



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH  
OFFICER: SUNDARGARH



ଜିଲ୍ଲା ମୁଖ୍ୟ ଚିକିତ୍ସା ଓ ଜନ ସ୍ୱାସ୍ଥ୍ୟ ଅଧିକାରୀ, ସୁନ୍ଦରଗଡ଼

Letter No 4216 /CDM&PHO/SNG

Date 24.09.19

To,

The Deputy Director  
Information & Public Relation Department  
Odisha, Bhubaneswar.

Sub: - Regarding Publication of Advertisement.

Sir,

With reference to the subject cited above you are hereby requested to publish the advertisement in two nos of leading daily newspaper in single issue towards providing different category of Manpower to Sundargarh Health District. (The draft copy is given below)

**REQUEST FOR PROPOSAL**

**FOR PROVIDING DIFFERENT CATEGORY OF MANPOWER ON OUTSOURCING BASIS TO  
SUNDARGARH HEALTH DISTRICT, SUNDARGARH**

**(ବାହିର ସଂସ୍ଥା ମାନବଶକ୍ତି କର୍ମଚାରୀ ଯୋଗାଣ ସମ୍ପନ୍ନେ ବିଜ୍ଞାପନ, ସୁନ୍ଦରଗଡ଼ ସ୍ୱାସ୍ଥ୍ୟ ଜିଲ୍ଲା, ସୁନ୍ଦରଗଡ଼)**

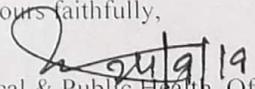
Adv.No. 4216 /CDM&PHO/SNG Date: 24.09.19

Applications are invited from credible Agency/Firms/Company/NGOs for providing different category of Manpower to Sundargarh Health District. The Agency/Firms/NGO's must be registered for above purpose. The Agency/Firms having more than three years and proven experience of working in the related field for minimum of at least three years. It is mandatory that the Agency/Firms should have valid GST and other certificate. Interested parties/ organizations / agencies should submit their proposal in prescribed format (Technical as well as financial bids under two bid systems) along with all supporting documents in sealed envelope separately through Speed Post/ Regd. Post. Pos. addressed to the CDM& PUBLIC HEALTH OFFICER, SUNDARGARH on or before 9/10/2019 up to 05 P.M in the prescribed application format available in the website <http://www.sundargarh.nic.in>. The application /proposals shall open on 10/10/2019 at 12 NOON in the office of undersigned in presence of the parties/agencies/ or their authorized representatives. The authority reserves right for cancellation / modifications of the selection without assigning any reason thereof.

-Sd-  
Chief District Medical & Public Health Officer  
Sundargarh

This is for your information and necessary action.

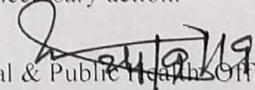
Yours faithfully,

  
Chief District Medical & Public Health Officer  
Sundargarh.

Dt: 24.09.19

Memo No: 4217

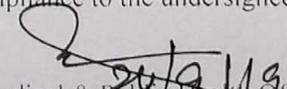
Copy submitted to the DIPRO, Sundargarh for information & necessary action.

  
Chief District Medical & Public Health Officer  
Sundargarh.

Dt: 24.09.19

Memo No: 4218

Copy submitted to the DIO, NIC with enclosure with a request to upload this advertisement along with application details in the District website & report compliance to the undersigned.

  
Chief District Medical & Public Health Officer  
Sundargarh.

# Request for Proposal

For Outsourcing of Manpower Service

CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUNDARGARH



SUNDARGARH

DEPARTMENT OF HEALTH AND FAMILY WELFARE

GOVERNMENT OF ODISHA

CONTACT: 9439999168, 9439993004

EMAIL: hdt Sundargarh@yahoo.in

RFP Reference No CDM&PHO/SNG/ 4216 / Dated: 24.09.19

**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER  
SUNDARGARH**

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Tender Notice for award of contract for providing of services of Pharmacists, Staff Nurse, Laboratory Technician, Radiographer, ANM, Driver, Data Entry Operators, Male & Female Attendants & Male & Female Sweeper for a period of one year.

Sealed tender are invited from reputed manpower agencies/ service providers to provide the services of Pharmacists, Staff Nurse, Laboratory Technician, Radiographer, ANM, Driver, Data Entry Operators, Male & Female Attendants & Male & Female Sweeper for a period of one year through a suitable placement agency on contract basis for day to day hospital work.

The detailed information for outsourcing the service of aforesaid post has been given in the tender Document which may be downloaded from the website [www.sundergarh.nic.in](http://www.sundergarh.nic.in) .The last date and time for submission of tender document is 09.10.19 by 5.00PM.

Sd/-

CDM&PHO  
Sundargarh



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER  
SUNDARGARH

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TENDER DOCUMENT

For providing Services of Pharmacists, Staff Nurse, Laboratory Technician, Radiographer, ANM, Driver, Data Entry Operators, Male & Female Attendants & Male & Female Sweeper for a period of one year at Sundargarh Health district by a Private Manpower Service Provider.

(a) Date and Time for Submission of Tender Document

: 09.10.2019, on or before  
5.00 P.M

(b) Date and Time for opening of

Technical Bid & Financial Bids of eligible Bidders

: 10.10.19 on 12.00 Noon  
at Office Chamber of the  
CDM&PHO, Sundargarh.

