

**OFFICE OF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT,
MENTAL HEALTH INSTITUTE, SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK**

TENDER CALL NOTICE

Sealed tenders are invited from the eligible registered service providers for providing manpower services on outsourcing basis to Office of the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack for a period of three years or for the duration as will be decided by the Government whichever will be earlier as per the terms & conditions laid down in the tender paper.

The details terms & conditions in the form of Tender Paper will be available in the Office of the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack on payment of **Rs.2000/- (Rupees Two thousand)** from **15.04.2021 to 28.04.2021** on all working days or can be downloaded from the website www.scbmch.nic.in within the same period of time. In case the application form is downloaded from the website, the applicant shall furnish a demand Draft for amounting to **Rs.2000/- (Rupees Two thousand)** only in favour of **"The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack"** towards the cost of tender paper.

Sealed tenders will be received **through Regd. Post / Speed Post only** on or before **29.04.2021** by **5.00 p.m.** and shall be opened on **30.04.2021** at **3.30 p.m.** In case the last date happens to be a public holiday then the receipt of tender papers can be considered till 3.00 PM of the immediate following working day. Any tender received after the due date & time will be rejected / returned to the sender unopened.

N.B- The tender paper will be rejected if the bidder changes or omits any clause or annexure of the bid documents downloaded from the website.


09.04.2021
Director-cum-Medical Superintendent,
Mental Health Institute, SCB MCH, Cuttack
**Director-cum-Medical Superintendent,
Mental Health Institute,
S.C.B. M.C.H., Cuttack.**

**OFFICE OF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT,
MENTAL HEALTH INSTITUTE, SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK**

**TENDER PAPER FOR PROVIDING MANPOWER SERVICES OF DIFFERENT
CATEGORY**

Tender Notice for award of contract for providing of services of 3 nos. of Communication Specialist (Clinical Psychologist) (1no. for VKN & 2 nos. for Toll Free Help Line) and 1 no. of IT Manager with a consolidated monthly remuneration @ maximum Rs.40,000/- (Forty thousand) and 1 no. Data Entry Operator (DEO) on daily wages basis as per Labour & ESI Department Act for Implementation of VKN for a period of 03 years or for the duration as will be decided by the Government whichever will be earlier from the date of execution of the contract and or work order.

Sealed tenders are invited by the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack functioning under Health & F.W. Department, Govt. of Odisha in two-bid system from eligible registered Manpower Service Provider Agencies for providing man powers in Mental Health Institute, SCB Medical College & Hospital, Cuttack for a period of 03 years on contract basis.

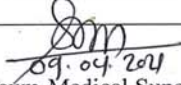
Interested Bidders are required to submit their tenders in **separate** sealed covered envelopes for **Technical Bid** and **Financial Bid** by super scribing **Cover "A" (Technical Bid) & Cover "B" (Price Bid)** and both the sealed covers must be put into a **third outer Cover**, which must be super scribed as "TENDER DOCUMENT FOR PROVIDING MANPOWER SERVICES IN THE OFFICE OF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT, MENTAL HEALTH INSTITUTE, SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK".

The hospital administration is not bound at any point of time to accept any bids and reserves the right to terminate the selection process at any time prior to the award of the contract without assigning any reason thereof.

The hospital Administration also reserves the right to cancel or renew the contract of the organization with prior notification of 1 month without assigning any reason thereof after execution of the work order. The same condition is also applicable for the Service Provider Agency/ Firm/ Company in case it wants to quit its service.

The bidder has to examine all instructions and terms and conditions of the tender document carefully. Failure to furnish requisite information and documents in the submitted bid is liable for rejection. The following different categories of posts are to be outsourced as given below for which the tender is awaited:

Sl. No.	Name of the Post	Qualification	No of Posts to be outsourced
1	Communication Specialist (Clinical Psychologist)	M. Phil. in Clinical Psychology from RCI registered institutes	3
2	IT Manager	BE/B.Tech. in CS/IT, Master in IT/CS, MCA	1
3	Data Entry Operator (DEO)	Graduation with PGDCA	1
Total			5


09.04.2021
Director-cum-Medical Superintendent,
Mental Health Institute, SCB MCH, Cuttack
H & F.W. Department, Govt. of Odisha
Director-cum-Medical Superintendent
Mental Health Institute, Page-2
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OFFICE OF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT,
MENTAL HEALTH INSTITUTE, SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK

TECHNICAL BID DOCUMENTS

(To be enveloped in separate sealed cover)

Name of the Work

Providing Manpower Service of
different Category to Mental
Health Institute, SCB Medical
College & Hospital, Cuttack on
out sourcing basis.

