Notice Inviting Quotation (E-Procurement mode)

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

Dated: 30 /10/2018

Open Tender Notice No.IITD/KHOS(SP-1902)/2018

This is a Re-Tender against the old Tender Reference No. "IITD/KHOS(SP-1842)/2018 & Tender ID-2018_IIT_385777_1". Re-Tender is being done since insufficient quotations were received. Those who have participated in the old tender "2018_IIT_385777_1" may submit a fresh bid. The EMD which has been paid in the earlier tender shall stand (the UTR may submitted again).

Indian Institute of Technology Delhi is in the process of appointing registered/established manpower service providers having requisite experience of providing Medical Officers and Paramedics for day & night duty to various Government and Private Hospitals for providing purely on contract basis (Number may vary depending upon the requirement) on outsourcing basis for IIT Delhi Hospital as per terms and conditions detailed in the following paragraphs initially for a period of **TWO YEARS (extendable upto three years)** to be reviewed every year depending upon the performance of the service provider as per details as given as under.

Details of the item	**To provide Medical Officers and Paramedics on contract basis for day & night duty to IIT Delhi, Hauz Khas, New Delhi - 110016.**
Earnest Money Deposit to be submitted	**Rs.1,00,000/- (to be paid on line only)**

Tender Documents may be downloaded from Central Public Procurement Portal http://eprocure.gov.in/eprocure/app. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website http://eprocure.gov.in/eprocure/app . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission '.

Firm/Agency can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website http://eprocure.gov.in/eprocure/app as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the (E-procurement portal).

Schedule

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Source of Fund (Institute/Project)	Budget Code : Institute outsourcing budget
Is Multi Currency Allowed	NO (INR)
Date of Issue/Publishing	30/10/2018 (15:00Hrs)
Document Download/Sale Start Date	30/10/2018 (15:00Hrs)
Document Download/Sale End Date	06/11/2018 (15:00Hrs)
Date for Pre-Bid Conference	---
Venue of Pre-Bid Conference	---
Last Date and Time for Uploading of Bids	06/11/2018 (15:00Hrs)
Date and Time of Opening of Technical Bids	07/11/2018 (15:00Hrs)
Tender Fee EMD	Rs.1,00,000/-(For EMD) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Joint Registrar (Estt. - 2), Administrative Block, Indian Institute of Technology Delhi, New Delhi - 110016
Contact No.	011-2659-1724, 1719, 7290
Fax No.	011-2659-7216
Email Address	ar_e2@admin.iitd.ac.in

Chairman Purchase Committee
(Buyer Member)

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
More information useful for submitting online bids on the CPP Portal may be obtained at:
http://eprocure.gov.in/eprocure/app

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).

4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
   OR
   In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

1) The tenders will be received online through portal http://eprocure.gov.in/eprocure/app . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://eprocure.gov.in/eprocure/app. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://eprocure.gov.in/eprocure/app under the link "Information about DSC".

3) Firm/Agency are advised to follow the instructions provided in the 'Instructions to the Firm/Agency for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app.

Establishment Section-II
Indian Institute of Technology
HauzKhas, New Delhi-110 016
NOTICE INVITING QUOTATIONS

Dated:30/11/2018

Subject: **Outsourcing of Medical Officers and Paramedics on contract basis in Indian Institute of Technology, Delhi**

Invitation for Tender Offers

Indian Institute of Technology Delhi is in the process of appointing registered/ established manpower service providers having requisite experience of providing Medical Officers and Paramedics for day & night duty to various Government and Private Hospitals for providing purely on contract basis (Number may vary depending upon the requirement) on outsourcing basis for IIT Delhi Hospital as per terms and conditions detailed in the following paragraphs for a period of **TWO YEARS (extendable upto three years)** to be reviewed every year depending upon the performance of the service provider as per terms & conditions specified in the tender document, which is available on CPP Portal http://eprocure.gov.in/eprocure/app