(c) Likely date for commencement of  
Deployment of required manpower

: 01.11.2019



## TERMS & CONDITIONS

### GENERAL

1. The agreement shall commence for 1 year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
2. The agreement shall automatically expire after contract period unless extended further by the mutual consent of the manpower service provider and the authority.
3. The agreement may be extended, on the same terms and condition or with some addition/deletion/ modification, for a further specific period mutually agreed upon by the manpower service provider and the authority.
4. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its right and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the authority.
5. The department has requirement of Pharmacists, Staff Nurse, Laboratory Technician, Radiographer, ANM, Driver, Data Entry Operators, and Male & Female Attendants & Male & Female Sweeper for all health institution of Sundargarh District.
6. The manpower service provider will be bound by the details furnished by it 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 a breach of terms of agreement making it liable for legal action besides termination of the agreement.
7. The authority reserves the right to terminate the agreement during initial period also after giving 30 Days notice to the manpower service provider.
8. The manpower service provider will be the details furnished by it 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 it liable for legal action besides termination of the agreement.
9. The persons deployed shall be required to report for work as per duty roster made by Institution Head. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made
10. The person deployed may be called on holidays to attend duty and shall be paid extra remuneration as per rate approved by this office on attending such duty.
11. The Man Power Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the department so that optimal service of the person deployed could be availed without any disruption.
12. The entire financial liability in respect of manpower service deployed in the Department or office concerned shall be that of the manpower service provider and the department or office concerned will in no way be liable. It will be the responsibility of the manpower service provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the department or office concerned.

13. For all intents and purposes, the manpower service provider shall be the 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 Department or office concerned.
14. The manpower service provider shall be solely responsible for the redressed of grievances of disputes to persons deployed. The Department shall, 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 the deployed the deployed person can place their grievance before a Joint Committee consisting of a representative of the Department of Office concerned and an Authorized representative of the Manpower Service Provider.
15. The Department shall not be responsible for any financial loss or any injury to any person deployed by the manpower by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation.
16. The person 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.
17. In case of termination of this agreement on its expiry or otherwise, the person deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
18. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision under the provision of rules and acts. Undertaking from the person deployed to this effect shall be required to be submitted by the manpower service provider.
19. The manpower service provider must be registered with the concerned Govt. Authorities, i.e. Labor 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 labor (regulation and abolition) act, 1970 if any, at his own part and cost.\*
20. 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 contribution towards provident fund and employees Insurance, wherever applicable.
21. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
22. The person deployed should be polite, cordial and efficient while handling the assigned work and their action should promote good will and enhance the image of the department or office concerned. The manpower service provider shall be responsible for any act of indiscipline on the part of the persons deployed.
23. The authorized person of bidding Firm/Agency/Company/NGOs is only allowed to participate in Tender Process.

## LEGAL

24. The person deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the manpower service provider as well as the person deployed liable for penal action under the application laws besides, action for breach of contract.
25. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different type of worker in respect of the persons deployed by it in the department or office concerned. The department or office concerned shall have no liability in this regard.
26. The manpower service provider shall also be liable for depositing all taxes, levies, 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 and regulations in the mater. Attested Xerox copies of such documents shall be furnished to the department or office concerned.
27. The manpower service provider shall maintain all statutory registers under the law and shall produce the same, on demand, to the authority of the department or office concerned or any other authority under law.
28. The tax deduction at source (T.D.S.)/GST shall be done as per the provision of Income tax act/rules, as amended, from time to time and a certificate to this effect shall be provided by the department or office concerned.
29. In case the Manpower service provider fails to comply with my any liability under appropriate law, and as a result thereof, the Department or the office concerned is put to any loss/ obligation, momentary or otherwise, the Department or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in momentary terms.
30. The Agreement is liable to be terminated because of non- performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Department or office concerned will have no liability towards non-payment of statutory of remuneration to the persons employed by the Manpower Service Provide and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Department or Office concerned by the persons deployed the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

## FINANCIAL

31. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without Interest, of Rs. 20000/- ( Rupees Twenty Thousand ) in the form of Demand Draft / Pay Order drawn in favor of Chief District Medical & Public Health Officer, SUNDARGARH which the tender shall be rejected out rightly .

32. The Earnest Money Deposit in respect of the agencies which do not qualify the technical bid (first Stage) / Financial Bid (second competitive stage) shall be returned to them without any interest. In case of successful tender if the agency fails to deploy the required manpower against the Initial requirement within 30 days from data of placing the order the EMD shall stand forfeited without giving any further notice.

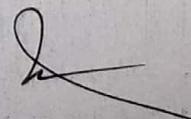
33. The successful tender will have to deposit a security amount (one month employee cost including statutory dues) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the CDM&PHO, Sundargarh , covering the period of contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tender.

34. The successful tender will have to deposit a Performance Security Deposit of Rs. 20,000/(Rupees twenty thousand ) only in the form of Bank Guarantee from only Nationalized Bank drawn in favor of the Authority covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful tender. The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.

35. 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 the forfeited besides annulment of the Agreement.

36. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Department of Office concerned 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.

37. The claims in bills regarding Employees State Insurance, Provident and service tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at the discretion of the department or office concerned.



38. The amount of penalty calculated @ Rs. 100/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working day by the manpower service provider shall be deducted from its monthly bills in the succeeding month.

