

**Tender Call Notice for providing Manpower Services of different Category to Mental Health Institute, SCB Medical College & Hospital, Cuttack on outsourcing basis.**

1. Cost of Tender Paper : **Rs.2,000/- (Rupees two thousand only)**
2. Date of sale for Tender Paper : **24/07/2024 to 13/08/2024**
3. Last Date for receipt of Tender Paper : **14/08/2024 upto 5.00 P.M.**
4. Date & time for opening of Technical Bid : **16/08/2024 at 3.30 P.M.**
5. Date & time for opening of Price Bid : **Will be intimated latter on**
6. Place of opening of Tender : **Office of the Director-cum-Medical Superintendent, Mental Health Institute SCB MCH, Cuttack**
7. Address for Communication : **Director-cum-Medical Superintendent, Mental Health Institute, SCB MCH, Cuttack - 753007**

N.B. (i) Any tender received after the due date & time will be rejected / returned to the sender unopened.

(ii) The tenders will be received through **Regd. Post / Speed Post** only



**TENDER PAPER FOR PROVIDING MANPOWER SERVICES**

Tender Notice for award of contract for providing the manpower services of different category of posts with a consolidated monthly remuneration as fixed by Govt. of Odisha and on daily wages basis as per Labour & ESI Department Act to Mental Health Institute, SCB Medical College Hospital, Cuttack for a period of 02 (two) years from the date of execution of the contract.

Sl. No.	Name of the Post	Qualification	Consolidated Remuneration / wages	No. of post
1	Communication Specialist (Clinical Psychologist)	M. Phil in Clinical Psychology from RCI registered Institutes	Rs.40,000/- per month	03
2	IT Manager	BE/B. Tech in CS/IT, Master in IT/CS, MCA	Rs.40,000/- per month	01
3	Data Entry Operator (DEO)	Graduation with PGDCA	Rs.13,900/- per month	04
4	Data Entry Operator (DEO)	Graduation with PGDCA	Rs.550/- per day	03
5	Attendant (Group - D)	+2 Pass	Rs.500/- per day	02
- The monthly consolidated remuneration / wages will be changed from time to time fixed by the Govt. of Odisha / Labour & ESI Department.				
- The number of post will be changed as per requirement of the hospital.				

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 manpower to Mental Health Institute, SCB MCH, Cuttack.

Interested Bidders are required to submit their tenders in separate sealed covered envelopes for Technical Bid and Price 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 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.

Director-cum-Medical Superintendent,  
Mental Health Institute, SCB MCH,  
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 manpower 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 authority 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 produce 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 a period exceeding seven days, the contract will be terminated by the authority.
12. The hospital authority 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 on the non-judicial stamp paper of the value of **Rs. 100/-**, which will be borne by the bidder.



13. A sum of Rs.2,00,000/- (Rupees two lakh only) will be deposited by the selected bidder in shape of FDR valid for two years in favour of "**The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack**" towards Performance Security.
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. The 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 a good of the loss within a specified period or else, deduction of the cost will be realized from the Performance Security deposited by the agency.
21. The contact period will be for 2 (two) years and can be extended by the authority subject to satisfactory performance.
22. 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.
23. GST and Income Tax TDS) and other statutory dues will be deducted as per the norms of the claims of the service provider.



24. 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.
25. The bidders must submit the police verification certificate and Aadhaar Card of each person, which will be verified by the authority before engagement, who will be engaged in this institution. Number of workers may be changed subject to requirement.
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 bidders 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.**
29. In case of any dispute the legal jurisdiction for the same shall be at Cuttack only.
30. 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, SCBMCH,  
Cuttack

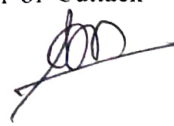


## TECHNICAL BID

(Should be submitted in Cover-A)

