TENDER NOTICE (THROUGH GeM) FOR PROVIDING LAB ASSISTANT, OT /PLASTER ASSISTANT AND NURSING ORDERLY ON CONTRACTUAL BASIS IN ESIC HOSPITAL, UDYOGRAMANDAL.

I. NOTICE INVITING THROUGH GeM

E-tenders through GeM under two bid system are invited from reputed manpower agencies for providing Lab Assistant, O T /Plaster Assistant and Nursing Orderly on contract basis to ESIC Hospital, Udyogamandal, Ernakulam for the period of one year which is further extendable for another period of one year on same rate, terms and conditions on mutual consent. Tender documents are available online at www.esic.nic.in.

Following number of Paramedical staffs are required:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Posts</th>
<th>Number of Manpower Vacancy</th>
<th>Details of Qualification &amp; Experience required</th>
<th>Age Limit</th>
<th>Monthly emoluments (Fixed remuneration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lab Assistant</td>
<td>2</td>
<td>Senior Secondary/ 10th + 2 or equivalent qualification with diploma in MLT from an Institute recognised by the AICTE. One year experience in the field of Laboratory Techniques</td>
<td>18-32 years</td>
<td>Rs. 20610/- (Consolidated)</td>
</tr>
<tr>
<td>2</td>
<td>O T Assistant / Plaster Assistant</td>
<td>1</td>
<td>Senior secondary/10+2 with Science or equivalent qualification from a recognised board with one year experience in OT of recognized hospital</td>
<td>18-32 years</td>
<td>Rs. 20610/- (Consolidated)</td>
</tr>
<tr>
<td>3</td>
<td>Nursing Orderly</td>
<td>11</td>
<td>Matriculation or equivalent from a recognized Board. Elementary Knowledge of first Aid. One year experience in handling and dressing wounds in Govt. Approved/ Registered Nursing Home/Hospital.</td>
<td>18-27 Years</td>
<td>Rs. 17100/- (Consolidated)</td>
</tr>
</tbody>
</table>
Note:

(1) In case of any discrepancy / higher qualification required for any posts, for present/future requirement, the decision of the Medical Superintendent, ESIC Hospital, Udyogamandal will be final.

(2) Reservation as per Government of India Rules shall be applicable to the personnel engaged through manpower agency. Accordingly, the bidder shall submit documents in proof of community status/medical condition of the personnel as per Government of India Rules.

Bidders have to deposit the Earnest Money Deposit (EMD) of Rs.73200/- (Rupees Seventy Three Thousand Two Hundred only) in the form of Demand Draft/Pay Order in favour of “ESI Fund A/c. no.-1”, payable at Kalamassery. MSME's are exempted from paying of EMD. Document required for availing Exemption of EMD Amount for NSIC / MSEs: - (i) MSMEs, which are specified by the Ministry of Micro, Small and Medium Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing/Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS). (ii) The certificate with monetary limit indicated should be valid on the scheduled date/Extended date of submission of tender. Incomplete or Certificates without monetary limit will not be considered. (iii) The items of Product/Services mentioned under NSIC certificate should be the same or similar to the tendered items (Schedule of items of Tender). (iv) The monetary limit stipulated in the certificate of MSMEs/NSIC should be equal or more than the value of work in hand awarded under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemptions. (v) If monetary limit is less than the value of work in hand awarded under MSME / NSIC benefits during the financial year plus estimated cost of this E-Tender, they should obtain “Competency Certificate” from NSIC for participating in this E-Tender as well as to avail MSME benefits.

The interested bidders should upload their bids along with duly signed scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids on the www.gem.gov.in latest by 04.09.2020 up to 04.00 PM. The technical bids will be opened online on 09.09.2020 at 10.00 AM. Tender documents are also available for viewing on the website of Employees' State Insurance Corporation i.e. www.esic.nic.in.

