

Government of India

कार्यालय अपर निदेशक, केन्द्रीय सरकार स्वास्थ्य योजना

Office of the Additional Director, Central Government Health Scheme,

केन्द्रीय सदन परिसर, खण्ड-बी, भूतल, सेक्टर-10 विद्याधर नगर, जयपुर – 302039

Kendriya Sadan Parisar, Block-B, Ground Floor, Sector-10, Vidhyadhar Nagar, Jaipur.

www.cghsjaipur.nic.in 0141-2235110-117-119 0141-2232842 addcghsjaipur@yahoo.in

**NOTICE INVITING TENDERS**

Dated: 28.7.2014

In pursuance of Directorate General of CGHS letter No.A.12011/08/2014-CGHS.II dated 21.7.2014 and 24.6.2014 wherein it was stated that tender committee will consider the tender document as approved. As such tender for the post of Data Entry Operator / Chowkidar / Safaiwala are re-invited. Those agency applied against tender notice dated 21.5.2014 are required to reapply afresh.

Sealed tenders are invited on behalf of the President of India under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/firms/Agencies for providing **Data Entry Operators, Security Guard (Ex.Servicemen) and Sweepers** in Central Government Health Scheme, Jaipur for a period of one year thereafter it may be extended by the Additional Director, CGHS, Jaipur.

**2. Schedule –**

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|------|--|--|
| i.   | Start date & time for availability of tender | : 31.07.2014, 1200 hrs.  |
| ii.  | End date & time for submission of tender     | : 26.08.2014, 1100 hrs.  |
| iii. | Date & time for opening the tender           | : 26.08.2014, 1200hrs.   |
| iv.  | Place of opening the Tenders                 | : O/o Additional Director,<br>CGHS, Block B, Ground Floor, Sector 10,<br>Vidhyadhar Nagar, Jaipur – 302039 |

3. Tender documents can be downloaded from the CGHS website [www.cghsjaipur.nic.in](http://www.cghsjaipur.nic.in). or from O/o the Additional Director on any working day between 11 am and 4 pm.

4. The interested and eligible Company/Firm/Agency may submit their tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand only) and other requisite documents by 26.08.2014 upto 1100 hours in the Tender Box kept in Room No.4, O/o Additional Director ( HQ), CGHS, Kendriya Sadan Parisar, Block B, Ground Floor, Sector 10, Vidhyadhar Nagar, Jaipur. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

5. This Office reserves the right to amend / withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Additional Director, CGHS Jaipur in this regard shall be final and binding on all.

6. This will supersede all earlier tenders for above posts.
7. Engagement of any type of staff is purely on outsource contractual basis.
8. Attach following annexure with bid.

Annexure 1 – Technical Bid

Annexure 2 – Financial Bid separately for each post.

Annexure 3 – Undertaking.

**-Sd-**  
**(Dr.D.K.Gupta)**  
**Additional Director,**  
**C.G.H.S Jaipur.**

भारत सरकार

Government of India

कार्यालय अपर निदेशक, केन्द्रीय सरकार स्वास्थ्य योजना

Office of the Additional Director, Central Government Health Scheme,

केन्द्रीय सदन परिसर, खण्ड-बी, भूतल, सेक्टर-10 विद्याधर नगर, जयपुर – 302039

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No.CGHS/JPR/1-33/2014(Admn.)

Dated: 28.7.2014

Notice inviting tender providing of contractual professional services through outsourcing in different designation for CGHS, Jaipur.

1. As per order F No.A/12011/08/2014-CGHS.II dated 24.6.2014, earlier tender notice dated 21.5.2014 is supersede and now for and on behalf of the president of India sealed tenders are invited by the Additional Director, CGHS, Jaipur from registered and reputed agencies for providing the following professional services on contract basis for the CGHS, Jaipur Rajasthan for a period of 12 months. The details of such as name of the post, emoluments, as per minimum wages act of Govt. of Rajasthan, qualification with experience etc. is given below;

S.No.	Name of the post	Emoluments	Educational qualification and age and experience if any	Age limit in years	No. of persons (Subject to change)
1.	Data Entry Operator	As per minimum wages act of Govt. of Rajasthan	12 <sup>th</sup> class or equivalent qualification from a recognized board with proficiency in computer work and working knowledge of Hindi and English.	18-59 years	10
2.	Chowkidar	As per minimum wages act of Govt. of Rajasthan	Primary school pass Should have cycling preferable ex-servicemen preferable experience in CGHS	18-59 years	09
3.	Safaiwala / MTS	As per minimum wages act of	Primary school standard Experience in	18-59 years	04

		Govt. of Rajasthan	Hospital / dispensary (SC/ST) preferable experience in CGHS		
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2. **Period of contract:**

The contract will be awarded for a period of one year from the date of issue of contract award and the rate which the contract is awarded will be valid throughout the contract period. The contract can be extended for another year if the services rendered were found satisfactory on the same terms and conditions if agreed by the agency.

