

Date: 09/07/2020

3/54/P&T/ManPower/2020-21/DMHS/6569

Shorte-Tender (Online) Invitation Notice

The Directorate of Medical & Health Services, Daman and Diu on behalf of President of India, invites on line tender on <https://ddtenders.gov.in> from the Authorized Service Providers for rate contract of outsourcing services for Manpower for 03 Months for Covid Care Centres.

Sr. No.	Particulars	Estimated Amount	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)	e-Tender ID No.
01.	Providing of Outsourcing Services of Man Power for Covid Care Centres Covid-19 under DMHS Daman	Rs.34.89 Lacs	Rs.87,000/-	Rs.3,000/-	2020_DAM AN_942_1

Bidders have to submit Technical Bid and Price Bid in Electronic format only on <https://ddtenders.gov.in> website till the last date and time for submission. Technical Bid and Price Bid in Physical format shall not be accepted in any case.

Bid submission should be done along with tender Fees and EMD in original by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from <https://ddtenders.gov.in>, www.daman.nic.in

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of DD of any Nationalized or Scheduled Bank of India payable in Daman.
3. The EMD will be accepted in form of FDR /A/c Payee Demand Draft / Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at Daman in favor of under signed.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. Bidders shall have to post their queries on E-Mail address: dmhs-daman-dd@nic.in.

In case bidder needs any clarification or if training required for participating in online tender, they can contact the following office.

For any technical related queries please call at 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005,0120-6277787. International Bidders are requested to prefix 91 as country code.

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel : 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

E-Mail : [support-eproc\[at\]nic\[dot\]in](mailto:support-eproc[at]nic[dot]in)

Sd/-
Director Medical & Health Services
UT of Daman & Diu,
“Tel.No.0260-2230470”
email ID : dmhs-daman-dd@nic.in

Copy to :-

1. All Heads of Office, Daman for information & n.a.
2. Field Publicity Officer, Daman for wide publicity in Newspaper.
3. Director General, Indian Trade Journal, Kolkata for publication on Newspaper.
4. NIC, Daman for upload in govt. website for wide publicity
5. Accounts Section DMHS, Daman for information.
6. CMS, DMHS, Daman for information.
7. Procurement & Tender Division, DMHS, Daman for information.

**U.T. ADMINISTRATION OF DAMAN AND DIU,
OFFICE OF THE DIRECTORATE
OF MEDICAL AND HEALTH SERVICES,
DAMAN**

Terms and Conditions for the Providing of outsourcing services of Man Power for Covid Care Centres, Covid-19 under DMHS Daman

❖ **Instructions to Bidders :**

1. The rate should be quoted online in the financial bid in the prescribed form given by the department; **the rate should be valid for the period of One year from the date of tenderization.**
2. All/Taxes/GST/Duties/Royalties Charges payable on the sales/transport etc. Within and/or outside the state shall be payable by the Service provider.
3. The decision of the Tender Inviting Officer for acceptance/rejection shall be final.
4. The Tenderer should enclose along with tender the Earnest Money Deposit in form of Fix Deposit Receipt or Bank Guarantee from any of the Nationalized Banks in an acceptable form payable at Daman in favour of **Director of Medical & Health Services, Daman**. The EMD should not be forwarded by Cash and **the EMD should be valid for the period of One Year**. Tender received without Earnest Money Deposit and tender fees will be summarily rejected.
5. All bills should be in **TRIPLICATE** and should invariably mention the number and date of order.
6. The Tenders shall be submitted in two bid system, wherein the EMD and Tender Fee only has to be submitted in Tender Box and should super scribing on the envelope as “Sealed Cover for Providing of outsourcing services for housekeeping at CHC Moti Daman and Raktdan Kendra Daman.
7. For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:
**The Director
Medical and Health Services,
Community Health Center,
U.T. of Daman and Diu, Moti Daman 396 220
Tel 02602230470 Fax 0260-2230570**
8. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
8. The tenders and financial bid should be submitted online on <https://ddtenders.gov.in> in two bid system.
9. In case, the Service provider is not able to provide the services within one week, the EMD of the Service provider will be forfeited to the Government and the contract shall terminated with no further liabilities on either party to the contract.
11. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and Conditions for supply for all legal purpose.

Bid document downloading Start Date	: 09.07.2020
Bid document downloading End Date	: 18.07.2020, 12:00 Hrs.
Last Date & Time for receipt of Bid	: 18.07.2020, 14.00 Hrs.
Preliminary Stage Bid Opening Date	: 18.07.2020, 15.00 Hrs.
Technical Stage Bid Opening Date	: 18.07.2020, 15.30 Hrs.