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

1. 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.
2. The manpower services provider agency / company's average financial turnover for last three financial years (2020-21, 2021-22 & 2022-23) must not be below **Rs.1,00,00,000/ (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 & Profit and Loss Account for similar period for supply of manpower services to be enclosed.
3. IT return certificate for last three financial years 2020-21, 2021-22 & 2022-23.
4. 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 refundable after the completion of the tender process without any interest on it.
5. The agency must be registered under OGST Act (Photocopy of GST Registration Certificate).
6. Up-to-date photocopy of GSTR-3B certificate.
7. Photocopy of ESI & EPF registration certificates.
8. The copies of month wise **EPF & ESI deposit challans** of workers for last one month must be submitted.
9. The service provider Agency / Firm / Companies must have registered with appropriate Registration Authority.
10. Photocopy of valid labour license issued from concerned district labour officer under contract labour Regulation and Abolition Act 1970.
11. The bidder must submit an affidavit that the Agency has not been blacklisted at any time and no criminal cases are pending against the Agency.
12. Full address of registered office of the agency with Telephone no./ FAX no./ e-mail id.
13. The bidder must have registered / branch office located within the jurisdiction of Cuttack district.



14. The manpower service provider agency shall furnish its ownership documents and the names & address of owners and office bearers.
15. 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.
16. Money Receipt / DD amounting to **Rs.2000/- (Rupees Two thousand)** only towards cost of tender paper.
17. In case of tender applied by a partnership firm, attested copy of partnership deed must be enclosed along with the tender.
18. In case of private limited company, an attested copy of the Memorandum and Article of Association must be enclosed with the tender application form.
19. ECR copy of ESI, EPF & GST of last month
20. Declaration in Annexure – A
21. Solvency certificate issued by Revenue Department, Govt. of Odisha not less than 50 lakhs.
22. The bidder must have ISO-9001:2015



**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.

Signature of Authorized

Person

Date:

Name:

Place:

Seal:

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line.

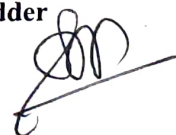
## CHECK LIST

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

Name & Address of the bidder:

Sl. No.	List of Documents	Document Submitted / Non Submitted	For the Office use only
1.	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.		
2.	Chartered accountant certified average financial turnover for last three financial year (2020-21, 2021-22 & 2022-23) not to be below Rs.1,00,00,000/- (Rupees One Crore) per annum (Audited Balance Sheet, Profit & Loss Account to be enclosed).		
3.	Income Tax return certificate for last 03 (three) financial years (2020-21, 2021-22 & 2022-23)		
4.	Earnest Money Deposit (EMD) of <b>Rs.1,00,000/- (Rupees One Lakh)</b> 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.		
5.	GST Registration Certificate		
6.	Up to date GSTR-3B Certificate		
7.	Photocopy of ESI & EPF Registration Certificates		
8.	EPF & ESI deposited challan of workers for last one month		
9.	ECR copy of ESI, EPF & GST of last month		
10.	Proof of Registration of the Service Provider Agency/ Firm/ Company with appropriate Registration Authority		
11.	Valid contract Labour license issued from concerned District Labour Office.		
12.	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.		
13.	The bidder 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.		
14.	The manpower service provider agency shall furnish its ownership documents and the names & address of owners and office bearers		
15.	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.		
16.	Money Receipt / DD amounting to Rs.2000/- (Rupees two thousand) only (non-refundable) towards cost of tender paper		
17.	In case of tender applied by a partnership firm, attested copy of partnership deed must be enclosed.		
18.	In case of private limited company, an attested copy of the Memorandum and Article of Association must be enclosed.		
19.	Declaration in Annexure -A		
20.	Solvency Certificate		
21.	ISO - 9001:2015		

Signature of Bidder



**PRICE BID**

**(Should be submitted in Cover - B)**

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. Service Charges (Minimum 3.85% & Maximum 7%)

Sl. No.	Name of the posts	In percentage
1	Communication Specialist (Clinical Psychologist)	
2	IT Manager	
3	Data Entry Operator (DEO)	
4	Attendant (Group - D)	

3. Bidder can quote upto two decimal fraction.
4. If the Service Charge comes equal of all the bidders, then the L1 bidder will be selected on the basis of their long experience.
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.
6. The monthly consolidated remuneration will be applicable as notified by the Govt. of Odisha from time to time.
7. 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.

Signature of Bidder