Minimum Eligibility Criteria :

I. The firm/agency should be registered with Service Tax Department.
II. The firm/agency should have PAN No. against their name.
III. The firm/agency must have Provident Fund Account No. in their name.
IV. The firm / agency must have a valid labour license from the Regional Labour commissioner for specific number required for the contract under contract Labour (Regulation & Abolition) Act, 1970.
V. The firm/agency must be registered for deployment of manpower services under Companies Act, 1956.
VI. The firm/agency must have ESI No. in their name.
VII. The firm should have an office in Delhi/NCR.
VIII. The Company/ Firm should be in the business of providing medical officer and paramedical manpower service at least for the **last five consecutive years**. The average Annual turnover of the firm during the last three consecutive financial years (2015-16, 2017-16, 2017-18) should not be less than **Rupees Twenty Crores**.
IX. The agency should not be blacklisted by any Department/ Ministry of the Government of India or any PSU/ Central or State autonomous organization.
X. A service provider having any criminal case pending against the company/ proprietor or any of its Directors (in the case of company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force, shall not be eligible.
XI It would be an advantage if the participating company has access to a large healthcare organization for logistical & tertiary care support
XII It would be an advantage if participating company has access to medical colleges/ nursing/ pharmacy & Physiotherapy colleges
XIII The organization should have demonstrated existing business that spans multiple cities across the country.

While submitting the tenders, the interested bidders shall have to furnish all the proofs/ affidavits/ undertaking as per requirement.

Scope of Work required

The Scope of Work includes providing of Medical Officers and Paramedical staff on contract basis for day & night duty to IIT Delhi, Hauz Khas, New Delhi – 110016. Duties will be as per the requirement of IIT Delhi and they need to work on day/night shifts.

The doctors will have to work for medical examination boards etc. also. The doctors have to follow instruction of administration and work as per requirement.

Minimum standards/benchmarks for the services sought are as under:-

S.No.	Name of Staff	Essential Qualification
1	Doctor (MBBS/ MD)	MBBS and above, having registration with medical council of India/ State medical Council in India.
2	Staff Nurse	Diploma in General Nursing and Midwifery/BSC Nursing with Registration in the Nursing Council
3	Counselor	MA/MSc (Psychology) from a recognized college or University + Regular One year Post Graduate Diploma in Guidance & Counseling OR MA/MSc/MCom with Bed/Med qualification + Regular One year Post Graduate Diploma in Guidance & Counseling
4	Nutritionist	Bachelor in Nutrition and Dietetics OR Dietetics and Community Nutrition Management
5	Lab Technician	Degree /Diploma in relevant field from recognized institute
6	X-Ray Technician	Degree /Diploma in relevant field from recognized institute
7	Super specialist Consultant	MD
8	ECG Technician	Degree /Diploma in relevant field from recognized institute
9	Pharmacist	Degree/Diploma (after 10+2) in Pharmacy from a recognized institute/university.
10	Dental Technician	DORA/Govt. recognized Diploma in Dental Technician after 12th with Science.
11	Physiotherapist	Degree/Diploma (after 10+2) in Physiotherapy from a recognized institute/university.

Experience: Minimum 2 years experience for Doctors and 1 year experience for other positions.

Settlement of Disputes

In case of any dispute between the parties regarding the terms and conditions of the provision of the work being awarded, the matter shall be referred to an Arbitrator(s) as may be decided by the Director, IIT Delhi for arbitration under the Arbitration & Conciliation Act. The service provider shall not question the decision of the Arbitrator(s) on ground that the Arbitrator(s) is/are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the Parties. Dispute, if any, shall pertain to the service provider & IIT Delhi and not individual manpower. (Arbitration could be approved by the Labour Commission/ Department.) The Arbitrator may give interim award(s) and/ or directions, as may be required. Subject to the aforesaid provisions, the Arbitration & Conciliation Act and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

INSTRUCTION TO BIDDERS AND TERMS & CONDITIONS

The name and address of the Institution inviting tender : Indian Institute of Technology Delhi, Hauz Khas, New Delhi - 110016.