39. The authority reserve the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at later stage.

40. 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 controlling officer for his decision and the same shall be binding on all parties.

41. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

42. The successful bidder will enter into an agreement with this department for supply of suitable and qualified manpower as per requirement of this department on the above terms and condition.

\*Note: Registration/ License under the Contract Labor (Regulation and Abolition) Act, 1970 is applicable to Manpower Service Provider employing more than 20 workmen.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID.

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of GST
5. Attested copy of PAN
6. Attested copy of latest IT return filed by agency;
7. Attested copy of service tax registration certificate;
8. Attested copy of the P.F. registration letter/certificate;
9. Attested copy of the E.S.I. registration letter/certificate;
10. Certificate documents in support of the financial turnover of the agency for last 3 years should have an average of Rs.1 Crores or more.
11. Certified documents in support of entries in column 13 of Technical Bid application;
12. Experience- minimum 3years of experience in this field.
13. Should have minimum 3 years of working experience in the field of Out Sourcing of Man power services in Public / Private sector [State Govt. / Govt. of India Institution / Govt. undertaking / Corporation / Banks / Govt. & Pvt. Hospitals / Pvt. Organizations] on the stipulated date of bid submission.
14. Photocopy of the ECR of EPF and Challans of ESI for the month of June 2019 towards EPF / ESI payment of the personnel deployed by the agency.
15. Photocopy of ISO 9001 certification
16. Copy of Turnover Certificate from the Chartered Accountant.



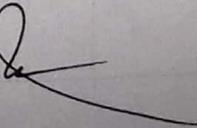
17. Photocopy of the audited Profit & Loss Statement in the last three financial years in support of the turnover certificate [2016-17, 2017-18 & 2018-19]
18. Should have enrolled at least 100 personnel in Outsourcing basis works as on date of bid submission. Work Order / Contract copies in support of such enrolment must be submitted by the agency.
19. The Bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/-.
20. Must have labor registration certificate.
21. Copy of the terms and conditions at pages ..... in tender document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER.

1. List of manpower shortlisted by the agency for deployment at different Institution of Sundargarh Health District. Full details i.e. Date of Birth, Marital Status, address, educational qualification & police verification etc.
2. Bio-data of all persons.
3. Any other document considered relevant.

#### TOR OF PHARMACIST

1. Dispenses medication by compounding, packing & labeling pharmaceuticals.
2. Controls medication by monitoring drug therapies advising interventions.
3. Complete DDC(Drug Distribution Counter) requirements by organizing, verifying order enteries & labeling.
4. Counseling patients on drug therapeutics.
5. Protects patients by adhering to infection control protocols.
6. Maintain safe & clean working environment by complying with procedures, rules & regulations.
7. Online indenting of medicines to Sub-store.
8. Scanning of prescription for entry in Niramaya software.
9. Ensure proper record keeping and maintenance of all related register of Hospital.
10. Generation of Daily/weekly/monthly & annual reports.
11. Knowledge of data entry, book keeping and office functions.



12. Ability to relate to public regardless of ethnic, religious and economic status.
13. Any other work assigned by the authority.
14. Ability to Multitask and ability to work under pressure.

#### TOR OF STAFF NURSE

1. Assess the needs of patients in the Wards & make nursing care plan for all patients.
2. She/He will give direct patient care (bed making, changing of bed sheets, mouth care, changing of positions etc.) & allotted care to her by the Ward Sister.
3. She/He will fulfill all basic needs (hygienic, nutritional etc.) of the patients.
4. She/He will provide comfort to the patient & maintain safety of the patient.
5. She/He will take over the charge from the duty sister of the previous shift, regarding patients, instruments supplies, drugs etc. & handover the same to the sister of next shift.
6. To check oxygen, CO2, emergency drugs, trolley etc & keep them ready at hand.
7. To assist the Consultant during rounds & others concerned works.
8. To follow & ensure Waste management, hand hygiene, spill management & infection control practices.
9. To ensure autoclaving of instruments, gloves, linen & equipments etc of her Dept.
10. Ensure proper record keeping and maintenance of all concerned register related to her Dept.
11. Generation of Daily/weekly/monthly/ annual reports.
12. Knowledge of book keeping and office functions.
13. Ability to relate to public regardless of ethnic, religious and economic status.
14. Any other work assigned by the authority.
15. Ability to Multitask and ability to work under pressure.

#### TOR OF LAB. TECHNICIAN

1. Receive, label & analyse samples (blood, urine, stool, sputum etc).
2. Designing and executing laboratory testing according standard procedures make observations and interpret findings.
3. Organize and store all chemicals substances, fluids and compressed gases according to safety instructions.
4. Record all data and results in specified forms (paper and electronic) with accuracy and responsibility.



5. Maintain equipment and assist in ordering laboratory supplies.
6. Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment
7. Ensure proper record keeping and maintenance of all register related to Hospital.
8. Generation of Daily/weekly/monthly/annual reports.
9. Ability to relate to public regardless of ethnic, religious and economic status.
10. Any other work assigned by the authority.
11. Ability to Multitask and ability to work under pressure.

