

DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Bhubaneswar, but an invitation to receive offer from bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorised officers of AIIMS, Bhubaneswar with the selected bidder/firm/agency.

**Signature of the Owner/Proprietor of the Agency/
Firm Seal**



All India Institute of Medical Sciences, Bhubaneswar (Odisha)
Bhubaneswar-751019
www.aiimsbhubaneswar.edu.in

**NOTICE INVITING TENDER
FOR
ENGAGEMENT 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 : 1st February 2016

Pre-Bid Meeting : 5th February 2016

Last Date of Submission : 29th February 2016

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

Tenders in sealed cover are invited under **two-bids** system from reputed, experienced and financially sound Manpower Agencies as per the prescribed eligibility criteria on behalf of the Director, All India Institute of Medical Sciences, Bhubaneswar, for providing manpower for All India Institute of Medical Sciences, Bhubaneswar. The duration of the contract shall be ***for a period of Two (02) years which may be extended or curtailed at the discretion of the Competent Authority of AIIMS, Bhubaneswar based on the Performance of the Manpower Agency or otherwise as decided by the AIIMS Bhubaneswar.***

The interested agencies are required to submit the technical bid(**Schedule-I**) (qualifying bid) and financial bid(**Schedule-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 super scribed “**Tender for Providing Manpower on Job Outsourcing Basis at AIIMS, Bhubaneswar**” and should reach the office of “**The Administrative Officer, AIIMS, Bhubaneswar - 751019, before 1200 hours on or before 29th February 2016.**” The agency has to write name of the agency, address, name of the bids i.e. Technical or Price bid etc. on the top of each sealed envelope. The technical bids will be opened on the same day (last date of the submission of the bid) **at 1500 hours** at AIIMS, Bhubaneswar by the Tender Opening Committee before the authorized representatives of the bidders as available on that day. 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 same appointed time. After evaluation of the Technical Bids, the names of the eligible and ineligible bidders will be published on the official website of AIIMS, Bhubaneswar. The date of opening of Financial Bids of the technically qualified bidders shall also be announced in the official Website of AIIMS, Bhubaneswar. No separate intimation will be given about the date of the opening of the price bids of technically qualified bidders about the date of opening of the price bids. All the bidders are advised to visit our website regularly for the latest information about this tender and no future representation about separate communication will be entertained.

The Tender documents containing eligibility criteria, scope of work, terms & conditions, draft agreement etc. can be downloaded from website www.aiimsbhubaneswar.edu.in. The tender documents should be enclosed with a DD for an amount of Rs.5,000/- (Rupees five thousand only) (non-refundable) towards Tender fee in favour of “**AIIMS, Bhubaneswar**”, payable at **Bhubaneswar, along with their tender bid in the Cover-I “Technical Bid”** along with the bid security (EMD) of Rs.7,50,000/- (Rupees Seven Lakh Fifty Thousand only) which should be paid by Demand Draft/BG in any Nationalised Bank in favour of “**AIIMS Bhubaneswar**” payable at **Bhubaneswar**. The Tender Documents (technical bid) are not transferable. Tender submitted without Tender fee & EMD will be summarily rejected

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Any future clarification and/or corrigendum(s) shall be notified only 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 the appropriate law as applicable 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 as on 31.03.2016 to Central/State Govt. Agencies including PSU/Autonomous Organizations and reputed Private Companies and also having executed minimum value of Rs.1.5 crore of contract of supplying manpower in each year for the last three years (transaction in each financial year is to be taken).
3. Conditional bids shall not be considered and will be out-rightly rejected at the very first instance.
4. 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.
5. There should be no case pending with the **police against the Proprietor / Firm/ Partner or the Company (Agency) and he has to submit an affidavit** made before the Executive Magistrate or Notary in this regard along with the technical bid.
6. The bidder shall submit **affidavit made before the Executive Magistrate or Notary that the agency is/ has not been blacklisted** by the Central Govt. / State Govt. / any PSU / Autonomous Body (to be submitted in technical bid).
7. 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 within 30 days of the award of the work.

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If the bidder fails to obtain the valid license within the stipulated period, for whatsoever reason, the award of work shall automatically stand terminated and his Security Deposit/EMD will be forfeited.

8. The bidders have to submit copies of self-certified documents in support of all eligibility criteria as mentioned in this tender document and enclose it with the Technical Bid which will be verified with original documents on a separate date after opening of the technical bid.