(Issued against deposit of Cash/ Downloaded from website)

Vide receipt No. _____ Date _____

Commencement of tender Date:

15.04.2021

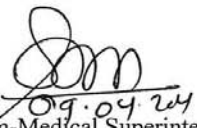
Last Date for receipt of Tender paper:

29.04.2021 upto 5.00 P.M.

Tender Opening Date (Technical bid):

30.04.2021 at 3.30 P.M.

Signature of Bidder


09.04.21
Director-cum-Medical Superintendent,
Mental Health Institute, SCB MCH, Cuttack
H & F.W. Department, Govt. of Odisha

Director-cum-Medical Superintendent,
Mental Health Institute,
S.C.B. M.C.H., Cuttack.

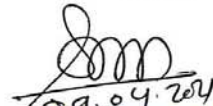
TECHNICAL BID (COVER-A)

Eligibility Criteria for providing manpower services of different category to Mental Health Institute, SCB MCH, Cuttack on outsourcing basis

The technical bid must be accompanied with the self attested photo copy of the following requisite documents falling which the bid shall be rejected out rightly.

1. Sealed tenders will be received upto **29.04.2021 by 5.00 PM** by the office of the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack. Any tender received after the due date & time will be rejected / returned to the sender unopened. The tenders will be received through **Regd. Post / Speed Post** only.
2. The bidder(s) must submit their tenders in **separate** sealed covered envelopes for **Technical Bid** and **Financial Bid** by super scribing **Cover "A" (Technical Bid) & Cover "B" (Price Bid)** and both the sealed covers must be put into a **third outer Cover**, which must be super scribed as **"TENDER DOCUMENT FOR PROVIDING MANPOWER SERVICES IN OFFICE OF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT, MENTAL HEALTH INSTITUTE, SCB MCH, CUTTACK"**.
3. Credibility / Experience certificate issued from the appropriate Authority & / or Employer of repute from registered organization / State Govt./ Central Govt./ Urban local bodies etc. under whom work has been performed for at least **03 (three)** years concerning supply of manpower services out of which **01 (one)** year must be in a Govt. Hospital / Institution.
4. The Bidder must enclose (Xerox copy of) the paper cutting of the advertisement of the tender call notice with the technical bid.
5. The manpower services provider agency / company's average financial turnover for last three financial years must not be below Rupees One Crore per annum. Chartered Accountant Certified average financial turn over certificate of **Rs.1,00,00,000/- (Rupees One Crore)** for last 3 (three) financial years and Audited Balance Sheet for similar period for supply of manpower services to be enclosed).
6. IT return certificate for last three financial years.
7. Earnest Money Deposit (EMD) @ **Rs.1,00,000/- (Rupees One Lakh)** only in shape of Bank Draft/ Demand Draft from any nationalized bank to be pledged in favour of **The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack, which is returnable after the completion of the tender process without any interest on it.**


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09.04.2021
Director-cum-Medical Superintendent
Mental Health Institute,
S.C.B. M.C.H., Cuttack.