3. **Qualifying requirement.**

Only the firm / agency having adequate experience in providing manpower. A firm having any legal suit / criminal case pending against its proprietor or any of its directors (in case of any private limited company) or having being earlier convicted for violation of PF/ESI/Minimum wages act/ Or any other loss in force shall also not be eligible.

**The company should contain the valid documents.**

1. Registration with Govt.
2. Details of the employed human resources with the company.
3. Audit balance sheet for last three years and the turn over should be 15 lakh.
4. Latest income tax certificate for last 3 years.
5. Registration with ESI and EPFO authorities.
6. Bankers certificate regarding worthiness.
7. PAN number.
8. Service Tax registration certificate.
9. Labour license of the applicant organization.

#### 4. **Bid documents.**

I. The tender should be submitted in the proforma given in annexure 1. The bid / tender should be accompanied by an Earnest money deposit (EMD) of Rs.10000/- (Rupees ten thousand only) in the form of demand draft draw in favour of Additional Director, CGHS, Jaipur issued by nationalized bank payable at CGHS, Jaipur. Sealed tender in the prescribed form in an envelope duly superscripted "Tender for engagement of contractual staff for CGHS addressed to the Additional Director, CGHS, Kendriya Sadan Parisar, Block B, Ground Floor, Sector 10, Vidhyadhar Nagar, Jaipur.

II. The tender received without EMD or incomplete in any respect shall be summarily rejected and no tender shall have any right to represent. Tenders received alongwith EMD in the form of cheque / cash not is accepted / considered.

III. Late / delayed tender due to any reason whatsoever will not be accepted / considered at all any circumstances. The time show in the clock of Additional Director chamber will be taken at standard.

IV. The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per directions of Additional Director, CGHS in any respect within the period of validity of tender.

V. EMD will be refunded to the unsuccessful tenderer within 30 days from the date of issue of work order to the successful tenderer and no interest would be paid thereon, EMD of the successful tenderer will be released only after the firm concerned deposit with CGHS necessary security deposit mentioned in Para 05. No, interest will be paid on the EMD security deposit.

VI. Tender(s) incomplete in any respect are liable to be rejected without assigning any reason thereof. The CGHS also reserves the right to accept or reject any tender in whole or any part thereof without assigning / specifying any reasons thereof. There shall be no obligation on the part of the CGHS to inform the unsuccessful tenderer of the outcome of the tender process.

VII). The tender should be submitted in two sealed cover

- i.) The first sealed cover should be super scribed TECHNICAL BID.
- ii.) The second sealed envelope should be super scribed PRICE BID.

Both the sealed envelopes should be placed inside the main sealed envelope super scribed "Tender for supply for contractual staff".

- iii.) The last date of submission of the tender is 26.8.2014 at 11 AM & the Technical bid will be opened on same day at 12 Noon and price Bid will be opened on a day to be decided for those who qualify the Technical Bid. One member duly authorized is allowed to attend the commercial bid opening.

#### **5. Other terms and conditions:**

I.) The contract will remain in force for a period of 12 months from the date of award. On acceptance of the contract, the agency concerned shall have to deposit a sum of Rs. 40,000/- towards security deposit, which shall be interest free, within ten days from the date of acceptance of the offer. The agency concerned shall deposit the security deposit in the form of bank draft / Bank Guarantee in favour of Additional Director, CGHS, Jaipur.

II.) Additional Director, CGHS Jaipur reserves the right to review the performance of the contractor every three months or whenever a need arises, and can terminate the contract at any point of time during the currency of the contract in case of performance and the service rendered by the contract firm is found to be unsatisfactory. The decision of the competent authority shall be binding on the contract firm. The Additional Director, CGHS, Jaipur further reserves the right to renew the contract for such periods as it may deem necessary, taking into account the satisfactory performance of the firm during the currency of the contract.

III) The maximum payable amount stated against each position should be consolidated one. The intended agencies are required to quote their supervision / service charges both in figures as well as in words in Annexure-I only. Rate quotations in any other format will not be considered / accepted. Quoting of Service charges less than TDS liabilities by the bidder shall be summarily rejected.

