

**OFFICE OF THE ADMO(PH), CITY PROGRAMME MANAGEMENT UNIT
NATIONAL URBAN HEALTH MISSION,ROURKELA,ROURKELA MUNICIPAL
CORPORATION,ROURKELA**

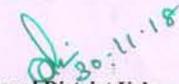
Sealed tenders in double cover are invited from the intending bonafide outsourcing agency for supply of manpower for the post of Support Staff for CPMU NUHM, Rourkela. Interested bidders may obtain details terms & conditions from the website- www.sundargarh.nic.in. The tender papers will be in two parts i.e. technical (Cover-A) & Financial Bid (Cover-B).The bidders should give their technical & financial proposal separately in two envelopes and should put into another cover completed in all respect with superscription of Tender for applied, must reach to the undersigned on or before 05.01.2019 at 5 PM through registered/speed post/courier at Sub-Divisional Hospital, UCHC Panposh, Near Panposh Railway Station-769004. The tenders will be opened on Dtd- 07.01.2019 at 11.30am in presence of the bidders or their authorized representatives at Rourkela Municipal Corporation, Rourkela. The authority is having discretion to open the tender with or without the presence of the representatives of the concerned bidders for said purpose. The authority reserves the right to reject or cancel the tenders without assigning any reasons thereof.

Sd/-
**Additional District Urban
Public Health Officer, Rourkela**

Memo No...26.90.....

Date..30.11.18...

Copy submitted to the Notice Board of DIPRO/ SDH ,Panposh/ Sub-Collector ,Panposh Rourkela/RMC, Rourkela/ Municipal Commissioner ,Rourkela/Additional District Magistrate, Rourkela for general information .


Additional District Urban
Public Health Officer, Rourkela

Memo No..26.91.....

Date..30.11.18...

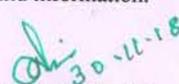
Copy submitted to the Municipal Commissioner, RMC,Rourkela for favor of kind information.


Additional District Urban
Public Health Officer, Rourkela

Memo No..26.92.....

Date..30.11.18...

Copy submitted to the Mission Director, NHM, Odisha for favor of kind information.


Additional District Urban
Public Health Officer, Rourkela

**Expression of Interest for providing manpower (Support Staff –cum-Attendant (Male)
to City Programme Management Unit, NUHM, Rourkela**

Sealed tender in the double cover are invited from intending manpower agency/service providers/placement agency to provide the following manpower to City Programme Management Unit, National Urban Health Mission, Rourkela, C/O-Rourkela Municipal Corporation, RMC, Rourkela & various UPHCs as follows.

Sl.N.	Name of the Post	Educational Qualification	No. of Post	Working Place
01.	Support Staff –cum-Attendant (Male)	Having qualification 10 th pass	01 no.	CPMU NUHM Rourkela
01.	Support Staff –cum-Attendant (Male)	Having qualification 10 th pass	06 nos.	<u>Urban Primary Health Centre (UPHC)</u> 1.DAV MAC 2.UFWC 3.Bondamunda 4.Koelnagar 5.Chhend 6.Sector-06

The term of engagement is for a period of One year from the date of engagement & with option for extension. All quotationers should produce Original Copy tender documents/EMD (in shape of DD drawn in favor of City Health Society, NUHM, Rourkela) along with copy of PAN/GST/Service Tax Registration/ ESIC Registration/EPF Registration labour license, self attested copy of EPF & ESIC last three month (July-18 to September-18) deposit challan and other documents as per tender documents in **Cover-1** & financial documents in **Cover-2**. Both Cover 1 & 2 to be put into main cover which has to be sent to the undersigned. Any deficit of documents in Cover-1 specified above will disqualify the bidder from participating in the tender. The tender will be received through Registered Post/Speed Post/Courier on or before 05.01.2019 at 5.00PM. The main cover containing both cover- 1& cover-02 should clearly mention tender documents as mentioned above. The Tender will be opened on Dtd- 07.01.2019 at 11.30am in presence of the bidders or their authorized representatives at Rourkela Municipal Corporation, Rourkela. Those who will qualify technically, financial proposal shall be opened. The bidder/authorized representatives are requested to be present at the time of opening of tender in the office of the undersigned. Absence of bidders/authorized representatives during opening of tender will not lead to postponement tender opening. Authority reserves the right to accept or reject any or all quotations without assigning any reason thereof and negotiate with any or all bidders.