### TOR OF RADIOGRAPHER

1. To operate diagnostic equipment to examine patients for an illness or injury.
2. Their job description involves using technological equipment such as ultrasound, X-ray, CT Scan and MRI to diagnose a disease.
3. They operate CT scanners, X-rays, etc. to obtain radiographic images of patients.
4. Radiographers usually evaluate patient condition prior to radiotherapy to determine the suitable radiographic technique for treatment.
5. Their role also involves interacting with patients to offer them psychological support and reassurance.
6. They also explain to them the details of a radiographic procedure as well as provide answers to their inquiries.
7. As part of their responsibilities, radiographers correctly position patients for imaging.
8. They set accurate radiation levels in accordance with established standards, and also obtain patient consent prior to diagnostic imaging to fulfil legal requirements.
9. Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment
10. Ensure proper record keeping and maintenance of all register related to Hospital.
11. Generation of Daily/weekly/monthly/annual reports.
12. Ability to relate to public regardless of ethnic, religious and economic status.
13. Any other work assigned by the authority.
14. Ability to Multitask and ability to work under pressure.

### TOR OF ANM

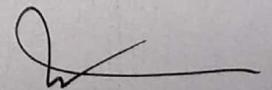
1. Performs any combination of following duties in care of patients in hospital, medical facility, under direction of nursing staff:
2. Engage in different programs of health activities like-Immunisation, VHND, Pulse Polio etc.
3. Transports patients, using wheelchair or wheeled cart, or assists patients.
4. Drapes patients for examinations and treatments, and remains with patients, as holding instruments and adjusting lights.
5. Changes bed linens, runs errands, directs visitors, and answers telephone.
6. Takes and records temperature, blood pressure, pulse and respiration rates, a and output, as directed by the authority.
7. Cleans, sterilizes stores, prepares, and issues dressing packs, treatment trays.
8. Dusts and cleans patients' rooms.
9. May be assigned to specific area of hospital, or medical facility.
10. May assist nursing staff in care of geriatric patients.
11. Ensure proper record keeping and maintenance of all register related to Hospital.
12. Generation of Daily/weekly/monthly/ annual reports.
13. Knowledge of book keeping and office functions.
14. Ability to relate to public regardless of ethnic, religious and economic status.
15. Any other work assigned by the authority.
16. Ability to Multitask and ability to work under pressure.

### TOR OF DATA ENTRY OPERATOR

1. Ensure proper record keeping and maintenance of all register related to Hospital.
2. Generation of Daily/weekly/monthly reports.
3. Knowledge of data entry, book keeping and office functions.
4. Ability to relate to public regardless of ethnic, religious and economic status.
5. Any other work assigned by the authority.
6. Ability to Multitask and ability to work under pressure.

### TOR OF DRIVER

1. Driver will be available 24 x 7 on call for transportation of patients.
2. Activities shall be assigned and supervised by the Hospital Authority.
3. Transporting patients safely, comfortably and in good time to their appointments
4. Carrying out routine care of ambulance equipment and daily vehicle checks
5. Keeping accurate records of journeys.
6. Ability to Multitask and ability to work under pressure.
7. The contact no of Driver will submit at the office. He must attend the 24 hour at emergency call.
8. Any other work assigned by the authority.



## TOR OF ATTENDANT

1. Provides patients' personal hygiene by giving bedpans, urinals, baths, backrubs, shampoos, and shaves; assisting with travel to the bathroom; helping with showers and baths.
2. Provides for activities of daily living by assisting with serving meals, feeding patients as necessary; ambulating, turning, and positioning patients; providing fresh water and nourishment between meals.
3. Provides patient comfort by utilizing resources and materials; transporting patients; answering patients' call lights and requests; reporting observations of the patient to nursing supervisor.
4. Documents actions by completing forms, reports, logs, and records.
5. Maintains work operations by following policies and procedures.
6. Protects organization's value by keeping patient information confidential.
7. Serves and protects the hospital community by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements, and other standards etc.
8. Enhances nursing department and hospital reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
9. Ability to Multitask and ability to work under pressure.
10. Successful bidder will provide the person with smart, well behavior, good communication skill, good physical condition, moral character, obedient, good police track record for operational of Help desk cum stretcher bearer service at the hospital premises. The agency must ensure/ verify any criminal case pending & adverse police record and obtain medical fitness certificate from competent authority.
11. Bidder will Submit the Detail Bio data with photo, physical fitness certificate from Medical officer & educational qualification certificate to this Office & provide Uniform (White color dress & I cards) to the staffs.
12. The service will be providing round the clock on the shift wise (8 hourly) by 2 persons each shift.
13. Person will stay at Help desk of outdoor provide right/authentic information to visitors of hospital and carry patient OPD to IPD, IPD to ambulance or laboratory by stretcher/ wheel chair.
14. The record will be maintained by the persons in prescribed format.
15. Duty hour for office – Daily 10AM. to 5P.M. weekly off Sunday.
16. He must have knowledge about the plantation & maintenance the garden.
17. Plantation, watering, Maintain of Garden at Hospital premises.
18. Cutting of unwanted trees in every week.
19. Daily activity record must be maintained.
20. Any other work assigned by the authority.
21. All the clause mentioned above in the general term & condition.
22. Any other work assigned by the authority.