Method of selection : Based on Technical and financial evaluation.

Services Required:

1	Providing Medical Officers and Paramedics for day & night duty for Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 110016.
2	A Firm/Agency shall be deemed to have full knowledge of the work and no extra charges or compensation etc. whatsoever consequent on any misunderstanding or otherwise shall be allowed.
3	Firm/Agency should quote in figures as well as in words the rates tendered. The amount for each item should be worked out and requisite totals given. Special care shall be taken to write rates in figures as well as in words and the amounts in figures only in such way that interpolation is not possible. The total amount shall be written both in figures and in words.
4	**If qualified in the Technical Bid, the financial bid will be evaluated and L1 will be decided on the basis of the Service provider's total charges per category of medical staff per month including service charges quoted by the service provider.** The Administrative Service Charges quoted by the vendor will remain fixed for the entire validity period of contract and no request shall be entertained before expiry of the contract period.
5	IIT Delhi reserves the right of accepting the whole or any part of the services mentioned in the tender and Firm/ Agency shall be bound to perform the same at the rates quoted in their bid.
6	The duty roaster for the Medical Officers and other staff employed shall be assigned by Head, Hospital Services. For any reason the personnel deployed by the service provider proceeds or abstains from the duty, he / she should intimate the Controlling Officer (i.e. Head, Hospital Services) before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/ she will be absent. In case of any default on a particular day, an amount of Rs. 500/- will be imposed for each such complaint certified by the Head, Hospital Services under whom the work is being performed as a fine, besides proportional deduction.
7	IIT Delhi at its sole discretion may at any point of time extend or curtail the services sought under this contract.
8	The manpower outsourced to the IIT Delhi shall be the employees of the service provider only and in no way shall be interpreted or deemed to be employees of IIT Delhi. The person deployed shall not claim any master and servant relationship against IIT Delhi, and shall not claim any benefits/ compensation/ absorption/ regularization of services from/ in Indian Institute of Technology Delhi under the provision of Industrial disputes Act 1947 or contract labor (Regulation & Abolition) Act, 1970.
9	An earnest money of Rs. 1,00,000/- (Rupees One lakh only) be paid on-line.

10	TDS and other taxes as applicable will be deducted from each bill at the time of making payment by IIT Delhi to the Service Provider.
11	Tender application without complete documents/information shall not be considered. Conditional Tenders will not be accepted under any circumstances. Bids received later than the last date & time for receipt of bids shall be rejected by IIT Delhi.
12	IIT Delhi shall enter into a contract with the successful bidder on the terms & conditions on Rs. 100/- non-judicial stamp paper. The said stamp paper will be arranged by the bidder for execution of agreement.
13	Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in IIT Delhi. In such an eventuality the Bank Guarantee will be invoked.
14	The Firm/ Agency shall comply with all labour laws, rules and Acts as enforced by the regulatory authorities in respect of its employees and shall keep Indian Institute of Technology Delhi informed about any amendment in the laws from time to time. Contribution towards ESI, EPF and other statutory obligations will be paid by the Institute as per rules to the service provider. The firm/ agency claims for the bills regarding ESI, EPF, Service Tax etc. should be accompanied by documentary proof of remittance of such amount with respective authorities pertaining to the previous month. A requisite potion of the bill/ whole of the bill amount shall be held up till proof is furnished, at the discretion of the Institute.
15	The payment of wages by the Firm/Agency to its employees shall be made by ECS. The payment will be released by the service provider to its employees before the submission of claim to IIT Delhi.
16	The Firm/Agency shall deposit the employee's and employer's contribution towards EPF and ESI as also any statutory deduction, with concerned authorities and shall furnish a certificate/ challans to this effect to IIT Delhi, every month alongwith their monthly bill for payment. (this is also covered under clause 16. Why repeat?) Any liability towards statutory compliance or otherwise for any of the personnel engaged by the service provider will lie totally with the service provider and will in no way be the concern of IIT Delhi.
17	The Firm /Agency has to provide photo Identity Cards to the persons employed by the firm for carrying out the work. The Medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the agency.
18	The agency will required to provide particulars of EPF & ESI of its employees engaged in Indian Institute of Technology Delhi.
19	The Service Provider shall at its own expense at all times during the Contract Period shall insure itself for any medico legal liabilities. In the event the Service Provider fails to provide such insurance as mentioned hereinabove, IIT Delhi shall under no circumstances be responsible for any liability arising out of any medico legal claim arising due to such failure of the Service Provider and if any liability is placed on IIT Delhi due to negligent performance of the Services by the Service Provider, the Service Provider shall indemnify IIT Delhi.
20	The Service Tax/GST, if any, on the bills raised by the firm will be paid by IIT Delhi. However,