Sl No	Name of the Post	Tender Paper Cost	E.M.D
01	Support Staff –cum-Attendant (Male)	Rs. 500/-	Rs. 10,000/-

Di 30.11.18
Additional District Urban
Public Health Officer, Rourkela

Memo No. 2693

Date 30.11.18

Copy to the Office Notice Board, Rourkela Municipal Corporation, Rourkela/ SDMO, Sub-Divisional Hospital, Panposh, Rourkela/ Additional District Magistrate, Rourkela for general publication.

Di 30.11.18
Additional District Urban
Public Health Officer, Rourkela

Memo No. 2694

Date 30.11.18

Copy to Editor, Dhanantni, Rourkela (Odiya Daily) for information with a request to publish the notice for single day publication of edition with minimum font size of 8”.

Di 30.11.18
Additional District Urban
Public Health Officer, Rourkela

Memo No. 2695

Copy submitted to the CDMO, Sundargarh/DPMU, NHM, Sundargarh for favor of information.

Date 30/11/18

**Municipal Commissioner
Rourkela Municipal Corporation**

Date 30/11/18

Memo No. 2696

Copy forwarded to District Information Officer, NIC, Sundargarh for information and he is requested to upload the details information and publish the same in the website Sundargarh.nic.in.

**Municipal Commissioner
Rourkela Municipal Corporation**

Date 30/11/18

Memo No. 2697

Copy submitted to the Mission Director, NHM, Odisha for favor of information.

**Municipal Commissioner
Rourkela Municipal Corporation**

TECHNICAL BID
(To be submitted in COVER-1)

List of documents attached

Sl No.	Name of document attached	Submitted (Yes/No)	Verification (Yes/No)
1	Name of the Firm/Agency		
2	Registration no. of the Firm/Company Year of Registration : (Furnish Photocopy of Firm/company registration certificate)		
3	Registered office Address of the firm /Agency Telephone No : Fax No : Email ID :		
4	Name of authorized signatory (in block letters)		
5	Specimen signature of authorized signatory		
6	Telephone number of authorized signatory Firm /Agency :		
7	Bank Draft of Tender Paper Cost (Rs.500.00)(Name of Bank & date of EMD)		
8	Bank Draft of EMD (Rs.10000/-)(Name of Bank & date of EMD)		
9	PAN (Furnish Photocopy of PAN Card)		
10.	TAN (Furnish Photocopy of TAN Card)		
11.	GSTN (Furnish Photocopy of GST registration certificate)		
12.	ESIC Registration (Furnish Photocopy of P.F. Registration Certificate)		
13.	E.P.F Registration : (Furnish the photocopy of EPF Registration Certificate)		
14.	Registration Certificate(Labour) No : (Furnish photocopy of labour registration certificate)		

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15.	<p>The organization have to submit the Affidavit (<i>On original Stamp Paper of relevant value certified by Notary</i>) with the following clauses:</p> <p>01. Our organization has not been blacklisted by any Government Organization.</p> <p>02. Our organization does not have any legal suit /criminal case pending against it for violation of PF/ESI/MW Act or any other law.</p> <p>03. Our organization agrees to abide by all terms & conditions of tender.</p> <p>04. The price quoted by our organization is inclusive of minimum take home pay mentioned in the tender, all statutory charges, administrative charges & taxes .</p>		
16	<p>Whether have any track record of contract termination of the previous assignments for providing personnel to NHM, Odisha / Any adverse report of performance under H&FW Dept., GoO / blacklisted by any State / Central Govt. organization.(Yes/No)</p>		

DECLARATION

I / we hereby certify that the terms and conditions given with the tender call notice have been read Carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any stage, my/our Firm/Agency will be **blacklisted** by your office and will not have any dealing with your office in future.