Tender Fees (Non Refundable) Rs. 3000/- :

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees as specified in schedule otherwise tender will be rejected. The tender fees will be accepted only in form of DD in favor of **Director of Medical & Health Services, Daman** from any Nationalized or Scheduled Bank of India payable in Daman.
- c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

Earnest Money Deposit (EMD) Rs.87,000/- :

- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- b. The manufacturing units who are placed in Daman are exempted for Earnest Money Deposit. For getting exemption, tenderers have to furnish valid and certified documents along with the tender, otherwise tender will be rejected.
- c. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration should be attached to their tenders.
- d. EMD can be paid in either of the form of following :
 - i. Fixed Deposit Receipts
In favor of **Director of Medical & Health Services, Daman** from any Nationalized Banks including Public Sector Bank/Private Sector Bank authorized by RBI to undertake Government Business.
- e. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- f. EMD in any other forms will not be accepted.
- g. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
 - i. Tender is rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
 - ii. In case, the supplier does not execute the supply order placed with him within stipulated time, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
 - iii. Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.

❖ Conditions of Contract :

1. The e-Tender Notice is for engaging **89** person outsourcing services for Providing of outsourcing services of Man Power for Covid Care Centres Covid-19 under DMHS Daman.
2. The agreement for providing services shall be for the period of 3 months.
3. **The contract will be valid for the period of 03 months and to be extended on approval of the competent authority.** and it should be inclusive of all taxes.
4. Only the Government recognized Agency or Agency having labour contract license of Daman & Diu under the provision of Labour Laws and any other Law shall be eligible for getting this work along with rates and attach the documents as per ANNEXURE – I.

5. The selected agency shall have to provide the services with whom agreement is made and this cannot be entrusted to any other agency or sub-agency. If it is found so, their Security Deposit will be forfeited and the agreement will be cancelled.

Sr. No.	Particulars	No. of Persons Required
1.	Laboratory Technician	4
2.	Radiology Technician	2
3.	Data Entry Operator (DEO)	9
4.	Driver	4
5.	Nursing Orderly	32
6.	Safaikarmachari	38
TOTAL...		89

6. No residential facilities shall be provided; It has to be arranged by the agency.
7. The agency shall be responsible for security of the property of the hospital/premises building etc in terms of man, machinery, equipment, furniture, trees etc. They will also be responsible for the security of the hospital building and other buildings in the hospital campus. The agency shall be responsible for any type of damage to any property of the hospital arised because of theft, looting etc. If after the Police complaint, no other is found responsible for such cause the agency shall be responsible to pay partly all the damages.
8. The Agency shall have to provide the services of strong and healthy trained staffs preferably with sound physical condition, in age group of 25 to 40 years, Their names passport size photographs address, identity cards, have to be provided to the Directorate of Medical and Health Services, Daman for records.
9. The agency and staff should give full cooperation to the Police in case of inquiry regarding damage caused to the property of the institute.
10. The below mentioned posts should have the minimum education as mentioned below & the minimum salary to be given to each individual as mentioned below to under take the work by the successful contractor during the course of agreement (For Directorate of Medical and Health Services, Daman & Diu

Staff Required for for Covid Care Centres Directorate of Medical and Health Services, Daman & Diu			
Sr. No.	Particulars	Education qualification required	Minimum salary to be paid per person per month in hand
1.	Laboratory Technician	1) H.S.C. Science or equivalent (2) Diploma in Medical Lab Technician course from any recognized institution/university	12000/-
2.	Radiology Technician	1) H.S.C. (Science) or equivalent from a government recognized board. (2) Successful completion of course of X- Ray Technician/ Radiographer from a recognized Institution. (3) Experience of one year as X – Ray Technician/ Radiographer.	12000/-
3.	Data Entry Operator (DEO)	HSC with two years experience in the field & Knowledge of computers	10000/-
4.	Driver	1.std 12 th Pass from recognized board. 2. Driving license of Heavy vehicle (the driving license should be at least 3 year old from date of recruitment advertisement) 3. Unblemished experience of two years in the line. Desirable: Knowldege of Gujarati, Hindi or English	8070/-

5.	Nursing Orderly	S.S.C with 01 year experience working in the reputed hospital	8070/-
6.	Safaikarmachari	SSC with 1 year experience working in a reputed hospital	8070/-

Note: Minimum salary per month is proposed above is excluding all taxes & Service charges. The tenderers should give a detailed breakup of the minimum salary, taxes and charges with deductions and contributions to be levied by the agency for the posts mentioned.