<table>
<thead>
<tr>
<th>Name of work:</th>
<th>E-Tender for providing Para Medical Staff (Lab Assistant, O T Assistant/Plaster Assistant, Nursing Orderly) on contract basis at ESIC Hospital, Udyogamandal, Ernakulam, Kerala</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Cost for 14 paramedical staff for one Year of contract</td>
<td>Approx. Rs.36,33,320/- (Approx. Rupees thirty six lakhs and thirty three thousand three hundred and twenty Only)</td>
</tr>
<tr>
<td>Last Date &amp; Time of submission e-Tender</td>
<td>04.09.2020, 04.00 PM</td>
</tr>
<tr>
<td>Date &amp; Time of Opening of Online Tender (Technical)</td>
<td>09.09.2020, 10.00 AM</td>
</tr>
<tr>
<td>Date &amp; Time of Opening of Online Tender (Financial) (Only for those bidders who have qualified in the Technical Bids)</td>
<td>14.09.2020, 10.00 AM</td>
</tr>
<tr>
<td>Earnest Money Deposit (EMD) to be sent by Post/Delivered in hand</td>
<td>Rs.72700/- (Rupees Seventy Two Thousand Seven Hundred and Two Hundred only)</td>
</tr>
<tr>
<td>Performance Security Deposit / Security Deposit (PSD/SD)</td>
<td>Rs.182,000/- (Rupees One Lakh Eighty Two Thousand only)</td>
</tr>
</tbody>
</table>

Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites: www.esic.nic.in w.e.f. 21.08.2020. The interested bidders shall submit their tender(s) through online mode in www.gem.gov.in. Both the Technical & Financial Bidding is through e-Tendering only. The bidders shall upload all the documents as per Eligibility Criteria for Bidders.

Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.

If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day. No Physical form of e-Tender documents Required.

Medical Superintendent
ESIC HOSPITAL, UDYOGAMANDAL
Important Instructions for Bidders regarding E-Submission of Bid

Bidders/Contractors are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderers for the e-submission of the bids online through www.gem.gov.in. Bid documents may be scanned with 200 dpi with black and white option to keep in check the legibility and the size of the scanned document.

II. (A) Eligibility Conditions to bidders:

1. The Bidders must have minimum two years experience of similar nature as on 27.08.2020 in the Hospitals/Medical Institutions of Govt/Semi-Govt/PSU/Autonomous Body/Reputed Hospital Institution.
2. They have satisfactory performance certificate stating that they have performed/performing satisfactorily. They shall not have labour/staff issues pending with any organizations (as stated above) including ESIC, on the date of submission of bid documents. In this regard, bidders have to give their Self-Certification/Declaration on their Letter-pads.
3. The Bidders should not have been indicted for any criminal, fraudulent or corruption activity and not have been blacklisted by any Central/State Govt/Semi-Govt/PSU/Autonomous Body/Reputed Corporate Sector Institutions. In this regard, Annexure-III (Declaration) will be sufficient.
4. The bidders should be a company/firm/proprietary/partnership engaged in supply of paramedical manpower for at least 02 years.
5. The bidder should have completed successfully at least one contract preferably of providing Para Medical Staff (Lab Assistant, OT/Plaster Assistant and Nursing Orderly) during previous 05 years in a hospital of 50 bedded or more in India.
6. The bidder should have successfully completed or successfully running the following work in the Hospitals/Medical Institutions of 50 bedded or more in India:
   a) One similar nature of work of value not less than 80 lakhs, or
   b) Two similar nature of work of value not less than 50 Lakhs, or
   c) Three similar nature of work of value not less than 40 Lakhs.
7. The bidder must have an average annual turnover of Rs.8000000/- (Rupees Eighty Lakhs only) or more during the last three financial years i.e. 2017-18, 2018-19 & 2019-20.
8. The bidders must have an active Office/Branch Office in Ernakulam prior to commencement of contract agreement and should be submitted the supporting documents of the same.