Terms and Conditions

A. Relating to Submission of Bids:

1. The interested agencies/bidders are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed Cover-I containing **“Technical Bid” (Schedule-I)** and sealed Cover-II containing **“Financial Bid” (Schedule-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 29th February 2016**. The bidder has to write name of the agency, address, name of the bids i.e. Technical or Price bid etc. on the top of each sealed envelope. **The Technical bids shall be opened on the same day at 1500 hours on or before 29th February 2016 at 3.00 PM in the Board Room, 1st Floor, Academic Block, AIIMS, Bhubaneswar** in the presence of the bidders or their authorized representatives who may choose to remain present.
2. The pre-bid Tender meeting will be held **at 03.00 PM on 5th February 2016 in the Board Room, 1st Floor, Academic Block, AIIMS, Bhubaneswar** regarding clarifying any points regarding these tender documents by the prospective bidders. The agency(s) may get clarified any confusion regarding any terms and condition of the contract during pre-bid meeting and thereafter any claim of doubt/confusion or any things relating to this contract will not be entertained and it will be deemed that the agency has understood every things about this tender. The date of the opening of the technical bid will posted on the official website and the bidders should attend the same. Thereafter, the technical bids will be evaluated and names of the bidders who are technically qualified will also be posted on the official website. A meeting will be held to verify the documents as submitted in support of qualifying criteria in respect of only technically qualified bidders and they have to produce original documents for verification. Those who will fail to

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produce any desired document in original on the appointed date and time, their bid will be rejected without giving them any further opportunity.

3. All the pages of the tender should be signed by the owner of the firm or his legal 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 case of any cuttings/correction in the Technical Bid, the same 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.7,50,000/- (Rupees Seven Lakhs Fifty Thousand only) along with the Technical Bid by Demand Draft/Bank Guarantee in favour of "AIIMS Bhubaneswar" drawn in any Nationalized Bank and payable at Bhubaneswar. Bids received without Earnest Money Deposited (EMD) and cost of tender shall be rejected. **EMD can also be furnished in shape of BG from any Nationalised Bank with a validity of one year.**
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 whichever is higher towards performance security by way of Bank Guarantee or Fixed Deposit Receipt in favour of "AIIMS Bhubaneswar" drawn in 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. The amount as deposited may be increased at the later date of contract value so increases.
8. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the contract in addition of debarring the contractor for life time to participate in any contract process of AIIMS and claiming compensation as per the laws.

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9. The bid shall be valid and open for acceptance of the Competent Authority for a period of 180 days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder(s) shall be entertained.
10. 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.
11. After evaluation, the work shall be awarded normally to the Agency fulfilling all the eligibility 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. **The service charge to be quoted should be more than 2.06% (TDS-IT@2%, @0.02%-Primary education cess &@ 0.01%-Higher education cess) of the consolidated wage and maximum two digits after decimal points is to be taken for evaluation. The service charge is also to be at Percentage common to all categories.** The Bidder has to comply all the provisions of the labour laws and all other applicable rules/regulation/laws. ***The contract will be awarded to the bidder who has quoted the lowest service charge in compliance of all tender conditions. In case two or more agencies are found to have quoted the same rates of service charge which is termed as the lowest service charge, the lowest bidder amongst them will be decided based on the highest value of gross income of the bidder as depicted in the IT Returns during the year 2012-13, 2013-14 and 2014-15 and Audited Financial Statement. Accordingly bidders have to enclose self-attested copies of IT Returns and Audited Financial statements along with their Technical bid.***
12. AIIMS, Bhubaneswar will be at the discretion to decide to whom the contract will be awarded as per the terms and conditions of this tender. Such decision by the authority shall be final.
13. The agency has to pay all statutory dues/charges in respect of the workers as engaged by him under the scope of this contract which shall be included in the consolidate wage and the Institute will not reimburse any such dues separately. The agency will not recover any charges more than any statutory charges as deposited by him from the wage bill of its worker. Therefore, the agency has to adhere to all statutory liability and this aspect should be taken care of while quoting the service charge.
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/not-viable or violating any of the conditions/specifications**

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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 of canvassing in any form 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 or otherwise at the discretion of the AIIMS, Bhubaneswar. However, AIIMS Bhubaneswar reserves right to terminate this contract without assigning any reason thereof at any time after giving one month notice to the selected service providing Company/ Firm / Agency. However, the agency will have no option to withdraw from the contract on his own during the initial contract period of one year.
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 as specified under this tender in any other mode(s) or manner considered to be more suitable in the interest of the AIIMS, Bhubaneswar. The decision of the AIIMS, Bhubaneswar in this regard will be final.
18. The manpower those who are posted to work in the different areas of AIIMS will have to follow the schedule as per the requirement of the operational area. They may also be posted to work in shift as per the Institute's requirements. No extra payment will be made on this account.
19. There shall be no master and servant relationship between AIIMS, Bhubaneswar and the persons deployed through the Agency. The agency will be the sole employer of these manpower. The persons so deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities as admissible to ad-hoc, regular/ confirmed employees of this Institute during the currency or after expiry of the contract. It will not bestow any liability implicitly or explicitly upon AIIMS, Bhubaneswar in connection with any loss or damage caused to the workers as engaged by the agency.
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

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deemed to be a breach of terms of contract making it liable for legal action besides termination of contract and forfeiture of the performance security.