IV) The agency shall declare in writing that none of the partner is in any way related to any officials of CGHS.

V) Deployed personnel should abide by the rules and regulations of the office.

VI) The deployed persons have to perform a duty of eight hours on all working days and overtime will be paid for working on GH & Holidays. The attendance register is to be maintained by the agency.

VII) All wages and allied benefits like PF, Bonus, ESI etc are to be paid by the "Agency". Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Government for this purpose and shall remain liable for any contravention thereof. Agency shall have to abide by the minimum wage as per law to the member of staff employed by them in the campus of the "Employer".

## **6. Terms and Validity:**

I) The terms of contract will be for a period of one year initially.

II) The "Employer" may terminate the contract at any time without notice in the event of gross negligence of duties. The decision of the Employer in this regard shall be final and binding on the Agency.

III) For reasons other than mentioned in the clause above the contract can be terminated by either party by providing clear two months notice in writing.

IV) The engagement of service is purely on contract basis. And the dealing in this regards will be only between the agency and the Additional Director, CGHS, Jaipur. Hence the deployed persons by the agency will not be construed as the employee of the CGHS. This contractual engagement will not confer any right of the persons deployed by the agency to claim any temporary/ regular employment on the Employer.

V) The personnel engaged are not entitled for any leave. If leave is taken, payment has to be adjusted on pro rata basis.

## **7. PENALTY:**

If, the service undertaken by the agency is not up to satisfaction. Additional Director, CGHS, Jaipur may at its own discretion impose financial penalty on the Agency or Full or part of the amount of the bill will be withheld/deducted from the monthly bill or security deposit as the case may be without any notice. The agency shall provide replacement within 24 hours of any persons on long leave, poor performance or leaving the job due to his/her personal reasons at no extra cost. In case of delay penalty amounting to double the salary of the concerned employee may be charged. In leave vacancy of deployed employee, a suitable substitute should be provided by the agency.

## **8. Payment:**

The payment would be arranged to the Agency through Additional Director, CGHS, Jaipur by way of demand draft after submission of the proper pre receipted bill in triplicate along with copies of ESI & EPF deposited and a copy of the attendance for the month duly certified by the authorized representative of the Employer. The bill will be cleared for payment after due process at the level of Accounts section O/o the Additional Director, CGHS, Jaipur. No interest shall be paid or can be claimed by the Agency for delayed payment. Income Tax deducted at source will be made from each bill at the rate prescribed by the Government from time to time.

## **9. Arbitration:**

In case of any dispute arising out of this contract / award of work between the Employer and the Agency the matter shall be sent to able arbitration of an enquiry committee which shall be appointed by the Additional Director, CGHS, Jaipur. The award of arbitrators decision shall be final. The submission shall be deemed to be submission to arbitration under the meaning of Arbitration Act 1940 or any statutory modification thereof for the time being in force.

Additional Director,  
CGHS, Jaipur.



**TECHNICAL BID****(To be enclosed in a separate sealed envelope)**

**For providing manpower to perform jobs assigned to DATA ENTRY OPERATORS Security Guard (Ex-Servicemen) and Safaiwala to Central Government Health Scheme, Jaipur.**

1.	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	
2.	Name of proprietor/Director of Company/Firm/Agency	
3.	Full Address of Registered Office with Telephone No., FAX and E-Mail	
4.	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail.	
5.	Registration Certificate of company / firm / Agency	
6.	Banker of Company/Firm/ Agency with full address (Attach certified copy of statement of A/C for the last three years)	
7.	PAN/GIR No. (Attach attested copy)	
8.	Service Tax Registration No. (Attach attested copy)	
9.	E.P.F. Registration No. (Attach attested copy)	
10.	E.S.I. Registration No. (Attach attested copy)	
11.	Affidavit stating that the agency is not black listed by Centre / State Government / PSU (Attach copy) No conviction Certificate	
12.	3 years balance sheet showing turnover of the company/firm should not be < 15 lakh per annum.	
13.	Additional information, if any, (Attach separate sheet, if required)	
14.	List of other clients.	