II. (B) Documents must to be uploaded:

Bidder firms which fulfil the above eligibility conditions should upload tender document duly signed by authorized person on every page, the technical bid & price bid along with the scanned copy of following documents failing which their bids may be rejected:

III. (C) Other Terms & Conditions of Tender:

1. Period of Contract: The Contract shall initially be for a period of one year or till regular recruitment, whichever is earlier. And if ESIC Headquarters office approve for further continuance of contract of Para Medical Staff (Lab Assistant, OT/Plaster Assistant and Nursing Orderly) then it may be extended further for a period of one year subject to satisfactory performance on mutual consent on the same terms and conditions.
2. The rates approved shall remain unchanged during the period of contract.
3. The Medical Superintendent, ESIC Hospital, Udyogamandal, Ernakulam reserves the right to terminate the contract at any time, before the expiry of one year, by giving one month notice. However the Service Provider needs to give 3 months notice in case of premature termination of contract to let the hospital arrange for replacement of Lab Assistant, OT/Plaster Assistant and Nursing Orderly. During the notice period, both the parties will maintain the status quo.
4. Earnest Money: Rs. 73200/- (Rupees Seventy Three Thousand Two Hundred only) to be deposited, in form of demand Draft/Pay Order in favour of “ESI Fund A/c. No. 01(one)”, payable at Kalamassery. EMD to be submitted in a sealed envelope or by hand superscribing on it “E-Tender for providing Para Medical Staff (Lab Assistant, OT/Plaster Assistant and Nursing Orderly)” at Administration Branch of ESIC Hospital, Udyogamandal, Kerala – 683 501 on or before 08.08.2020.

IV. Instructions for Bidders:
1. Tender form shall be complete in all respect. Incomplete or tenders without E.M.D. (wherever applicable) shall be treated as invalid.
2. Bidders have to ensure that all the documents are properly uploaded at www.gem.gov.in and are readable format.
3. The site for the work can be seen on any working day during office hours by contacting the Medical Superintendent, at ESIC Hospital, Udyogamandal, Ernakulam.
4. The Medical Superintendent, ESIC Hospital, Udyogamandal, Ernakulam reserves the right to accept or reject (fully or partially) any tender or all tenders without assigning any reason.
5. Conditional tenders are liable to be rejected.
6. The EMD of unsuccessful bidders shall be refunded after the award of work to the successful bidder or completion of present tender process.
7. The Successful bidder shall have to deposit Performance Security Deposit (PSD) of Rs. 182000/- (Rupees One Lakh Eighty Two Thousand only) within one week of award of contract, by way of a demand draft payable at Kalamassery in favour of “ESI Fund A/C No. I” or Performance Bank Guarantee which is valid for 2 months beyond the completion of contract which shall be refundable without interest. Any amount which is payable by the contractor to the employer on any account of a cause arising out of the contract will be adjusted against Performance Security Deposit.
8. Only those agencies who full fill the minimum essential eligibility criteria need to submit the e-bid

V. Bid/Tender Details:
(a) Validity of Tender: - This Tender will be valid for 90 days.
(b) Technical Bids: - The Online Technical Bid will be opened on 09.09.2020 in the presence of Bidders, who wish to be present. Bids received and found valid will be evaluated by the ESIC to ascertain the best-evaluated bid for the complete work/services under the specifications and documents. The bidder should take care to submit all the information sought by ESIC in prescribed formats. Incomplete, conditional, telephonic bids or tender uploaded after due date & time will not be considered and summarily rejected. Offline bid will be summarily rejected.
(c) Financial Bid: - The financial bid of the bidders, whose technical bid is found to be eligible, will be opened on 14.09.2020. Financial bid will be evaluated as per service charge percentage (%) quoted by the bidders, which should be above 2% (to compensate applicable TDS on Income Tax @ 2%). Thus a bid which is substantially responsive and quotes minimum Service Charge shall be ranked as L-1 and so on. The Service Charge quoted by any bidder should not be less than TDS payable by a bidder who is finally selected to supply the Para Medical Staff (Lab Assistant, OT/Plaster Assistant and Nursing Orderly).

