accounts in a store or a concerned of repute in public or private sector.
76	Office Attendant	8 th Pass with two years of experience in the trade.
77	Hospital Attendant Grade III	8 th Pass with two years of experience in the trade in a repute Hospital.
78	Assistant Security Officer	Degree of recognised university or equivalent with height; 170 cms, chest; 81 cms and should possess sound health free from defect/ deformity/ diseases. Vision in both eyes should be 6/12 (without glasses). There should be no colour blindness. Experience from atleast 05 years in keeping security preferably in a Hospital/Medical or Institute of repute.
79	Artist (Modeller)	Diploma/Certificate in Fine Art / Commercial Arts / Modelling from a recognised Institution/ University. 03 Years experience in Illustration and modelling preferably in a teaching Institution.
80	Dark Room Assistant Grade-II	Matriculation plus diploma or certification in Radiography (minimum one year duration) with 05 years of experience in the trade.
81	Lineman (Electrical)	8 th Class pass plus class II License of Lineman (Elect) from the competent authority with 05 years of experience as Lineman (Elect).
82	Mechanic (AC & R)	Matriculation pass must have undergone a minimum of 12 months Refrigeration Mechanic or equivalent course in a recognised Technical Institute and should have one year practical experience in a reputed firm or organisation of Air Conditioning and Refrigeration Engineers.

(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, Bhubaneswar-751019**(*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, _____ (**Second Party**) 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, 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 07% of the Total Annual Value of contract
6. Performance Security amounting to Rs.30,00,000 (Rupees Thirty Lakhs only) of 7% of the Annual Contract Value, whichever is higher in the form of Fixed Deposit Receipt or Bank Guarantee from a scheduled bank 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 i.e by 07th of every month without fail and any other dues to the personnel deployed at AIIMS, BHUBANESWAR as per rates mentioned in the Annexure without any deductions except PF & ESI as admissible.
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 & AIIMS, BHUBANESWAR.
9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory remuneration revised by the MoH&FW, GoI.

10. The Agency also agrees to comply with annexed Terms and Conditions of the Tender and amendments thereto from time to time.
11. 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, Bhubaneswar. 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. However, all matters of jurisdiction shall be at the local courts of Bhubaneswar.
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. The existing personnel working in the Institution on outsource basis will be taken over by the Agency in same post as intimated by the AIIMS, Bhubaneswar. The qualification mentioned in the Enclosure-II to Annexure-II is applicable to fresh candidates sponsored by the Agency.
16. THIS AGREEMENT will take effect from _____ -Two thousand fifteen and shall be valid for two years, extendable for another one year on mutually agreeable conditions, subject to satisfactory performance.

This Day of _____ **2015** 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**'

For and on behalf of the
'**AIIMS, Bhubaneswar**'

Signature of the authorized Official
Name of the Official

Signature of the authorized Official
Name of the Official (with Seal)

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

SIGNED, SEALED AND DELIVERED

By the said_____

_____(Name)

_____on behalf

of '**Agency**' in presence of

Witness _____

Name _____

Address_____

By the said_____

_____(Name)

_____on

behalf of '**AIIMS, Bhubaneswar**' in

presence of Witness

Name _____

Address_____

Statement for the month of

Annexure-

Name and address of the man power

Agency:

SI No	Name of the manpower outsourced	Fathers / Husband's Name	Designation	No of days worked	Gross remuneration	ESI				EPF				Take home Remuneration	
						Account No	Employees Share (1.75%)	Employer Share (4.75%)	Total	Account No	Employees Share (12%)	Employer Share (13.61%)	Total	Amount	Cheque No. & Date/Date of payment
1	2	3	4	5	6	7	8	9	10 (8+9)	11	12	13	14 (12+13)	15(6-8-12)	16

1. Deduction of EPF & ESI of employee share shall be calculated on gross remuneration to be paid for each individual support staff.
2. Employer EPF share of 13.61% includes administrative charges of 1.61% .(12% for EPF +1.61% for Administrative charges)
3. Payment of employer share shall be calculated on the gross remuneration to be paid for each individual supporting staff.
4. After due deposit of the employer share (EPF & ESI) the SPA shall submit claim to the District Managers office for reimbursement.
5. take home remuneration means remuneration paid after deduction of employee share of ESI & EPF.

Authorised signatory for

Service Providing Agency

Statement for the month of _____

Annexure

Name and address of the man power Agency: _____

SI No	Name of the manpower outsourced	Fathers / Husband s Name	Desig natio n	No of days worked	Gross remuneratio n	ESI			
						Accou nt No	Employees Share (1.75%)	Employer Share (4.75%)	Total amount deposit ed
1	2	3	4	5	6	7	8	9	10 (8 +9)
						Total			

1. Challan is support of payment of ESI with the competent authorities.
2. A copy of the statement showing name of manpower, account no and amount as submitted with ESI authorities.

Statement for the month of _____

Name and address of the man power: _____

SI No	Name of the manpower outsourced	Fathers / Husbands Name	Designation	No of days worked	Gross remuneration	EPF			
						Account No	Employees Share (12%)	Employer Share (13.61%)	Total
1	2	3	4	5	6	11	12	13	14 (12+13)

1. Challan is support of payment of EPF with the competent authorities.

2. A copy of the statement showing name of manpower, account no and amount as submitted with EPF authorities.

Authorised signatory for
Service Providing Agency

Bill / Invoice

No_____

Date_____

Name of the Firm

Address

To,
The Admin Office, AIIMS Bhubaneswar

Bill of the Month

Sl No	Name of the Employee with designation	No of days worked	Gross Remuneration
		Total	
		(+) Service Charges	
		Grand Total	

Amount in Words_____

Authorized Signatory