Signature of authorized person

Name

Date:

Seal:

## DECLARATION

I, \_\_\_\_\_ S/o Shri\_

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Proprietor/Director, authorized signatory of the Agency/ Firm, mentioned above, is 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 to 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

Full  
Name:  
Seal:

Date:  
Place:

**FINANCIAL BID**  
**(DATA ENTRY OPERATOR)**  
**(To be enclosed in a separate sealed envelope)**

**For providing manpower to perform jobs assigned to DATA ENTRY OPERATORS` to Central Government Health Scheme, Jaipur.**

1. Name of tendering Service Provider Company / Firm/ Agency:
2. Details of Earnest Money Deposit :  
Amount :  
D.D. / P.O & Date :  
Drawn on Bank :
3. Rates are to be quoted in accordance with the Minimum Wages Act, Govt. of Rajasthan as on the date of submission **Matriculate but not Graduate Daily wage Workers on per month basis** and other by-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.)

	Component of Rate	Total Amount for one DEO
1	Monthly Rate (As per Minimum Wages Act, Govt. of Rajasthan as on date of submission of proposal)	
2	Employers Provident Fund @ % of 1 above	
3	Employers State Insurance @ % of 1 above	
4	Service Tax liability @ % of	
5	Any other liability (pl. indicate)	
6	Contractors Administrative /Services Charges	
	Total (Column 1 to 6)	

4. The manpower employed by the Agency shall be required to work normally as per the Ministry's working days, i.e. from Monday to Friday from 0900 hrs to 1730 hrs. with a lunch break of ½ hour from 1330hrs to 1400 hrs. or 6 days week Monday to Saturday 0800 hrs to 1500 hrs with a lunch break of ½ hour from 1300hrs to 1330 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other Gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays.

Signature of authorized person

Name

Seal:

Date:

Note:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month

**FINANCIAL BID**  
**(CHOWKIDAR (SECURITY GUARD))**  
**(To be enclosed in a separate sealed envelope)**

**For providing manpower to perform jobs assigned to Chowkidar (Security Guard Ex.Servicemen) to Central Government Health Scheme, Jaipur.**

1. Name of tendering Service Provider Company / Firm/  
Agency:
2. Details of Earnest Money Deposit  
Amount  
: D.D. / P.O & Date  
: Drawn on Bank  
:
3. Rates are to be quoted in accordance with the Minimum Wages Act, Govt. of Rajasthan as on date of submission of proposal **Daily wage Workers on per month basis** and other by-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.)

	Component of Rate	Total Amount for one Chowkidar
1	Monthly Rate (As per Minimum Wages Act, Govt. of Rajasthan as on date of submission of proposal)	
2	Rate of overtime more than 8 hours duty	
3	Rate of paid weekly off	
4	Employers Provident Fund @ % of 1 above	
5	Employers State Insurance @ % of 1 above	
6	Service Tax liability @ % of	
7	Any other liability (pl. indicate)	
8	Contractors Administrative /Services Charges	
	Total (Column 1 to 8)	

4. The manpower employed by the Agency shall be required to work normally as mentioned in the point No.1(vi). The manpower may also be called upon to perform duties on holidays, paid weekly off allowed.

Signature of authorized person

Name

Seal:

Date:

Note:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month

**FINANCIAL BID**  
**(SAFAIWALA (SWEEPER))**  
**(To be enclosed in a separate sealed envelope)**

**For providing manpower to perform jobs assigned to Safaiwala (Sweepers) to Central Government Health Scheme, Jaipur.**

1. Name of tendering Service Provider Company / Firm/  
Agency:
2. Details of Earnest Money Deposit  
Amount  
D.D. / P.O & Date  
Drawn on Bank
3. Rates are to be quoted in accordance with the Minimum Wages Act, Govt. of Rajasthan as on date of submission of proposal **Daily wage Workers on per month basis** and other by-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.)

	Component of Rate	Total Amount for one Safaiwala
1	Monthly Rate (As per Minimum Wages Act, Govt. of Rajasthan as on date of submission of proposal)	
2	Employers Provident Fund @ % of 1 above	
3	Employers State Insurance @ % of 1 above	
4	Service Tax liability @ % of	
5	Any other liability (pl. indicate)	
6	Contractors Administrative /Services Charges	
	Total (Column 1 to 6)	

4 The manpower employed by the Agency shall be required to work normally as per the Ministry's working days, i.e. from Monday to Friday from 0900 hrs to 1730 hrs. with a lunch break of ½ hour from 1330hrs to 1400 hrs. or 6 days week Monday to Saturday 0800 hrs to 1500 hrs with a lunch break of ½ hour from 1300hrs to 1330 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other Gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays.

Signature of authorized person

Name

Seal:

Date:

Note:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month



## **Annexure III**

### **Declaration about Fraud and Corrupt Practices**

We certify that in last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
- b) We hereby certify the have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages that moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/ managers / employees.

Signature; Name & Designation with office Seal