VI. Award of Work: -
The selection of the agency will be at the sole discretion of the ESIC who reserves its right to accept or reject any or all the proposals without assigning any reason. The contract for providing Para Medical Staff shall be awarded to the lowest qualified & responsive bidder. Upon evaluation of offers the decision on the award of contract will be intimated to the successful bidder.

VII. General Conditions of Contract:
1. The bidder would be wholly responsible for the acts & omissions of the manpower engaged for this job.
2. Agency will have to supply manpower within 15 days of award of contract. The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out the work assigned to him.

3. The bidder should ensure the Health and safety measures of the employees. ESIC may also conduct health check-up of the staff deployed at regular intervals. ESIC can ask for record at any time.

4. The bidder must employ adult labour only. Employment of child labour will lead to the termination of the contract.

5. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

6. The Contractor shall be fully responsible for the conduct of his staff. The clearance of the local police has to be obtained by the agency for deployed personnel.

7. The bidder at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer’s Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; or any other relevant Act. ESIC will not own any responsibility in this regard.

8. The staff shall be in proper uniform and with their identity card properly displayed.

9. The Medical Superintendent, ESIC Hospital, Udyogamandal reserves the right to amend/add/delete/relax any condition of the tender document without any notice at any stage.

10. The agency shall not in any condition engage any sub-contractor or transfer the contract to any other person. If found guilty, the contract will be cancelled immediately at the cost and expense of the Contractor.

11. The list of all contract Staff will be submitted by the agency together with names/address of the employees including those as leave reserve to the hospital authorities with their bio data, qualification certificates, experience certificate, age certificate, Bank Account number etc, who are engaged in this Hospital.

12. The Contractor should have sufficient number of Lab Assistant, O T Assistant/Plaster Assistant, Nursing Orderly on his payroll so that 1/3rd of these paramedical staff deployed at this hospital should be rotated out of this hospital after a period of every 6 months. Failing which 10% of the service charges will be deducted for the following months, till the rotation is effected.

13. Medical facility for employees not covered under ESIC should be provided by the service provider.

14. It is mandatory for the agency to make the payment to personnel engaged by the agency in this hospital within time stipulated as per labour laws by way of ECS/RTGS/NEFT etc and submit the photocopy of the acquaintance roll along with the bill for the following month as a proof thereof.

15. Payment of wages to contract staff engaged to be ensured by the Service Provider and it would not be linked with clearance of Bill. In case any complaint is received or it is observed that payment to deployed staff are not being made as per law, the agency shall have to make payment to these workers in the hospital premises at their risk and cost in the presence of an authorized official of hospital.

16. On termination of the agreement, The Service Provider shall take away the personnel employed by him at the hospital /other locations immediately without making any claim whatsoever employed by him at the hospital immediately without making any claim whatsoever on ESIC. There shall be no claim of making the worker permanent/regular. No worker can claim retention in case the Hospital authority decides to not avail his/her service. Any union interference, demonstration, agitation etc. will not be tolerated & the Service Provider himself has to ensure to smooth resolution of any such issues. Employees deployed be made aware of this before deputing them at hospital.

17. The Service Provider must make payment to their workers through bank transactions on or before 7th of each month and the bill is not linked to the clearing of bill by hospital.

18. The agency shall obtain license under the contract Labour (Regulation and Abolition) Act 1970 from the appropriate authority and shall produce the license within 1 month after the commencement of the contract.

19. The successful bidder will have to sign the contract agreement with the hospital on a non-judicial stamp paper of Rs.200/- (Rupees Two Hundred only) immediately after the award of the contract.
20. The contractor shall take due care to comply with the provision of the contract labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like policy changes proposed by the Government or Legal amendments from time to time, during the period of the Contract.

21. The contractor/agency shall provide all contractual paramedical staff every day for round the clock services. Number of contractual paramedical staff can be increased / decreased on actual need basis.