22. The Agency shall ensure fulfilment of qualifications (academic/professional), skills, experience, age limit and other engagement conditions as mentioned in this tender document in respect of his workers to be engaged at AIIMS, Bhubaneswar under the scope of this contract as per Schedule - III. The essential qualification/experience are indicative in nature. However, at the time of engagement these aspects shall be decided as per AIIMS, rule or AIIMS, Bhubaneswar may ask the Agency to engage any other category of personnel having prescribed qualification & experience at latter date after award of contract. The Agency will get their antecedents, identity proof, character and conduct and medical health suitability verified from the competent agency as per the law and agency will be responsible for their conduct. The agency will pay the compensation, if any loss is caused by the workers as engaged by him while working at AIIMS, Bhubaneswar the amount of the compensation as decided by the AIIMS, Bhubaneswar will be final and agency will accept the same and AIIMS BBSR will extend no financial or any other benefit in this regard.
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. **The suitability of the workers to be engaged under this contract is to be examined by the authorized official(s) of the AIIMS, Bhubaneswar and agency will only engage those who are cleared by the authorized official(s) as mentioned above. Accordingly, the agency will provide sufficient number of workers to be screened for engagement.** The contractor has to provide required suitable manpower within two days of the intimation received from the authorized official of the AIIMS, failing which the same will be construed as violation of the terms and condition of the contract.
24. The Agency shall not deploy or shall discontinue deploying the person(s), unless asked for by the Administrative Officer, at any time without assigning any reason whatsoever. In case the authorized official of AIIMS Bhubaneswar intimate to disengage or replace any workers, the agency will comply the same immediately.
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 AIIMS, Bhubaneswar. Attendance Register shall be maintained in respective Departments/Offices, copy of which shall be enclosed along with the monthly bill by the Agency. In case the AIIMS Bhubaneswar Authority introduces Bio-metric attendance for these workers as engaged by the agency, the workers

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of the agency have to follow the same. The agency will make available the attendance registers as maintained by him for cross checking by the AIIMS Bhubaneswar Authority.

26. A senior level representative of the Agency shall visit AIIMS, Bhubaneswar at least once-a- day/as and when required and comply the requirement. During the visit, Agency's representative will meet the Administrative Officer, AIIMS, Bhubaneswar/officer dealing with the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working. The responsibility of transportation, food and other essential requirements in respect of each deployed personnel will be solely with the agency. The Agency will strictly ensure that any sensitive / confidential nature of information related to the AIIMS, Bhubaneswar 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.
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 of the provisions of various Labour and industrial laws, relating to 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 is required to pay**

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the monthly wages to its workers as engaged through online/net banking only directly to the saving bank accounts of all the workers and a certified printout of the banking transaction is to be submitted to the AIIMS along with the monthly wage bill for payment.

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 Minimum Wages Act 1948
 - (b) The Employees Provident Fund & Misc. Provision Act, 1952
 - (c) The Contract Labour (Regulation & Abolition) 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 Child Labour (Prohibition and Regulation) Act, 1986
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.

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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 under the scope of this contract. The Institute shall, in no way, be responsible for settlement of such issues whatsoever.
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 under the jurisdiction of 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 and forfeiture of the security deposit amount EMD on Performance Security.
42. An agreement shall be signed with the successful bidder as per specimen enclosed at **Schedule-IV**.
43. **Service Tax will not be paid by the AIIMS, Bhubaneswar as the same is not admissible under the rules.**
44. All the copies of the documents as enclosed with the Technical Bid and Price Bids are to be self-attested.
45. **This tendering process and award of the tender will be subject to the outcome of the WP No 18991 of 2015 pending before Hon'ble High Court of Odisha, Cuttack.**
46. ***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.***

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Schedule-I**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 as on 31.03.2016 along with a certificate from the organization where the job was carried out (In Following format).						
Sl. No.	Name of Organization with complete address & Telephone nos. to whom services provided	From	To	Details of work done / Experience	Total contract Amount (inRs.) With clear documentary evidence.	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 in letter head of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in AIIMS, Bhubaneswar						