Breakup Chart
Wages rate per Employee
Basic + Special Allowance
HRA
Conveyance
Other Liabilities
PF Amount (13.61%)
Work Compensation Policy
Bonus
TOTAL
Service Charge
Billing rate per Month
Gross Amount Per Person
GST as applicable
Total Amt Per Person

- 12) The service provider has to provide uniforms and the photo Identity Cards to the persons employed by him/her during the office hours. These cards are to be constantly displayed.
- 13) The agency shall be responsible for the payment of salary/wages and deduction of PF and Insurance premium/bonus etc. of Person. The Directorate of Medical and Health Services, Daman & Diu shall not be responsible for any type of payment to the manpower.
- 14) If the staff / Person found not obeying the instructions of the Directorate of Medical and Health Services, Daman & Diu or his representatives, they shall have to be transferred immediately by the agency.
- 15) If any staff / Person are found drunken or involved in other antisocial activities like gambling etc. they shall have to be relieved from the duties immediately and in such matter decision taken by the Directorate of Medical and Health Services, Daman & Diu shall be final.
- 16) The Government employees who were either dismissed or removed from the Government job cannot be appointed as staff.
- 17) The agency shall have to maintain muster roll, payment sheet, identity cards etc. and have to produce before the Directorate of Medical and Health Services or his representatives when it is demanded.
- 18) At the time of changing the shift the staff / Person shall have to sign the register of hand over, take over charge. They shall also make note of any untoward incident occurring during their duty time and shall bring the same to the notice of the Directorate of Medical and Health Services, Daman & Diu.
- 19) For any injury/accident to the staff / Person on duty the agency shall be responsible for legal obligation. This Directorate of Medical and Health Services, Daman & Diu shall not be responsible.
- 20) Once the order is given to the agency for providing services of staff / Person, the agency cannot refuse the offer otherwise deposit will be forfeited.
- 21) It is a responsibility of service provider to depute 89 staff / Person every day throughout the contract period. In the event of Non Compliance of the proper services, the service provider will be imposed with penalty.

- 22) All the persons engaged by the service provider should be healthy, physically fit and free from communicable diseases. The agency should quote the consolidated lump sum rates per month including wages and other statutory liabilities and benefits such as PF, ESI etc. available to the employees.
- 23) GST will be applicable as per presently Rules Time to Time.
- 24) The right to accept or reject the tender without assigning any reason is reserved with the Tender Inviting Officer.

Signature & Designation of

Tender Inviting Officer...

Sd/-
Director
Medical & Health Services
“Tel.No.0260-2230470, 2230570”
email ID : dmhs-daman-dd@nic.in

The above terms and conditions are accepted and are binding to me/us.

Place:
Dated:

Signature of tenderer
Name of tenderer with seal of the firm

ANNEXURE –I

Sr. No.	Particulars	Uploaded and Enclosed (Yes/No)
The bidders have to attach the following documents		
1)	License from Labor & Enforcement Officer, Daman	Yes/No
2)	The bidder must have their representative office in the U.T. of Daman & Diu and submit the complete address proof of the same	Yes/No
3)	The tenderer shall have to upload supporting documents like List of work executed in various Govt. Semi Govt. organizations, School, College, University, Municipalities, corporate with proof.	Yes/No
4)	PAN Card No.	Yes/No
5)	GST Registration No.	Yes/No
6)	PF number allotted by the government.	Yes/No
7)	Police registration from Daman & Diu.	Yes/No
8)	Service tax payment statements.	Yes/No
9)	Terms and Condition documents duly stamped and signed on each pages.	Yes/No
10)	ANNEXURE- I & II duly stamped and signed on each pages	Yes/No
11)	Declaration in the form of Affidavit that the individual / firm / organization including its partners and share holders was not black listed / prosecuted by any Departments / Statutory Bodies or by any Court of Law, is to be attached.	Yes/No

Signature of tenderers
with rubber stamp

sd/-
Director
Medical & Health Services
“Tel.No.0260-2230470, 2230570”
email ID : dmhs-daman-dd@nic.in

ANNEXURE –II

Note: Rates quoted should be in gross and inclusive of all taxes

Sd/-

Director

Medical & Health Services

“Tel.No.0260-2230470, 2230570”

email ID : dmhs-daman-dd@nic.in

Signature of tenderers
with rubber stamp

Break-up-Chart: Kindly fill the breakup chart and upload the same online in the financial bid.

Break-up Chart

Breakup Chart	Rate
Wages rate per Employee	
Basic + Special Allowance	
HRA	
Conveyance	
Other Liabilities	
PF Amount (13.61%)	
Work Compensation Policy	
Bonus	
TOTAL	
Service Charge	
Billing rate per Month	
Gross Amount Per Person	
GST as applicable	
Total Amt Per Person	

Sd/-

Director

Medical & Health Services
“Tel.No.0260-2230470, 2230570”
email ID : dmhs-daman-dd@nic.in

Signature of tenderers
with rubber stamp