22. The Medical Superintendent, ESIC Hospital, Udyogamandal, Ernakulam will not be responsible for any injury or loss of life of personnel so deployed / deputed by the contractor which may take place in the course of their deployment.

23. TDS will be deducted as per provisions of Income Tax Act.

24. If the attendance falls short of contracted minimum number of persons, penalty of Rs. 500/- per person per day shall be deducted from the bills. The amount so deducted shall be final and no claim whatsoever will be entertained under any circumstances.

25. Any personnel engaged by the agency if found indulging in illegal and intolerable activities is liable to be handed over to the police or any other administrative action deemed fit against him/her will be taken.

26. The Medical Superintendent, ESIC Hospital, Udyogamandal, Ernakulam reserves the right of the removal of any person from the hospital premises considered to be incompetent or disorderly. Such person shall not be engaged again.

27. The agency shall enroll contractual staff into ESIC & EPF immediately on engagement of contractual staff. Providing of uniform and other necessary items as per job requirements shall be the responsibility of the contractor. In case scanned document submitted by the bidder are not in readable form, then firm will not be considered for technical evaluation.

28. Variations: - The Medical Superintendent, ESIC Hospital, Udyogamandal, Ernakulam may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of contract rates for manpower.

29. Payment procedure: - The contractor shall submit bill in duplicate by the 7th day of each month for the executed up to end of previous month in a prescribed format as approved by ESIC. Bill must be raised based on the rate quoted in tender.
   (a) The bill must be supported with the following documents:- Attendance sheets (Biometric Attendance also) certified by ESIC along with salary certificates, ECS/NEFT etc details, wages sheets of all the workers and staffs deployed, certified copy of ESI, PF Challan along with details of deduction of each employees and GST challan.
   (b) After submission of monthly bill complete in all respect, the bill will be checked and payment will be made within 15 days of submission of Bill.
   (c) Bills must be submitted on monthly basis. Previous month's bill must be submitted on or before 7th day of coming month.

30. Liquidated damages: - Whenever and wherever it is found that the service is not up to the mark, it will be brought to the notice of the Contractor by ESIC and if no action is being taken within one hour on urgent matters liquidated damages @ Rs.500/- per complaint shall be imposed. The decision of Medical Superintendent, ESIC Hospital, Udyogamandal, Ernakulam shall be final, in this regard.
   a. If any para-medical staff is not found in proper uniform or not displaying photo identity card, a penalty of Rs.100/- per instance shall be deducted from contractor's bill.
   b. If any contractual paramedical staff is found indulging in smoking at the time of duty, a penalty of Rs.100/- per instance shall be deducted from contractor's bill apart from administrative action as deemed fit by authorities.
   c. If any contractual paramedical staffs are found indulging in drinking at the time of duty, a strict-action will be taken against those staff & also against contractor as per law prevailing in the state of Kerala.
   d. If any contractual paramedical staff is found sleeping during duty hours, a penalty of Rs.100/- per instance shall be deducted from contractor's bill.
   e. If any contractual paramedical staffs are found absent from the place of duty, for any reasons, a penalty of Rs.500/- per instance shall be deducted from contractor's bill.
   f. If the behaviour of any contractual paramedical staff is found harsh/rude and non-cooperative towards patients/attendants/staff a penalty of Rs.100/- per instance shall be deducted from contractor's bill.
31. **Manpower:**
   a. Any misconduct / misbehaviour on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.

32. **Variance:** - The number of manpower required may be increased or decreased from present requirement.

33. **Risk clause:** - The Contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement. ESIC reserve the right for termination of the contract at any time by giving 30 days written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected bidders at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by ESIC from the Contractor’s Security Deposit or pending bill or by raising a separate claim. Further—
   (a) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the ESIC.
   (b) Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control.
   (c) In the event of loss/damage of equipments etc. at the premises of the ESIC due to negligence/carelessness of Contractor staff, then the Contractor shall compensate the loss to ESIC.
   (d) The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the Persons working in or visiting the ESIC’s premises and shall indemnify ESIC for any loss or damage caused by any act of the Contractor or its employees or staff etc.
   (e) The Contractor shall not assign or sublet this Agreement or any part thereof to any third party.