	firm has to attach the challan in support of proof of having remitted the same with service tax/GST authorities, of the proceeding month alongwith the succeeding month's bill to the Institute.
21	The Bidder in the financial bid (Annexure-III) will only mention the agnecy service charges expressed as a percentage of the monthly salary given to the outsourced manpower.
22	The award of bid will be decided on the basis of overall assessment of the bidder. This will include evaluation of the technical bid and financial bid as per the decision of Indian Institute of Technology Delhi. The bidders shall state all costs in Indian Rupees only.
23	The Firm/ Agency shall ensure proper conduct of the outsourced personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, Paan, Smoking and loitering without work. In case of such offence, institute may impose financial penalty of Rs. 500/- per incident to the Agency.
24	The Firm/ Agency shall be contactable at all times and messages sent by phone/ email/ special messenger from Indian Institute of Technology Delhi shall be acknowledged immediately on receipt on the same day. The Firm/ Agency shall strictly observe the instructions issued by the office in fulfillment of the contract from time to time.
25	Indian Institute of Technology Delhi shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
26	If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/ agents of the agency, then the Firm/ Agency shall be liable to reimburse to this office for the same. The agency shall keep Indian Institute of Technology Delhi fully indemnified against the damage by any staff engaged by the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and Indian Institute of Technology Delhi will in no way be responsible for it or any other clause mentioned above.
27	The agreement can be terminated by either party by giving one month's notice in advance. If the Firm/ Agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the Firm/Agency form Indian Institute of Technology Delhi shall be forfeited.
28	That on the expiry of the agreement from the Firm/ Agency, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
29	Any dispute arising out of the contract shall be settled within the jurisdiction of Delhi.
30	The bidders shall have to obtain the required license from the licensing authority of respective Department/Circles/Division/Other units before deployment of personnel in Indian Institute of Technology Delhi.
31	That if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to Indian Institute of Technology Delhi property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.

32	Complementary service by any service provider is not acceptable. If any service provider quote the Administrative Service Charges which is unjustified, it shall not be treated as a valid quote and shall result in summarily dismissal of the financial bid even though the service provider otherwise technically qualified.
33	Institute may correct (increase or decrease) the rates of statutory payments if there is a variation in the rates quoted by the bidder and Govt. directives, if any, in this regard.
34	Earnest Money will be forfeited if the Agency/Firm fails to commence the work as per the award letter for the work.
35	Bank Guarantee: A bank guarantee of 10% of the total order value should be furnished by the successful bidder from any scheduled bank. The bank Guarantee shall be kept with IIT Delhi for a period of two years and two months and shall be released after the successful completion of the contract
36	That if the Agency/ Firm violates any of the terms and conditions of this agreement or commits any fault or the service is not to the entire satisfaction of officer authorized by the Director, IIT Delhi, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
Amendment of Bid Documents	
A	At any time, prior to the date of submission of bids, IIT Delhi may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments.
B	The amendments shall be notified on the NIC portal at https://eprocure.gov.in/eprocure/app and these amendments will be binding on the bidders.
C	In order to allow prospective bidders reasonable time to take the amendments, if any, into account in preparing their bids, IIT Delhi may, at its discretion, extend the deadline for the submission of bids suitably.