(Signature of the authorized signatory)
Seal

Place:

Date:



Financial Bid
(To be submitted in COVER-2)
MONTHLY RATE / SUPPORT STAFF-CUM-
ATTENDANT
(Rate per person per Month inclusive of all statutory liabilities)

I. Monthly Rate per Person (Excluding GST)

Sl. No	Manpower Type	Monthly Rate per Person (Rs.)					
		*Take home remuneration	EPF (Employer's Share 13.36%)	ESI (Employer's Share 4.75%)	GST as per applicable	**Service Charge	(excluding GST)
		1	2	3	4	5	6=1+2+3+4+5
1.	Support Staff -cum- Attendant (Male)						

- **Minimum** take home remuneration for Support Staff -cum-Attendant (Male) should be paid as per the tender rate observing norms of labour Deptt, GoO as per revised rate (Take home remuneration includes employee's share of EPF & ESI)
- The bidder is required to quote the price (**Service Charge**), which is reasonable and commercially feasible.

Date :

Signature of the Authorized Person

Place :

Full Name

Seal

Note:

1. The total rates quoted by the tendering agency should be inclusive of all statutory liabilities in force at the time of submission of bid.
2. The payment shall be made on conclusion of the calendar month.
3. The salary may be transferred to the bank a/c of the concerned staff.

Terms & Conditions

1. The agreement shall commence from the date of service actually provided and shall continue till the end of one year i.e. 12 calendar months unless it is curtailed or terminated by the authority owing to deficiency of service, substandard quality etc or change in requirements.
2. The Agreement shall automatically expire on expiry of one year from the date of actual service provided unless extended further by the mutual consent of the manpower service provider and authority.
3. The agreement may be extended. On the same terms and conditions/consideration or with some additions/modifications to the terms and condition/consideration, for a further specific period mutual agreed upon by the manpower service provider and authority.
4. The manpower service provider shall not to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other agency or organization by whatever name by called without the prior written consent of the authority.
5. City Programme Management, NUHM, Rourkela at present has tentative requirement for 01 no of Support Staff –cum-Attendant (Male) for City Programme Management Unit, Rourkela & 06nos. Support Staff –cum-Attendant (Male) for the Urban Primary Health Centre (DAV MAC,UFWC,Bondamunda,Koelnagar,Chhend,Sector-06).The requirement of the authority may further increase or decrease marginally, during the period of initial contract also and the tender would have to provide additional manpower services, if required on the agreed terms and conditions.
6. The manpower services provider will be bound by the details furnished by if to the authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of agreement making if liable for legal action besides termination of the agreement.
7. The authority reserves the right to terminate the agreement during initial period also being heard, giving 15 days prior notice to the Manpower Service Provider, being an opportunity to show cause for any breach of contact or violation of agreement.
8. The persons deployed under CPMU shall be required to report work as per the instruction of the ADUPHO, Rourkela & CPM/APM/CAM/PA respectively.
9. The persons deployed under UPHCs shall be required to report work as per the instruction of the concerned Medical Officer.
10. The manpower services provider shall nominate a coordinator who shall be responsible for immediate interaction with the authority so that optimal service of the persons deployed could be availed without any disruption.
11. The entire financial liability in respect of manpower services deployed in the City Programme Management Unit shall be that of the manpower service provider and the ADUPHO, Rourkela will no way be liable. It will be the responsibility of manpower services provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the authority.
12. For all intend and purpose, the manpower service provider shall be "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the manpower service provider shall not have any claim whatsoever like employer and employee relationship against the ADUPHO Rourkela.