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4. Are you covered by the Labour Legislations, such as, ESI, EPF, Gratuity Act etc.	
5. Please give following details and attach proof there to EPF No: ESI Code: Gratuity Act Registration. No:	
6. Are you registered under service Tax Act? If yes, please mention Service Tax Registration No. and attach proof there to.	
7. PAN No. (Please attach attested copy)	
8. License No. (Please attach attested copy of Licence issued by Regional Labour Commission, GOI).	
9. Please attach copies of return of Income Tax for last three financial years (2012-2013, 2013-2014, 2014-2015)	
10. Please attach Annual Accounts (balance sheet & P/L Accountant) of the agency, duly certified by Chartered Accountant with postal address for last three (3) Financial years. (2012-2013, 2013-2014, 2014-2015)	
11. 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.	
12. Power of Attorney/Authorization for signing the Bid documents (in case it is not a Proprietorship Firm)	

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13. Please submit an affidavit executed before the Magistrate or Notary that: (a) No case is pending with the police/court against the Proprietor/firm/partner/Director/MD or the Company (Agency). In addition to the undertaking, (b) The Firm has not been blacklisted by any Government/ Semi Govt./PSU/ Autonomous Organisation or the Organisation to whom service has been rendered by the Agency.			
14. Average turnover in the last three Financial years should not be less than 1.5 crore every year. (pl. Mention the amount financial years wise along with documents in support of the claim).	FY-2012-13	FY-2013-14	FY-2014-15
15. Year wise gross Income as depicted in the IT Returns for three Financial Years.	FY-2012-13	FY-2013-14	FY-2014-15
15. Please mention details of the DD/BG of Rs.7,50,000/- towards bid security (EMD) and a DD of Rs. 5,000/- towards Tender Fee like DD/BG No. & Date, Drawn on Bank:			

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 be abide by them.

Enclosure:

DD No.

- i) Tender Fee of Rs. 5.000/-
- ii) DD/BG – EMD of Rs. 7.50.000/-

Terms & Conditions (each page must be signed and sealed)

**Signature of the Owner/Proprietor of the Agency/
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Place:.....

Date:..... Name:

Address Phone No

Fax No. (O):

E-mail:

Schedule-II**FINANCIAL BID**

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

1. Name of tendering Manpower Service Provider: -
2. Rate per person per month inclusive of all statutory liabilities, taxes, levies, cess etc. as mentioned in Column- C.

Sl. No.	Name of the Post (As per Enclosure- I to Schedule –II)	Consolidated amount per month per post inclusive of statutory charges(As per Enclosure- I to Schedule – II).	Service charge (to be quoted by service Provider to be paid on consolidated amount per month). To be quoted by service provider @ % of column No C
A	B	C	D
	Enclosure-I to Schedule – II	Enclosure-I to Schedule – II	

- D is a column where service provider agency has to fill that how much % of consolidated amount permonth he will charge every month against each post which shall be more than 2.06%, of the column – C.The rate of service charge is to be same for all categories of post to be mentioned at column D.The lowest bidder will only be determined on the basis of service charge only and other conditions of the tender.
- TDS will be deducted as per Govt. norms.

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Enclosure I to Schedule-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 against each job. The Vendor has 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 which will be included in the consolidating amount per month. 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:-

I- FOR HOSPITAL:-

Sl. No.	Name of Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Yoga Instructor	27000/-	1
2.	Lower Division Clerk	14000/-	1
3.	Pharmacist Grade II	15500/-	1
4.	Store Keeper-cum-Clerk	14000/-	1
	Total		4

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Technical Officer (Technical Supervisor)	27000/-	6
2.	Psychiatric Social Worker	26000/-	1
3.	Social Worker	14500/-	1

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4.	Medico-Social Worker	27000/-	2
5.	Office Assistants(NS)	26000/-	2
6.	Radiographic Technician Grade I	26000/-	12
7.	Stenographer(S)	14500/-	1
8.	Technical Assistant/Technician	26000/-	40
9.	Physiotherapist	26000/-	2
10.	Technical Assistant (ENT) Speech Therapist	26000/-	1
11.	TB & Chest Diseases Health Assistant	26000/-	1
12.	Electro Cardiograph Technical Assistant	26000/-	1
13.	Audiometry Technician (ENT)	26000/-	1
14.	Technical Officer (Dental) (Dental Technician)	26000/-	1
15.	Technical Officer (Ophthalmic)(Refractionist)	26000/-	1
16.	Store Keeper	26000/-	5
17.	Store Keeper-cum-clerk	14000/-	4
18.	Store Keeper- cum-clerk	14000/-	8
19.	Pharmacist Grade II	15500/-	2
20.	Lab Technician	15500/-	1
21.	Medical Record Technician (Record Clerk)	14500/-	6
22.	Lower Division Clerk	14000/-	2
23.	Lab Attendants Grade II	14500/-	20
		Total	