Annexure-I

PROFORMA

Subject: Providing Medical Officers and Paramedics on contract basis for day & night duty to IIT Delhi, Hauz Khas, New Delhi - 110016.

The undersigned have read and examined in detail the tender document in respect of providing Medical Officers on contract basis for day & night duty to IIT Delhi, Hauz Khas, New Delhi - 110016, do hereby express our interest to provide such services.

Corresponding Details:

1	Name of the Company	
2	Address of the Company	
3	License/Registration Number issued by the office of Regional Labor Commissioner or so	
4	Name of the Contact person to whom all references shall be made regarding this tender	
5	Designation and address of the person to whom all references shall be made regarding this tender	
6	PAN, TAN, GST, TIN details (Enclose Attested copy in this regard)	
7	Telephone (with STD Code)	
8	Mobile phone No. of the contact person	
9	E-mail of the contact person	
10	Name of the authorized person to sign this document	
11	Service Tax Registration No. (attached copies)	
12	Provident Fund A/c No.	
13	Labour License No.	
14	Local office address of Delhi/ NCR	
15	UTR No. (For online payment of EMD)	
16	Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
	b) Account Number	
	c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

It is certified that the person, who shall deploy for duties are competent and have specified qualifications for taking up this assignment.

Documents forming part of the bid:-

The following documents are enclosed:

(i)	Annexure-I (A)	:	Minimum eligibility
(ii)	Annexure-I (B)	:	Prior Experience
(iii)	Annexure-I (C)	:	Declaration Letter
(v)	Annexure-II	:	Financial Bid
(vi)	Annexure-III	:	Letter of authorization (in the name of contact person) representing the company.

(Signature of Authorized Person)

Place:_____
Date:_____

Name_____
Designation_____
Business Address_____
Seal_____

Annexure-I (A)

MINIMUM ELIGIBILITY

Details of the interested Service Provider for establishing minimum eligibility.

Srl	Details of the Particulars	Whether Complied (Y/N)
1	Name of the Company	
2	Year of Registration/ Incorporation (Enclose attested registration certificate issued by appropriate authority)	
3	Number of Employees as on March 31, 2018	
4	Annual Turnover from providing manpower (for the last three years, duly signed by Chartered Accountant i.e. 2015-16, 2016-17 & 2017-18)	copy attached (Y/N)
5	Name of the Banker with Account Number (Enclose attested copy)	copy attached (Y/N)
6	Certificate of registration with EPFO (Enclose attested copy)	copy attached (Y/N)
7	Certificate of registration with ESIC (Enclose attested copy)	copy attached (Y/N)
8	Service Tax & GST Registration No.	
9	Certificate of registration with Labour Department, Govt. of NCT Delhi(Attested copy of valid labour license from the Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regional & Abolition) Act 1970	copy attached (Y/N)
10	The agency must have been registered under deployment of manpower services under Companies Act, 1956.	(Y/N)
11	Audited Balance Sheets of last three years 2015-16, 2016-17 & 2017-18	copy attached (Y/N)
12	Satisfactory Service Certificate / Performance Certificates from existing user organizations (Scanned copy be attached)	copy attached (Y/N)
13	Copies of Work Orders issued by Bidder's Clients (Scanned copies be attached).	copy attached (Y/N)

(Signature of Authorized Person)

Place:_____

Date :_____

Name_____

Designation_____

Business Address: _____

_____

Seal _____

Witnesses with signature

1) Name & Address _____

_____

2) Name & Address_____

_____

Annexure-I (B)

PRIOR EXPERIENCE

(Using the format below, provide information in respect of the each Department/ Agency to whom such manpower was provided by the company during the last three years)

S.No.	Name of the Organization(s) And its contact address with Telephone, email, mobile number.	Category of Manpower provided	No. of Manpower	Validity of the Contract : From _____ To _____

(Signature of Authorized Person)

Place:_____
Date :_____
Business Address:_____
_____
_____

Name_____
Designation_____
Seal _____

Witnesses with signature

1) Name & Address _____
_____

2) Name & Address_____
_____

Annexure-I (C)

DECLARATION

A Declaration letter on official letter head stating the following also to be submitted along-with Technical bid.