13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The ADUPHO Rourkela, in no way, be responsible for settlement of such issues whatsoever, in case the grievances of the deployed person are not attended to by the manpower service provider the deployed person can place their grievance before a joint Committee consisting of the ADUPHO, Rourkela and an authorized representative of the manpower service provider.
14. The ADUPHO Rourkela shall not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation.
15. The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
16. In case of termination of this agreement on its expiry or otherwise, the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or absorption or regularisation of deployment with office under the provision of Rules & Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the manpower service provider.
18. The manpower service provider must be registered with the concerned Govt. Authorities, i.e. Commissioner, provident fund authorities, Employees State Insurance Corporation etc and a copy of the registration should be submitted. The manpower service provider shall comply with all the legal requirements for obtaining license under contract (regulations and Abolition) Act,1970 if any, at his own part and cost.
19. The manpower service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider. The manpower service provider shall be responsible for contributions towards provident fund & employee state insurance, wherever applicable.
20. The persons deployed by the manpower service provider should have good police records & not criminal case should be pending against them, and such verification should be sought by the authority after receiving the resume of the personnel.
21. The persons deployed should be cordial & efficient while handling the assigned work & their action should promote goodwill & enhance the image of ADUPHO Rourkela. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL:

1. The persons deployed shall, during the course of their work be privacy to certain qualified documents & information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality & breach of this condition shall make the manpower service provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
2. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons

- deployed by it in the City Programme Unit, NUHM, Rourkela. The ADUPHO, Rourkela has no liability in this regard.
3. The manpower service provider shall also be liable for depositing all taxes (EPF, ESI and GST as per Govt. Rule), levis, cess etc on account of service rendered by it to the Department or office concerned to the concerned tax collection authorities, from time, as per the rules & regulation in the matter. The manpower service provider shall maintain all statutory registers under the law & shall produce the same, on demand, to the authority of the ADUPHO Rourkela.
 4. The tax deduction at source (TDS) shall be done as per provisions of income Tax Act/Rules/Cess etc as amended from time to time and a certificate to this effect shall be provided by the City Programme Management Unit as per the law.
 5. The service provider should adhere to the Orissa Labour Act as well as EPF group insurance rules and to submit the ESI card of each worker engaged by him to ADUPHO, Rourkela within 60 days from entering into this agreement/commencement of service whichever is earlier.
 6. In case, the manpower service provider fails to comply any terms and conditions of the contract and creates liability of the authority, shall indemnify the authority else the authority reserves the right to deduct the same from the dues/security of the manpower service provider.
 7. The Agreement is liable to be terminated because of non-performance, deviation of terms and condition of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The ADUPHO Rourkela has no liability towards non-payment of remuneration to the persons employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities.

Financial:

8. The successful tender will have to deposit an initial security, 1% of the contract value in shape of cash/demand draft drawn in favour of City Health Society, NUHM, and Rourkela before entering into agreement.
 9. The successful tender will have to deposit a performance security Deposit of Rs.10,000/(Ten Thousand only) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the City Health Society NUHM Rourkela covering the period of contract, In case , the contract is further extended beyond the initial period, the bank guarantee will have to be determined renewed by the successful tenders. The amount of performance security deposit is to be determined by the authority taking into account the contractual obligation of the manpower service provider.
 10. In case of breach of any terms and conditions attached to this agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
 11. The manpower service provider shall raise the bill, in triplicate, along with attendance sheet duly verified by concerned City Accounts Manager, CPMU, NUHM, Rourkela in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
 12. The claims in the concerned month bills regarding Employees State Insurance, Provident Fund and GST etc should be necessarily accompanied with documentary proof pertaining to the previous month bill. A requisite portion of the bill or whole of the bill amount shall be held up till
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- such proof is furnished, at the discretion of the ADUPHO, Rourkela. However, this term will be not applicable to the first three months bill submission.
13. The amount of penalty calculated @Rs.100.00 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the manpower service provider shall be deducted from its monthly bills in the succeeding month.
 14. The worker engaged by the service provider must wear a standard uniform along with Identity Card issued by the service provider and the expenditure shall be borne by the service provider.
 15. The authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
 16. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or the retaining advocate of the Rourkela Municipal Corporation for his decision and same shall be binding on all parties.
 17. All disputes shall be under the jurisdiction of court at the place where the undersigned office is located shall be settled up through the retaining advocate of Rourkela Municipal Corporation.
 18. The salary must be released to the bank a/c of the concerned worker on monthly basis. A copy of the payment/transfer sheet must be submitting to the O/o the undersigned on regular basis.

End of Term & Condition