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	CSSD Supervisor	27000/-	1
2.	CSSD Technicians	26000/-	6
3.	Store-Keeper-cum-Clerks	14000/-	1
		Total	8

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Assistant Laundry Supervisor	14500/-	1
2.	Tailor Grade III	10000/-	1
3.	Store-Keeper-cum-Clerks	14000/-	1

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		Total	3

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Sanitation Officers	26000/-	2
2.	Sanitation Inspector Grade II	15500/-	3
3.	Lower Division Clerk	14000/-	1
		Total	6

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Junior Medical Record Officer (Receptionists)	15500/-	3
2.	Medical Record Technicians	14500/-	2
3.	Coding Clerks	14000/-	1
		Total	6

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Driver (Ordinary Grade)	14500/-	6
		Total	6

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Senior Dietician (Assistant Food Manager)	41500/-	1
2.	Dietician	27000/-	2
3.	Lower Division Clerk	14000/-	1
		Total	4

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Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Medical Social Service Officer Grade I	27000/-	2
2.	Hospital Attendant Grade III (Stretcher bearers)	10000/-	4
		Total	6

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Pharmacist Gr. I	26000/-	1
2.	Pharmacist Gr. II	15500/-	4
3.	Dispensing Attendants	14500/-	2
4.	Lower Division Clerks	14000/-	1
		Total	8

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Gas Officer	27000/-	1
2.	Gas Steward (Gas Keeper)	15500/-	2
3.	Gas Mechanic	14500/-	1
4.	Pump Mechanic	14500/-	1
		Total	5

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Manager/Supervisor	27000/-	1
2.	Manifold Technicians (Gas Steward)	15500/-	3
3.	Manifold Room Attendants	12000/-	1
		Total	5

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Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Security –cum-Fire Jamedar	14500/-	1
2.	Hospital Attendant Grade – III (Nursing Orderly)	10000/-	60
		Total	61

II- Academic &Remaining Services:-

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Librarian Grade I	27000/-	1
2.	Assistant Administrative Officer	27000/-	1
3.	Office Assistant (NS)	26000/-	1
4.	Warden	26000/-	1
5.	Data Entry Operator Grade A	14500/-	2
6.	Junior Warden (House Keeper)	14000/-	2
7.	Lab Attendant Grade II	14500/-	1
8.	Store Keeper-cum-Clerk	14000/-	1
		Total	10

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Artist (Modellar)	15500/-	2
2.	Dissection Hall Attendants	12000/-	4
		Total	6

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)

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1.	Private Secretary (S)	27000/-	3
2.	Office Superintendent	26000/-	1
3.	Personal Assistants (S)	26000/-	5
4.	Office Assistants (NS)	26000/-	12
5.	Jr. Reception Officer	26000/-	2
6.	Programmer (Data Processing Asstt)	27000/-	2
7.	Upper Division Clerks	14500/-	4
8.	Lower Division Clerks	14000/-	3
		Total	32

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Office Assistants (NS)	26000/-	1
2.	Legal Assistant	27000/-	1
3.	Office Attendant Grade II	10000/-	1
		Total	3

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Accounts Officer	41500/-	1
2.	Assistant Accounts Officer	27000/-	2
3.	Chief Cashier	27000/- + (Special Pay Rs.600/-)	1
4.	Office Assistant (NS)	26000/-	8
5.	Junior Accounts Officer (Accountant)	26000/-	6
6.	Upper Division Clerk	14500/-	2
7.	Lower Division Clerk	14000/-	2
8.	Cashier	12000/-	7
9.	Office Attendants Grade II	10000/-	3
10.	Stenographers (S)	14500/-	1
		Total	33

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Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Junior Hindi Translator	26000/-	1
2.	Jr. Scale Steno (Hindi)	14500/-	1
		Total	2

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	(Hostel Wardens) Warden	26000/-	2
2.	(Lady Hostel Wardens) Warden	26000/-	2
3.	(House Keepers) Junior Warden	14000/-	6
		Total	10

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Assistant Stores Officers	27000/-	4
2.	Store Keepers	26000/-	6
3.	Store keeper-cum-clerks	14000/-	12
4.	Office Attendants Grade II	10000/-	4
5.	Store Attendants Grade II	10000/-	4
		Total	30

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Librarian Grade I (Document list)	27000/-	1
2.	Librarian Grade III	26000/-	4
3.	Library Attendant Grade II	14500/-	2
4.	Lower Division Clerks	14000/-	1
		Total	8