(i) We are in the manpower supplying business for last _____ (years) and are engaged in supplying manpower to different Central Government / State Government / Universities / Institutes of repute.

(ii) We are not involved in any major litigation that may have an impact of effecting or comprising the delivery of service as required under this tender.

(ii) We are not black-listed by any Central/State Government/ Public Sector Undertaking/ Autonomous organization in India.

(iii) We have read all the terms and conditions of the tender and we fulfill them.

(iv) We have not altered the structure of any Tables (Annexure-I (A-C),II, III) of this tender.

(v) We have no objections if IIT Delhi deploys all category of staff members or selects category wise staff members as per its needs.

(vi) All the deployed staff members will be in our role.

I hereby certify that the information furnished above is true and correct to the best of our knowledge. We understand that in case of any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with IIT Delhi in future apart from forfeiting the earnest money.

(Signature of the Firm/Agency)
Name:
Seal of the Company

Annexure-II

Performance Certificate of the organizations where manpower is supplied by the Agency

S.No.	Name of the Organization(s)	Page No.

(Signature of Authorized Person)

Place:_____
Date :_____
Business Address:_____
_____
_____

Name_____
Designation_____
Seal _____

Witnesses with signature

1) Name & Address _____
_____

2) Name & Address_____
_____

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **Two** Envelops as explained below:-

Envelope – 1 (Following documents to be provided in PDF document)			
Sl. No.	**Documents**	**Content**	**File Types**
1.	Technical Bid	Providing Medical Officers and Paramedics on contract basis for day & night duty to IIT Delhi, Hauz Khas, New Delhi - 110016 as per Annexure - I	.PDF
2.		MINIMUM ELIGIBILITY as per Annexure - I (A)	.PDF
3.		PRIOR EXPERIENCE as per (Annexure-I (B)	.PDF
4.		DECLARATION As per Annexure-I (Annexure-I (C)	.PDF
5.		Performance Certificate of the organizations where manpower is supplied by the Agency (Annexure-II)	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in PDF format as per Annexure-III	.PDF

Annexure-III

PROFORMA FOR FINANCIAL BID for Medical Officers and Paramedics

	Individual Rate/ consolidated Salary of	**Individual rates In figures**	**Individual rates in Words**
	(a) Doctors (MBBS or above)		
	(b) Staff Nurse		
	(c) Counselor		
	(d) Nutritionist		
	(e) Lab Technician		
	(f) X-Ray Technician		
	(g) Super specialist Consultant		
	(h) ECG Technician		
	(i) Pharmacist		
	(i) Dental Technician		
	(j) Physiotherapist		
2	**Rate of service/ Admn. charges quoted**	**In figures**	**In Words**

(Rates/ Consolidated Salary/ Service Charges/ Admin Charges may be written in words as well in figures. In case of any discrepancy between figures and words, the amount written in words will be taken for consideration. No cutting or overwriting will be allowed. Any financial bid with overwriting /cutting will be disqualified).

Institute reserves the right to deploy all above category of staff or may chose selective positions (not all).

Except writing rates and amount, the Firm/Agency should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Firm/ Agency who are desirous to offer rebate, should mention it separately in the covering letter submitted along with the tender.

(Signature of Authorized Person)

Place:_____
Date :_____
Business Address:_____
_____
_____

Name_____
Designation_____
Seal _____