## TOR OF SWEEPER

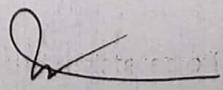
1. Helping the sister in giving dirty linen to Dhobi and dirty linen to be looked after changing.
2. Taking the specimen to Laboratory.
3. Cleaning and drying Mackintoshes.
4. Wards/ Labour room to be kept clean all the 24 hours (i.e. day & night).
5. Polite with everyone ( i.e. patients and Staff)
6. Taking patients for X- Ray in emergency.
7. They must handover the duties to the next person coming on duty.
8. Daily cleaning of bed pans, Urinals, Kidney trays and other similar utensils.
9. Emptying and cleaning of dustbins.
10. Washing of soiled linen.
11. Any other duties that may be assigned.

## AGREEMENT

1. An agreement made this.....day of \_\_\_\_\_ BETWEEN CHIEF DISTRICT MEDICAL OFFICER (hereinafter called "1<sup>st</sup> Party") of the one part AND <insertnameandaddressoftheserviceprovider> (hereinafter called "2<sup>nd</sup> Party", which expression shall, where the context so admits, be deemed to include his heirs/ successors/ executors/ administrators) of the other part.
2. Whereas the 2<sup>nd</sup> Party has been selected by CDM & PHO Sundargarh through an open tender issued vide Reference No CDM&PHO/SNG/2019-120/\_\_\_\_\_ dated \_\_\_\_\_, and accordingly the letter of award was issued vide No.....dated..... inviting to execute the contract.
3. And whereas the 2<sup>nd</sup> Party agreed to provide housekeeping services in the registered office premises in Sundargarh district as per the provisions in the RFP document.
4. And whereas the 2<sup>nd</sup> Party has deposited the performance security of Rs. .... (5 % of annual contract value) after adjusting the EMD amount submitted earlier along with the technical proposal vide.....

### NOW THESE PRESENT WITNESSES AS FOLLOWS:

5. The following documents shall be deemed to form and be read and constructed as integral part of this Agreement, viz.:
  - a) RFP Terms of Reference;
  - b) Submissions and Declaration as part of the Proposal submitted;
  - c) Notification of Award issued by the Authority.
  - d) Special Conditions of Contract



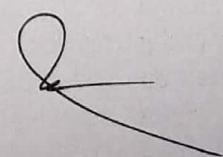
6. In consideration of the payments of Rs.....(in words.....) per month to be made by the 1<sup>st</sup> Party to the 2<sup>nd</sup> Party, the 2<sup>nd</sup> Party hereby covenants with the 1<sup>st</sup> Party (Chief District Medical & Public Health Officer Sundargarh) to provide the agreed Services in all respects as per the provisions of this Contract.
7. The 1<sup>st</sup> Party hereby covenants to pay the 2<sup>nd</sup> Party in consideration of the provision of the agreed housekeeping services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed in the Contract.
8. The description of the services to be rendered by the 2<sup>nd</sup> Party under this contract and their prices as offered by the 2<sup>nd</sup> Party and accepted by the 1<sup>st</sup> Party are as under:  
<Insert the price bid submitted by the Agency>
9. The agency has its discrimination to absorb the existing manpower of Sundargarh or arrange the manpower of their own by following proper selection procedure.

#### PRICE

- 9.1 The price shall be **firm and fixed** during the contract period. Service tax shall be paid on the monthly fees/charges at the rate as applicable.

#### 10. PAYMENT

- 10.1 The payment shall be made to the 2<sup>nd</sup> Party on monthly basis.
- 10.2 While the bill for 1<sup>st</sup> month shall be paid after submission of bill for the month, payment from the 2<sup>nd</sup> month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF, ESI, etc. for the previous month.
- 10.3 In case of any deficiency in performance or non-supply of agreed manpower, deduction shall be made proportionately from the monthly fees.
- 10.4 The 2<sup>nd</sup> Party shall submit the monthly bill within 1<sup>st</sup> week of the following month evidence of having made all statutory payments such as PF, ESI, etc. for the previous month.
- 10.5 In case of any deficiency in performance or non-supply of agreed manpower, deduction shall be made proportionately from the monthly fees.
- 10.6 The 2<sup>nd</sup> Party shall submit the monthly bill within 1<sup>st</sup> week of the following month.



For and on behalf of

For and on behalf of the Agency

Chief District Medical & Public Health  
Officer, Sundargarh

Authorised Signatory

<Authorized Signatory>

<Name and Address of the Agency>

Date:

Date:

1. Witness

1. Witness

2. Witness

2. Witness



## SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The Chief District Medical & Public Health Officer Sundargarh requires the services of reputed, well established and financially sound manpower Service providers to provide service of Pharmacists, Staff Nurse, Laboratory Technician, Radiographer, ANM, Driver, Data Entry Operators, Male & Female Attendants & Male & Female on contract basis for day to day hospital work.
2. The contract for providing the aforesaid manpower is likely to commence from 01.11.19 date and would continue till 31.10.20 date provide the requirement of the department for manpower persists at that time or may be curtailed/ terminated before \_\_\_\_\_ date owing to deficiency in service or substandard quality of manpower deployed by the selected service provider or because of change in the department's requirements. The department, however, reserves right to terminate this initial contract at any time after giving one month notice to the selected service provider.
3. This Department has requirement Pharmacists, Staff Nurse, Laboratory Technician, Radiographer, ANM, Driver, Data Entry Operators, Male & Female Attendants & Male & Female in all health institution of sundargarh district.
4. The interested Manpower Service Providers will submit the tender document complete in all respect along with earnest money Deposit (EMD) of Rs. 20,000/- in favor of "Chief District Medical & Public Health Officer" and other requisite document by 09.10.19 date upto 5PM to the CDM&PHO, Sundargarh.
5. The interested Manpower Service Providers will submit the tender paper cost of Rs. 2,500/- in favor of "Chief District Medical & Public Health Officer"
6. The various crucial date relating to "Tenders for providing manpower Services to the DHH, Sundargarh are cited as under:

(a) Date and time for submission of Tender Document

: 09.10.19 up to 5 PM

(b) Date and time for opening of

(i) Technical Bid

: 10.10.19 at 12 noon

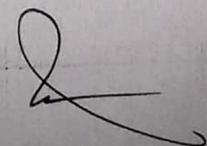
(ii) Financial Bids of eligible Tenders and Selection

: 18.10.19 at 12 noon

(c) Likely date for commencement of Deployment of required manpower.

: 01.11.19

7. The tender has been invited under two bid system i.e Technical bid and financial bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "technical Bid for Providing Manpower service to Sundargarh Health District." And "Financial Bid for Providing Manpower Services to Sundargarh Health District." Both Sealed envelopes should



be kept in a third sealed envelope super scribing "Tender for providing Manpower Service to , Sundargarh Health District.

8. The earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only), Refundable (Without Interest), Should be necessarily accompanied with the technical Bid of the service provider in the form of Demand Draft drawn in favour of 'Chief District Medical & Public Health Officer Sundargarh'.
9. The successful tender will have to deposit a performance Security Deposit of 5% of annual contract value), Refundable in the form of Bank Demand Draft from any Nationalized Bank drawn in favor of Chief District Medical & Public Health Officer Sundargarh'.
10. Covering the period of contract. In case the contract is further extended the initial period the deposit will have to be accordingly renewed by the successful tender.
11. The interested Manpower Service Providers will submit the tender paper cost of Rs. 2,500/- (Non refundable) in favor of 'Chief District Medical & Public Health Officer Sundargarh'.
12. The tendering Manpower Service Providers are required to enclose photocopies of the flowing documents (duly attested by Group "A" Gazette Officer of the State Government /Central Government), along with the technical Bid, Falling which their bids shall be summarily/out rightly rejected and will not be considered any further:

- (a) Application – Technical Bid;
- (b) Attested copy of registration of agency;
- (c) Certified copy of the statement of bank account of agency for the last three years;
- (d) Attested copy of GST Registration
- (e) Attested copy of PAN
- (f) Attested copy of latest IT return filed by agency;
- (g) Attested copy of service tax registration certificate;
- (h) Attested copy of the P.F. registration letter/certificate;
- (i) Attested copy of the E.S.I. registration letter/certificate;
- (j) Certificate documents in support of the financial turnover of the agency for last 3 years should have an average of Rs.1 Crores or more.
- (k) Certified documents in support of entries in column 13 of Technical Bid application;
- (l) Should have minimum 3 years of working experience in the field of Out Sourcing of Manpower services in Public / Private sector [State Govt. / Govt. of India Institution / Govt. undertaking / Corporation / Banks / Govt. & Pvt. Hospitals / Pvt. Organizations] on the stipulated date of bid submission.
- (m) Photocopy of the ECR of EPF and Challans of ESI for the month of June 2019 towards EPF / ESI payment of the personnel deployed by the agency.
- (n) Photocopy of ISO 9001 certification
- (o) Copy of Turnover Certificate from the Chartered Accountant.
- (p) Photocopy of the audited Profit & Loss Statement in the last three financial years in support of the turnover certificate [2016-17, 2017-18 & 2018-19]

- (q) Should have enrolled at least 100 personnel in Outsourcing basis works as on date of bid submission. Work Order / Contract copies in support of such enrolment must be submitted by the agency.
- (r) The Bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/-.
- (s) Must have Labour registration certificate
13. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
14. All entries in the tender form should be eligible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly by the authorizes signatory may be attached. No overwriting or cutting permitted in the financial Bid form. In such case the tender shall be summarily rejected. However, the cutting if any, in the technical Bid Application must be initialed by the person authorized to sign the tender bids.
15. The technical bids shall be opened on the scheduled date and time at 12 Noon on 10.10.19 in the office chamber of CDM & PHO, Sundargarh. In the presence of the representatives of the manpower service providers, if any, who wish to be present on the spot at that time.
16. The financial bid of only those tenders will be opened whose technical bids are found in order. The financial bids shall be opened after technical bid in the res office chamber of CDM & PHO, Sundargarh in the presence of the representatives of the manpower service providers, if any, who wish to be present on the spot at that time.
17. The CDM&PHO, Sundargarh reserves the right to cancel all bids without assigning any reason.

#### TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:
- (a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user department/office. Besides, if the department/Head of Department/controlling Officer are procuring manpower for deployment in their field office(s), then the manpower service provider the name, designation and contact number of the person to liaise with the said field office(s).
- (b) They should be registered with the appropriate registration authority;
- (c) They should have at least **three years** experience in providing manpower to Government Departments, public Sector Companies/ Bank, etc;
- (d) They should have their own Bank Account;
- (e) They should be registered with Income Tax and Service Tax Departments;
- (f) They should be registered with appropriate authorities under employees' provident fund and employees state Insurance Acts.
- (g) Minimum turn-over requirement. ( Average turnover of 1crore for last 3 financial year)
- (h) Execution of contracts of similar type (minimum value of Rs.25lakhs) during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.
- (i) Application – Technical Bid;
- (j) Certified copy of the statement of bank account of agency for the last three years;

- (k) Attested copy of GST Registration
- (l) Attested copy of PAN
- (m) Certified documents in support of entries in column 13 of Technical Bid application;
- (n) Photocopy of the ECR of EPF and Challans of ESI for the month of June 2019 towards EPF / ESI payment of the personnel deployed by the agency.
- (o) Photocopy of ISO 9001 certification
- (p) Turnover Certificate from the Chartered Accountant.
- (q) Photocopy of the audited Profit & Loss Statement in the last three financial years in support of the turnover certificate [2016-17, 2017-18 & 2018-19]
- (r) Should have enrolled at least 100 personnel in Outsourcing basis works as on date of bid submission. Work Order / Contract copies in support of such enrolment must be submitted by the agency.
- (s) The Bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of Rs. 20/-.
- (t) Must have Labour registration certificate

## Other Conditions

a) The staff deployed through Agency in the health facility (ies) shall not claim any benefit, compensation, absorption or regularization of their services in the govt. establishment under the provision of any statutory act.

b) The staff deployed by the Agency shall not divulge or disclose any details of office, operational process, technical know-how, security arrangement, administrative/ organizational matters to any third person, as all of that are confidential and secret in nature. In the event of being found that the official secrecy has been disclosed and for the purpose of security arrangement and or for other purpose, it is desirable to remove the said person, the nodal officer of the health facility has every right to remove the said person, immediately and responsibility if any to be borne by the Agency.

c) The Agency shall ensure that the person deployed are disciplined and shall enforce prohibition of consumption of alcoholic drinks, paan, Gutkha, smoking, loitering and shall not engage in gambling or any immoral act.

## Payment & Price Validity

- a) The service provider shall be paid on monthly basis as per the contracted rate. The price shall be all-inclusive including the cost of manpower, consumables and management.
- b) While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2<sup>nd</sup> month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF [Electronic Challan cum Return (ECR)], ESI (Challans) etc. for the previous month.

c) The price as quoted by the service provider shall remain unchanged during the contract period except in case of revision in daily wages act if the contracted amount is below the recommended rate as applicable.

d) GST as applicable shall be paid at the applicable rate.

e) TDS as applicable shall be deducted from the payment as per the Income Tax Act

f) The service provider will ensure that workers engaged by them must receive their entitled wages on time. In view of this, the following procedure will be adopted:

1) Service Provider shall pay their entitled wages by 10<sup>th</sup> of the following month. It shall not be linked to the payment of the bill from the concerned institution or need for the checking & verification at their end.

2) Payment to such workers must be made by the agency through e-transfer only. To ensure this, service providers will get a bank account opened for every engaged worker.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED  
BY THE SUCCESSFUL MANPOWER SERVICE IN THE DHH, SUNDARGARH**

1. The minimum educational qualification is as follows

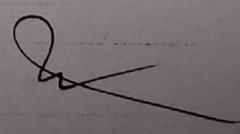
SI No	Type/catagory of Manpower	Educational Qualification & Experience	Age Limit
1	Pharmacist	Passed B.Pharma/D.Pharma with operational knowledge of computer. Minimum 2 years work experience in Health Sector Public/Private sector.	21-40years For Retired person-upto 68years
2	Staff Nurse	Passed GNM/Bsc Nursing from Govt./recognized Institution approved AICTE. Minimum 2 years work experience in Health Sector Public/Private sector.	21-40years For Retired person-upto 68years
3	Lab Technician	Passed DMLT/BMLT from Govt./recognized Institution approved AICTE. Minimum 2 years work experience in Health Sector Public/Private sector.	21-40years For Retired person-upto 68years
4	Radiographer	Passed DMRT from Govt./recognized Institution approved AICTE. Minimum 2 years work experience in Health Sector Public/Private sector.	21-40years For Retired person-upto 68years
5	ANM	Passed ANM from Govt./recognized Institution approved AICTE. Minimum 2 years work experience in Health Sector Public/Private sector.	21-40years For Retired person-upto 68years
6	Data Entry operator	Passed Any Graduation with PGDCA. He/ She should be well conversant with computers and essentially well trained in MS office,	21-40years

		Internet and LAN function.	
7	Driver	10 <sup>th</sup> pass with Heavy vehicle driving License and 3-4 year experience.	18-40years
8	Attendant (Male & Female)	10 <sup>th</sup> pass	18-40years
9	Sweeper (Male & female)	7 <sup>th</sup> pass	18-40years

2. Preference will be given to existing candidate those are working in Health Sector of Sundargarh District having experience in the specific job.
3. The Staff Nurse & ANM candidates deployed by the selected OS agency should have qualified the OSCE test (Objective Structured Clinical examination) which will be conducted by the Hospital Authority.
4. The Driver candidates must be submitted their EYE test report.
5. Chief District Medical and Public Health Officer, Sundargarh have rights to appointment of deployed candidates of different categories by the selected agency in different Health institution of Sundargarh District.
6. Chief District Medical and Public Health Officer, Sundargarh have rights to transfer/deployment/terminate appointment of deployed candidates of different categories by the selected agency.