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Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Assistant Engineer (Civil)	26000/-	2
2.	Assistant Engineer (Electrical)	26000/-	2
3.	Junior Engineer (Civil)	26000/-	4
4.	Junior Engineer (Electrical)	26000/-	4
5.	Junior Engineer (A/C & R)	26000/-	1
6.	Electrician	14500/-	1
7.	Senior Mechanics (A/C&R)	14500/-	2
8.	Mechanic (E&M)	12000/-	1
9.	Wireman	12000/-	10
10.	Plumber	12000/-	7
11.	Operator (E&M)/Lift Operators	12000/-	12
12.	Mechanic (A/C & R)	12000/-	3
13.	Principle Private Secretary (S)	43500/-	1
14.	Office Assistants (NS)	26000/-	4
15.	Personal Assistant (S)	26000/-	1
16.	Lower Division Clerks	14000/-	3
		Total	58

Sl. No.	Designation of the Post	Consolidated amount per month per post inclusive of statutory obligation (in Rs.)	Requirement of Manpower (Outsourcing)
1.	Assistant. Security Officer	26000/-	1
		Total	1

NB: (a) Qualification for the above mentioned posts as per enclosure II to Schedule II.

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. besides classifying it whether to include it under the category of Hospital services or Academic & remaining services. Any other duty can also be assigned to any of the above mentioned post by the institute.

The essential qualification for each category is enclosed as Enclosure-II to Schedule-II. The agency is required to provide adequate number of ex-servicemen/retired government employees having prescribed qualification and experiences as per the requirement of the AIIMS, Bhubaneswar under the scope of this contract.

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Their deployment will be in general shifts or round the clock in 3 shifts at AIIMS, Bhubaneswar. 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:

NB: The above posts, qualification & experience etc as mentioned are only indicative; the actual engagement will vary from time to time at the time of execution of Contract Agreement. AIIMS, Bhubaneswar may withdraw any category of engagement at any time and engage the same category of manpower through any other mode during any time of the contract period.

Schedule-III

ESSENTIAL QUALIFICATIONS

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

Sl.	Name of Post	Essential Qualification
01.	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.
02.	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.
03.	Lab Attendant Grade-II	i. 12 th with Science. Or ii. 10 th with Science + 5 years' service (Regular or Ad-hoc) as Laboratory Attendant in any Govt./Autonomous Medical College Hospital.

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04.	Private Secretary	i. Graduate from a recognised University, ii. <u>Skill Test Norms.</u> iii. <u>Dictation</u> : 10 mts @ 160. W.P.M. iv. <u>Transcription</u> : 50 mts @ 32 words (English) & 65 mts@ 32 words (Hindi) only on computers. Desirable: Diploma in secretarial practice.
05.	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.
06.	Office Assistant (N.S)	i. Degree of a Recognised University or equivalent. ii. Should possess a speed of not less than 8000 key depressions per hour with 2years' service (Regular or ad-hoc) as LDC in Govt Organisation/Institution.
07.	Radiographic Technician Grade-I	B. Sc. (H) (3 Years Course) in Radiography/ Radiotherapy with 5 years of regular service in Govt. Organisation/Institution
08.	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.
09.	Physiotherapist	Degree in Physiotherapy/Occupational Therapy with 05 years regular service in Govt. Or Private Organisation/Institution.
10.	TB & Chest Diseases Health Assistant	B. Sc. (Hons) Nursing from a recognised University/Institution with 02 years of relevant experience.
11.	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.
12.	Audiometry Technician (ENT)	B. Sc. In Speech and Hearing from a recognised University/Institution with 02 years clinical experience.
13.	Technical Officer (Ophthalmic) (Refractionist)	B. Sc. In Ophthalmic Techniques or equivalent from a recognised University/Institution with 02 years' experience in a hospital in the field.
14.	Lower Division Clerk	Class- XI from a recognised Board or University with 03years experience as Lower Division Clerk in Govt. Or Private Organisation/Institution.
15.	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.

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16.	Office Superintendent	i. 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. ii. Desirable: Retired Government Servant in Supervisory capacity in the above field.
17.	Jr. Reception Officer	i. Bachelor Degree from a recognised University/Institution with computer savvy good communication skills,. ii. Desirable iii. Experience in Public Relations Hospital Experience preferred.
18.	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.
19.	Assistant Accounts 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.
20.	Junior Accounts Officer (Accountant)	Graduate in Commerce or any graduate with two years' experience of handling finance/Accounts/Audit in Govt./PSUs/ Autonomous Body.
21.	Chief Cashier	i. Graduate in Commerce. ii. Possessing five years' experience of handling cash and accounts work in Government Organisation
22.	Cashier	i. Graduate in Commerce or any Graduate. ii. Possessing three years' experience of handling cash and accounts work in Govt/ PSUs/ Autonomous Body/Corporate.
23.	Store Attendant Grade-II	i. 8th pass. <u>Desirable</u> ii. 10th Pass with experience of working in Store Departments of Hospital.
24.	CSSD Supervisor	i. 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). ii. Preference will be given
25.	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