8. Photocopy (self attested) of GST registration certificate for providing manpower services.
9. Up-to-date photocopy of GST clearance certificate duly attested by Gazetted Officer/Notary Public.
10. Photocopy of ESI & EPF registration certificates duly attested by a Gazetted Officer/ Notary Public.
11. The copies of month wise **EPF & ESI deposit challans** of workers for last one month must be submitted.
12. The successful bidder must furnish the names & addresses with mobile numbers of the personnel category-wise to be engaged in this institute at the time of engagement.
13. The successful bidder must submit a Bank Guarantee/ FD amounting to **Rs.1,00,000/- (Rupees One lakh)** at the time of signing of agreement for the work order as performance security in favour of Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack, which will remain valid till the end of contract period.
14. The service provider Agency / Firm / Companies must have registered with appropriate Registration Authority.
15. Photocopy of valid labour license issued from concerned district labour officer under contract labour Regulation and Abolition Act, 1970.
16. The tenderer must submit an affidavit that the Agency has not been blacklisted at any time and no criminal cases are pending against the Agency.
17. Full address of registered office of the agency with Telephone no./ FAX no./ e-mail id.
18. The bidder must have registered / branch office located within the jurisdiction of Cuttack district.
19. The manpower service provider agency shall furnish its ownership documents and the names & address of owners and office bearers.
20. The tenderer must submit the police verification certificate and Aadhaar Card of each person (**5 nos. of workers provisionally**), which will be verified by the authority before engagement, who will be engaged in this institution. Number of worker may be changed subject to requirement.
21. Photocopy (self attested) of PAN Card in the name of the agency. In case of not in the name of the agency, the PAN Card must be in the name of the proprietor and the proprietor shall have to submit an affidavit stating that he is the proprietor of the firm applying for the tender.


9.4.2019
Director-cum-Medical Superintendent
Mental Health Institute,
S.C.B. M.C.H., Cuttack.

22. DD amounting to Rs.2000/- (Rupees Two thousand) only (non-refundable) towards cost of tender paper in the name of **The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack.**
23. In case of tender applied by a partnership firm, attested copy of partnership deed must be enclosed along with the tender.
24. In case of private limited company, an attested copy of the Memorandum and Article of Association must be enclosed with the tender application form.
25. The tenderer must submit copy of audited balance sheet and Profit and Loss Account for last three years.
26. It is the responsibility of the tenderer to see that the completed bidding documents are submitted by stipulated date and time for opening of tender failing which the tender would be considered late and will be rejected.
27. The tenderers are advised to read the terms and conditions of the tender and satisfy themselves about their fulfilling them and also meeting the requirements of the documents as mentioned in the tender form before submitting the tender.
28. The tender documents along with enclosures must be page numbered. The total number of pages of all documents including the tender document must be indicated clearly on the first page of the tender document. **The tender not fulfilling these requirements shall be rejected outright.**


9.4.24
Director-cum-Medical Superintendent
Mental Health Institute,
S.C.B. M.C.H., Cuttack.

DECLARATION

1. I, _____, Son/ Daughter/ Wife of Shri _____ Proprietor/ Director/ Authorized Signatory of the Service Provider mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of authorized
person
Name:
Seal:


9.4.24
Director cum Medical Superintendent
Mental Health Institute,
S.C.B. M.C.H., Cuttack.

GENERAL TERMS AND CONDITIONS

1. The workers engaged by the manpower service provider shall bear photo identity card during the period of the work which shall be duly signed by the Director-cum-Medical Superintendent of the Hospital.
2. The successful bidder shall provide the trained & literate personnel having requisite educational qualification to perform the duty in the hospital as per instruction of the Hospital authority.
3. The successful bidder shall pay all statutory contribution payable by the employer (the bidder) under the provisions of the various labour laws and others laws in force and applicable during operation of the contract.
4. The successful bidder shall deploy/ arrange the personnel in accordance with the man power services guidelines and the strict observance of the leave rules and other rules applicable to it.
5. The successful bidder shall be responsible for any loss on account of any act of Commission or Omission on the part of the Hospital authorities and the hospital authority shall not be held responsible, in respect of Govt. as well as private property for any fault of the agency.
6. Income tax shall be deducted at source at the prescribed rate as per provisions of income tax Act.
7. The bidder shall have no claim whatsoever against the hospital for any loss/ damage cause to the agency. In the situation like communal disturbance, pestilence, epidemical, sickness, strike, lock out, earthquake, fire, storm, flood, explosion or any change in the nature, breakdown of plant or machinery for whatsoever reasons.
8. The service provider agency shall furnish the records/ document/ original voucher/ challans in respect of statutory deposits in respect of the personnel to the officer concerned of the Hospital as and when required, falling which the management has every right to terminate the contract with one month notice to the effect. The statutory dues like EPF, ESI & GST are subject to change as per the Govt. Instruction from time to time (if any).
9. The staff deployed by agency must produced the police verification Certificate.
10. All the personnel must be in communication with their superior officers as well as the hospital authority.
11. If the performance in whole or part of any terms/ obligation under the contract is prevented or delayed by any such eventuality for period exceeding seven days, the contract will be terminated by the authority.