34. **Dispute Settlement:** - It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by Medical Superintendent, ESIC Hospital, Udyogamandal, Ernakulam whose decision shall be final and binding on both the parties. *In case of any legal dispute Ernakulam will be the jurisdiction.*

35. **Termination Clause:** - During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the security deposit of Rs.182000/- (Rupees One Lakh Eighty Two Thousand only) deposited with ESIC or part thereof shall be forfeited in favour of ESIC and agreement will be terminated after giving 30 days’ notice. In such situations, tender can be allotted to second lowest bidder.

Accepted the above (to be signed by the bidder with seal)
(To be submitted on the bidder’s letterhead) **Annexure-I**

**TECHNICAL BID (Profile of the Bidder)**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Description (to be filled-up by the bidder)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Tendering Company/Firm</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Name of owner/partners/directors</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Full particulars of office (with full address, mobile / telephone &amp; emails)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Full particulars of Bankers of the Firm/company (with Account numbers, MICR &amp; IFSC, full address, emails, phone/mobile of Bank’s branch)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PAN/GIR No.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>GST Registration Number</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>EPF &amp; ESI Registration Number</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Labour License Number</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Proof of EMD Submitted</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Whether Satisfactory performance certificate uploaded (write Yes or No)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Whether Non-blacklisting (by any Agencies) declaration uploaded (write Yes or No)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Other information, if any</td>
<td></td>
</tr>
</tbody>
</table>

**Date:**

**Signature of Owner/Managing Partner/Director:**

**Place:**

**Name (in full who is signing):**
## Experience of the Firm/Company

[Experience in support of Eligibility Conditions to Bidders in respect of serial no. 1 to 7 of Para-III (A)]

**Use separate sheet for each work**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Projects title &amp; their locations</td>
</tr>
<tr>
<td>2</td>
<td>Name of the client &amp; address</td>
</tr>
<tr>
<td>3</td>
<td>Details of the Work (eg. Supply of no. of Paramedical)</td>
</tr>
<tr>
<td>4</td>
<td>Period of Work Done/Services rendered for the project (From _____ to _____)</td>
</tr>
<tr>
<td>5</td>
<td>Total cost of work</td>
</tr>
<tr>
<td>6</td>
<td>Date of start of the work and present status</td>
</tr>
<tr>
<td>7</td>
<td>Any other details</td>
</tr>
</tbody>
</table>

**Note:** Supporting documents like satisfactory performance certificates etc. from the client in support of each of the above projects must be furnished.

Date:                                                                                     Signature of Owner/Managing Partner/Director:
Place:                                                                                      Name (in full who is signing):
                                                                                           Seal:
DECLARATION

NAME OF WORK: E-TENDER FOR PROVIDING PARAMEDICAL STAFF FOR ESIC HOSPITAL, UDYOGAMANDAL, ERNAKULAM FOR A PERIOD OF ONE YEAR

Dear Sir,

1. I/ we hereby submit the tender application for the above mentioned works viz.

2. I/We hereby declare that I/we have perused and understood the tender document and accept all the terms & conditions, stipulated by the ESIC in connection with the tender for Providing Paramedical Staff for ESIC Hospital, Udyogamandal, Ernakulam for a period of one year.

3. I/we confirm the documents submitted by the firm are legible and the onus of non-readable document shall be with the firm/company.

4. The information given in the Tender document is true and in case any thing found false, then the Proprietor/Partner/Director will be responsible for the same.

5. It is certified that the agency has never been black listed by any organization from Govt./PSU etc.

6. That I/ We authorize Medical Superintendent to forfeit the security money deposited by me/us if any delay or failure to supply the article/completion of the work to the satisfaction of the hospital authority, within the stipulated time or the items of desired quality.