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		Techniques from recognised Hospital/Institution. Work experience shall be considered, if worked in at least 150 bed hospitals.
26.	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.
27.	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.
28.	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.
29.	Dietician	M. Sc. (Food & Nutrition) from a recognised University/Institution with 02 years' experience in the line preferably in a large teaching hospital.
30.	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.
31.	Assistant Engineer (Civil)	Three years Diploma in Civil Engineering from a recognised Polytechnic/ Institute with two years' experience in Civil Engineering work.
32.	Assistant Engineer (Electrical)	Three years Diploma in Electrical Engineering from a recognised Polytechnic/ Institute with two years' experience in Electrical Engineering work.
33.	Senior Operator (E&M)	Should have possessed 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.
34.	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.
35.	Gas Mechanic	Matric with Science, Trade Certificate or ITI Diploma with 05 years' experience in preparation of Gas.

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36.	Pump Mechanic	10 th Class/Standard or equivalent; ITI Diploma Certificate in Electrical Engineering. Practical Experience of 03 years as pump mechanic.
37.	Manager/Supervisor	MBA in HRD Discipline from recognised University/Institute with 03 years' experience in respective field at some reputed Hospitals/Medical Institution.
38.	Manifold Room Attendant	Matric with science with 02 years' experience in preparation of Gas.
39.	Security cum Fire Jamadar	10 th pass from a recognised Board or equivalent or Ex-Serviceman from Armed Forces/Para Military Forces/Police.
40.	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.
41.	Assistant Store Officer	Master Degree in Economics/Commerce/Statistics. Two years' experience in handling stores, preferably medical stores in Government, Public or Private Sector.
42.	Programmer	BE/B Tech (Comp. SC/Comp. Eng.) or Post Graduation in Science/Maths etc. Or Post Graduation in Computer Application with 02 years' experience.
43.	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.
44.	Assistant Laundry Supervisor	i. Matriculation from a recognised Board/Institution. ii. 10 years' experience in laundry (as laundry operator).
45.	Wireman	8 th standard pass from a recognised school/Institute with 02 years of practical experience as wireman.
46.	Plumber	ITI Trade Certificate Course or equivalent in the trade with at least 05 years practical experience in the trade.
47.	Pharmacist Grade-II	Diploma in Pharmacy from a recognised Institution/Board and should be registered Pharmacist under the Pharmacy Act 1948.

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48.	Driver	8 th pass with valid Driving Licence for driving heavy vehicles, knowledge of Motor Mechanism and experience of 03 years as Driver.
49.	Sanitation Officer	Matriculation plus a certificate of sanitary inspector course with 05 years of experience as sanitary inspector.
50.	Gas Officer	ITI Diploma in Mech. Eng. 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.
51.	Librarian Grade-I (Documentlist)	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.
52.	Sanitary Inspector Grade-II	Matriculation plus a certificate of sanitary inspector course with 04 years of experience as sanitary inspector.
53.	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.
54.	Stenographer(s)	+2 Pass from a recognised university/board with 05 years' service as stenographer in Govt./PSUs/Reputed Organisation. <u>Dictation</u> : 10 minutes. 80 W.P.M <u>Transcription</u> : 50 mts (English) (only on computers)
55.	Technical Assistant (ENT)	B. Sc. Degree in speech and hearing from a recognised University/Institution. One year clinical experience in a reputed Hospital.
56.	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.
57.	Office Attendant	8 th Pass with two years of experience in the trade.
58.	Hospital Attendant Grade III	8 th Pass with two years of experience in the trade in a repute Hospital.
59.	Assistant Security	Degree of recognised university or equivalent with height; 170 Cms, chest; 81 cms and should possess sound health free

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	Officer	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.
60.	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.
61.	Yoga Instructor	Graduate from a recognised University. Diploma in Yoga from a recognised Institution from a Government. 10 years experience of teaching in training of Yoga.
62.	Technical Officer/Technical Supervisor	B.Sc from a recognised Institution/ University. Clinical experience in the respective Department in a Hospital.
63.	Psychiatric Social Worker	Master degree in psychology or education at least in second class. Working experience with physically handicapped in a rehabilitation centre.
64.	Medico Social Worker	Masters degree in social work from a recognised University/Institution. Experience in the line with a welfare or health agency.
65.	Technical Officer (Dental)	Matriculation or equivalent from a recognised University Diploma/Certificate in dental hygiene/ Dental mechanic/ maxillofacial prosthesis and Orthodontics. 5 years experience in the line.
66.	Medical record Technician	Matriculation or equivalent having Certificate in medical records (Awarded after not less than 6 months training).
67.	Senior Dietician	M.Sc in Food and Nutrition/Home Science with three years experience in the line
68.	Pharmacist Grade - I	Degree in Pharmacy from a recognised Institution. Experience in the line (Manufacture, Storing/Tasting of transfusion fluids in a reputed Hospital or Industry).
69.	Gas Steward	Trade certificate or ITI Diploma in mechanical engineering. 7 years practical experience in the line.
70.	Manifold Technician	Trade certificate or ITI Diploma in mechanical engineering. 7 years practical experience in the line.
71.	Asst. Administrative Officer	Degree of a recognised University. 5 Years of experience as office Superintendent or in equivalent post and working knowledge of rules and regulations