Director-cum-Medical Superintendent
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S.C.B. M.C.H.. Cuttack.

12. The executants of hospital has the right to add in addition to the above terms & conditions as may be considered proper at the time of execution of the agreement.
13. The successful bidder will submit the performance security to an amount of **Rs. 1,00,000/- (Rupees One Lakh)** in terms of the bank guarantee/ FD at the time of the signing of the agreement for the work order.
14. The performance of the persons deployed by the service provider will be supervised by the Hospital Authority as and when required and action as deemed proper as per the relevant rules and law will be taken in case of negligence or any lapses.
15. Payment will be made after submission of bills with work certificates duly signed by the hospital authority. The attested Xerox copy of EPF/ ESI/ GST deposit challans and other statutory dues as will be decided by the Govt. for the preceding months must be submitted with the bills.
16. That Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack, shall have the right to ask for the removal of any person of the agency who is not considered proper in discharging of his duties.
17. That the agency staff shall carry out such other legitimate duties as entrusted to them from time to time.
18. That the agency shall not engage any sub-contractor or transfer the contract to any other person or agency.
19. The staff appointed by the agency for this purpose shall conduct themselves as per orders of the officer authorized by the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack. In case of any lapses, misbehaviors, or misconduct of any person so appointed, the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack shall have the authority to impose penalty on the agency as desired by him.
20. In case of any loss/theft of the property of the institutions and any officer / officials for irresponsibility of the staff engaged by the agency responsibility will be fixed against such agency for such lapses, the agency will make good the loss within a specified period or else, deduction of the cost will be realized from the manpower money deposited by the agency.
21. The contact period will be for 3 (Three) years or the period as will be decided by the Government at the time of award of contract or during the tenure of the Contract which ever will be earlier subject to satisfactory performance time to time verification of works.


Director-cum-Medical Superintendent
Mental Health Institute.

22. In exigency the period of engagement a period of engagement can be extended on month to month basis as per the discretion of the authority.
23. Every year the performance of the service provider will be reviewed by the hospital authority. If the activity or performance of the agency will be found to be unsatisfactory, the authority will take appropriate action for cancellation of the assignment and take the legal action.
24. GST and Income Tax (TDS) and other statutory dues as will be deducted as per the norms of the claims of the service provider.
25. In case of any dispute the legal jurisdiction for the same shall be at Cuttack only.
26. The hospital Administration reserves the right to cancel or renew the contract of the organization with prior notification of 1 month without assigning any reason thereof. The same conditions are also applicable for the Service Provider Agency/ Firm/ Company in case it wants to quit its service.

Director-cum-Medical Superintendent,
Mental Health Institute, SCB MCH, Cuttack



9.4.2024

Director-cum-Medical Superintendent Page -10
Mental Health Institute,
S.C.B. M.C.H., Cuttack,

FINANCIAL BID
(Should be submitted separately for each post)

For Providing Manpower Service for different category of staffs to Office of the
Director-cum-Medical Superintendent, Mental Health Institute, SCB MCH,
Cuttack


1. Name of the tendering Manpower Service Provider:
2. Name of the Post : Communication Specialist(Clinical Psychologist) & IT Manager
- 3.

Sl. No.	Description	Different category of Staffs
1.	Consolidated remuneration per month (Daily 8 hours duty)	Rs.
2.	EPF as per norm	
3.	ESI as per norm	
4.	Service charges (amount to be quoted on the basis of percentage of wages and both percentage and amount to be quoted)	%
	Sub total	
5.	GST as per norm	
	Grand total	Rs.

4. The payment shall be made on completion of the calendar month only on the basis of no. of working days for which duty has been performed by each person.