7. That I will be in the position to provide contract as per the work explained to me to the satisfaction of the Hospital authority.

8. That there is no vigilance/ CBI case or court case pending against me/ my firm debarring me/ my firm it undertake contract work/ supply of items quoted.

9. That I hereby undertake to carry out the work as has been explained to me to the satisfaction of competent authority with in stipulated period.

10. I have been informed that The Medical Superintendent, ESIC Hospital, Udyogamandal, Ernakulam has the right to accept or reject any or all the tenders without assigning any reason thereof.

11. I am ready to sign the agreement with the ESIC, in case of my selection as successful Bidder.

Date: ____________________________
Signature of Owner/Managing Partner/Director:

Place: ____________________________
Name (in full who is signing):

Seal:

N.B.: The above declaration, duly signed by the authorized signatory of the company, should be enclosed with Technical tender.
UNDERTAKING (To be furnished by personnel after agreement)

I, ___________________________ S/D/o ___________________________,

R/o ___________________________ in accordance with the instructions given to me from time to time. It has been made clear to me that I shall not have any claim for permanent service in the ESIC Hospital, Udyogamandal, Ernakulam and no representation on this behalf shall be entertained by the Hospital Authority in any case and such engagement shall be strictly temporary and I shall abide by the terms and order mentioned in the Agreement. I also understand that, my services are likely to be terminated, if at any time.

Signature of Personnel to be deployed:

Name of Personnel to be deployed:

Signature of Authorised signatory of Firm/Company:

Authorized Signatory of Agency’s Name (with seal):

Place:

Date:
ANNEXURE-V

CHECK LIST FOR UPLOADING OF SCANNED DOCUMENTS ALONG WITH THE BID, WITHOUT WHICH THE TENDER IS LIABLE TO BE REJECTED.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of the items</th>
<th>Scanned Copies Uploaded (Yes / No)</th>
<th>Bidder must write Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical Bid (profile of the bidder) (Annexure I)</td>
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<tr>
<td>2</td>
<td>Financial Bid (Annexure VI)</td>
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<tr>
<td>3</td>
<td>EMD for an amount of Rs.72700/- (Physical copy to be submitted as mentioned in the document)</td>
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<td>4</td>
<td>Upload scanned copy of PAN Card</td>
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<tr>
<td>5</td>
<td>Upload scanned copy of GST registration</td>
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<tr>
<td>6</td>
<td>Upload scanned copy of Incorporation of Company or Firm registration</td>
<td></td>
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<td>7</td>
<td>Upload scanned copy of Labour license</td>
<td></td>
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<tr>
<td>8</td>
<td>Audited Balance Sheets with Profit &amp; Loss Account Statements for the last three financial years certified by the Chartered Accountant</td>
<td></td>
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<tr>
<td>9</td>
<td>Income Tax returns/Chartered Accountant Certificate (as applicable) for the last three financial years</td>
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<td>10</td>
<td>Upload scan copy of completion certificate in support of eligibility condition-1 to 7</td>
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<tr>
<td>11</td>
<td>Experience of the Firm (Annexure II)</td>
<td></td>
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<tr>
<td>12</td>
<td>Declaration by the Bidder (Annexure III)</td>
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<tr>
<td>13</td>
<td>Undertaking (Annexure-IV)</td>
<td></td>
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<td>14</td>
<td>Checklist (Annexure-V)</td>
<td></td>
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<tr>
<td>15</td>
<td>Upload scan copy of Authorization Certificate for signing tender documents if other than the Bidder.</td>
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<tr>
<td>16</td>
<td>ESIC Registration Certificate with latest paid challan</td>
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<tr>
<td>17</td>
<td>EPFO Registration Certificate with latest paid challan</td>
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</tbody>
</table>

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to bid a E-TENDER.

Date: ____________________________  Signature of Owner/Managing Partner/Director:

Place: ____________________________ Name (in full who is signing):

Seal: ____________________________