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72.	Warden	Degree from a recognised University. Certificate/Diploma in house keeping/ Material management / Public Relation / Estate Management from a recognised Institution or 2 years experience in any educational Institution/Hospital in the line.
73.	DEO	12 th standard pass or equivalent. 8000 key depressions per hour on computer.
74.	Personal Assistant	12 th standard pass or equivalent from a recognised Board or University. 5 years of experience. Dictation: 10 mts @ 80 w.p.m. Transcription: 50 mts (English) and 65 mts (Hindi) on computers
75.	Upper Division clerk	Graduate from a recognised University. Typing speed of 35 w.p.m. in English 30 w.p.m. in Hindi only on computer. At least 2 years working experience in clerical work.
76.	Accounts Officer	Graduate in Commerce or any graduate with 10 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.
77.	Junior Hindi Translator	Master degree of a recognised University in Hindi/English with English/Hindi as main subject at degree level or bachelors degree as mentioned above with Diploma/Certificate Course in translation from Hindi to English & Vice versa or 2 years work experience in the field.
78.	Junior Scale Steno	12 th standard pass or equivalent from a recognised Board or University. Dictation: 10 mts @ 80 w.p.m. Transcription: 50 mts (English) and 65 mts (Hindi) on computers
79.	Library Attendant	Matriculation or equivalent. Work experience in Library for 2 years or certificate in library science/Librarianship.
80.	Junior Engineer (Civil)	3 years diploma in civil engineering from a recognised polytechnic Institute. Experience in the line is required.
81.	Junior Engineer (Electrical)	3 years diploma in Electrical engineering from a recognised polytechnic Institute. Experience in the line is required.
82.	Junior Engineer (A/C & R)	3 years diploma in Mechanical engineering from a recognised polytechnic Institute plus specialised course in refrigeration and air conditioning from a recognised polytechnic and Institute. Experience in the line is required.

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83.	Electrician	10 th class or equivalent. ITI/Diploma certificate in electrician trade. Electrical supervisory certificate of competency and 5 years experience in erection and running of different types of HT & LT with UG cable system.
84.	Senior Mechanic (E & M)	Matriculation or equivalent. Must have undergone a minimum of 12 months refrigeration Mechanic or equivalent course in recognised Tech. Institute and must have served one year's apprenticeship in a reputed firm or organisation of air conditioning and Refrigeration Engineers.
85.	Mechanic (E & M)	Should have passed ITI diploma certificate in the trade. Trade certificate from a recognized vocation training Institute. Three years practical experience in a workshop/department dealing with operation and maintenance of mechanical plants.

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Schedule-III

(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 Sixteen 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. All the terms & conditions of the tender document will form as the part of this agreement also.
2. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to personnel deployed in AIIMS, BHUBANESWAR. The Client shall have no liability in this regard.
3. The Agency shall be solely responsible for any accident / medical / health related liability / compensation for the personnel deployed by it at AIIMS, Bhubaneswar site. The Client shall have no liability in this regard.
4. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
5. The contract can be terminated by giving one month notice by the AIIM, Bhubaneswar.
6. 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
7. 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.

**Signature of the Owner/Proprietor of the Agency/
Firm Seal**

8. 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 Schedule without any deductions except PF & ESI as admissible.
9. 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.
10. There would be no increase in rates payable to the Agency during the contract period except any revision by the MoH&FW, GoI.
11. The Agency also agrees to comply with annexed Terms and Conditions of the Tender and amendments thereto from time to time.
12. Decision of Client in regard to interpretation of the Terms and Conditions of the Tender shall be final and binding on the Agency.
13. 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.
14. 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.
15. 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.
16. THIS AGREEMENT will take effect from _____-Two thousand sixteen and shall be valid for two years, extendable for another one year on mutually agreeable conditions, subject to satisfactory performance.

This Day of _____ **2016** 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 Owner/Proprietor of the Agency/
Firm Seal**

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 _____

**Signature of the Owner/Proprietor of the Agency/
Firm Seal**