Signature of Bidder

Director-cum-Medical Superintendent,
Mental Health Institute, SCB MCH, Cuttack


9.4.2021
Director-cum-Medical Superintendent
Mental Health Institute,
S.C.B. M.C.H., Cuttack.

FINANCIAL BID
(Should be submitted separately for each post)

For Providing Manpower Service for different category of staffs to Office of the
Director-cum-Medical Superintendent, Mental Health Institute, SCB MCH,
Cuttack


1. Name of the tendering Manpower Service Provider:
2. Name of the Post : Data Entry Operator (DEO)

3.

Sl. No.	Description	Different category of Staffs
1	Wages per day per person (8 hours)	Rs.
2	Wages per month (Maximum 26 days per month / 8 hours a day inclusive of OFF days)	Rs.
3.	EPF as per norm	%
4.	ESI as per norm	%
5.	Service charges (amount to be quoted on the basis of percentage of wages and both percentage and amount to be quoted)	%
	Sub total	
6.	GST as per norm	
	Grand total	Rs.

4. The wages shall not be less than the minimum daily wages approved by Labour & ESI Department, Govt. of Odisha. If violated at any stage will lead to rejection of tender or termination of the contracts.
5. The payment shall be made on completion of the calendar month only on the basis of no. of working days for which duty has been performed by each person.

Signature of Bidder


9.4.2021
Director-cum-Medical Superintendent,
Mental Health Institute, SCB MCH, Cuttack
Director-cum-Medical Superintendent
Mental Health Institute,
S.C.B. M.C.H., Cuttack.

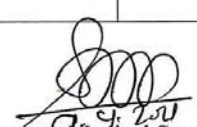
CHECK LIST

NAME OF THE TENDER: Providing Manpower Service of different Category of Posts to Mental Health Institute, SCB Medical College & Hospital, Cuttack on out sourcing basis.

Name & Address of the Tenderer:

Sl. No.	List of Documents	Document Submitted/ Not Submitted	For the office use only
1	Date of Receipt of Tender Paper in Due time or Not (Yes/ No)		
2	Submission of Tender Paper by Regd./ Speed Post or Not (Yes/ No)		
3	Xerox copy of paper cutting of advertisement of the Tender Call Notice.		
4	Money Receipt / DD amounting to Rs.2000/- (Rupees two thousand) only (non-refundable) towards cost of tender paper.		
5	Valid Pan Card		
6	Valid E.P.F., E.S.I. and GST registration certificate.		
7	Creditability/ experience certificate from the concerned authority/ employer at least for 03 years (three) in providing manpower service out of which one year must be in a Govt. Hospital/ Institution.		
8	Proof of Registration of the Service Provider Agency/ Firm/ Company with appropriate Registration Authority.		
9	Chartered accountant certified average financial turnover for last three financial year not to be below Rs.1,00,00,000/- (Rupees One Crore) per annum (Audited Balance Sheet to be enclosed).		
10	Valid contract Labour license issued from concerned District Labour Office.		
11	Income Tax return for the last preceding 03 (three) financial years		
12	Latest ECR copy of EPF, ESI & GST		
13	Valid up-to-date GST clearance certificate in favour of Service Provider Agency/ Firm/ Company duly attested by Gazetted Officer/Notary Public.		
14	Month wise EPF & ESI deposited challan of workers for last one month.		
15	Earnest Money Deposit (EMD) @ Rs.1,00,000/- (Rupees One Lakh) only in shape of Bank Draft/ DD to be pledged in favour of The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College & Hospital, Cuttack . No. _____ /Dt. _____.		
16	Affidavit by the Service Provider Agency/ Firm/ Company that it has not been Black listed at any time and No Criminal Case pending against the Agency.		
17	The Tenderer must have submitted the Full address of registered office with Telephone number Fax No. & e-mail ID and the documents for registered / branch office located within the jurisdiction of Cuttack district.		
18	In case of tender applied by a partnership firm, attested copy of partnership deed must be enclosed along with the tender.		
19	Copy of audited balance sheet and P & L Account for last three years.		
20	In case of private limited company, an attested copy of the Memorandum and Article of Association must be enclosed with the tender application form.		
21	Organization profile, which must include personal profile, details of academic as well as experience of back-up official personnel.		
22	Total number of pages		

Signature of Bidder


Director-cum-Medical Superintendent,
Mental Health Institute, SCBMCH, Cuttack

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