**APPLICATION – TECHNICAL BID  
FOR PROVIDING MANPOWER SERVICE TO CDM&PHO, DHH, SUNDARGARH**

1. Name of tendering Manpower Service Provider: \_\_\_\_\_
  2. Detail of Earnest Money Deposit : DD No. \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
of Rs. \_\_\_\_\_ Drawn on Bank \_\_\_\_\_
  3. Name of Proprietor/Partner/  
Director: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  4. Full Address of registered office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone No: \_\_\_\_\_
- Fax No.: \_\_\_\_\_



E- Mail Address: \_\_\_\_\_

5. Full address of operating/Branch office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E- Mail Address: \_\_\_\_\_

6. Name & Telephone no. of : \_\_\_\_\_  
Authorised officer/person  
To liaise with field office(s)

7. Banker of the Manpower Service Provider: \_\_\_\_\_  
(attached Certified Copy of Statement of  
A/c for the last three years)

Telephone No. : \_\_\_\_\_  
Of Banker

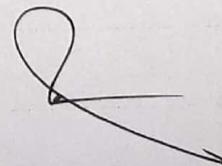
8. PAN/GST No. : \_\_\_\_\_  
(Attach Attested Copy)

9. Service Tax Registration No. : \_\_\_\_\_  
(Attach Attested Copy)

10. E.P.F. Registration No. : \_\_\_\_\_  
(Attach Attested Copy)

11. E.S.I. Registration No. : \_\_\_\_\_  
(Attach Attested Copy)

12. Labour License : \_\_\_\_\_  
(Attach Attested Copy)



13. Financial turnover of the tendering Manpower Service Provider for the last 3 financial year.

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2016-2017		
2017-2018		
2018-2019		

14. Additional information, if any:  
(Attach separate sheet if space provided is insufficient)

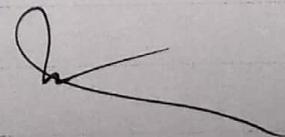
15. Give details of the major similar contracts handled by the tendering manpower service provider during the last three years in the following format

Si. No.	Name of client, address, telephone & fax no.	Manpower service provider		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of manpower provider	No.		From	to

16. Additional information, if any  
(Attach separate sheet, if required)

Date:  
Place:

Signature of authorized person  
Name:  
Seal :



DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ proprietor/ Director / authorized signatory of the Service provider, mentioned above am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

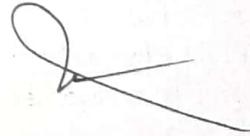
Date:

Place:

Signature of authorized person

Full Name:

Seal :



## CHECK LIST (TECHNICAL PROPOSAL)

**Check List (Technical Proposal)** Please check whether following have been enclosed in the respective cover namely, Technical Proposal: *(please arrange the documents serially in the following order & do the page numbering of the entire bid document and mention the page no. in the column "page No" against the particulars in the check list as mentioned below for ease of scrutiny)*

SL. NO.	PARTICULARS	WHETHER SUBMITTED (YES/NO)	PAGE NO.
1	EMD		
2	Bid document Cost		
3	Photocopy of the company/Agency Registration certificate		
4	Photocopy of the GST registration certificate		
5	Photocopy of the EPF registration certificate		
6	Photocopy of the ESI registration certificate		
7	Photocopy of the ECR of EPF and Challans of ESI for the month of June 2019 towards EPF / ESI payment of the personnel deployed by the agency.		
8	Photocopy of the Labour Registration Certificate		
9	Copy of PAN		
10	Photocopies of the audited P/L account of each year highlighting the turnover in support of that		
11	Copies of Work Order/Contract certificates from the clients in support of providing manpower services.		
12	Income tax return of last three years		
13	Audited report of last three years of profit & loss statement.		
14	Work order towards providing 100 or more manpower.		
15	Undertaking in Non Judicial Stamp Paper of Rs. 20/- regarding not blacklisted		
16	Any other document		

Name and Address of the Bidder:

Price Details:

Sl. No.	Particulars	Wages per Day	Wages per Month (Rs.)	Wages per Annum (Rs.)
		(a)	(b)	
A1.	Manpower Cost			
1.	Pharmacist			
2.	Data Entry operator			
3.	Staff Nurse			
4.	Lab. Technician			
5.	Radiographer			
6.	ANM			
7.	Driver			
8.	Attendant (Male & Female)			
9.	Sweeper (female)			
	Sub-Total of A1 (1+9)			
A2.	Other Costs, if any (Pl. specify)			
1.	EPF			
2.				
	Sub-Total of A2 (1+2)			
	Total of A (A1+A2)			
B.	Establishment charges			
	Establishment charges as % of Cost on A or other, if any			
	Total of B			
C.	PRICE EXCLUDING TAX (A+B)			

D.	TAX			
1.	GST (Rate- -----%)			
2.	Other Taxes, if any (Pl. Specify)			
E.	PRICE INCLUDING TAX (C+D)			

Total Price Excluding Tax: Rs.....(in words .....)

Date:

Place:

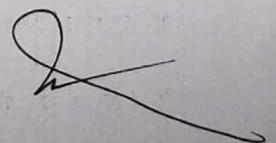
Authorized Signatory

**Note:**

1. Rate will be quoted as per the Labor Rate Contract.
2. Pl. mention the % of GST as applicable and on which charges, it is applicable. Also, the details of Other Taxes, if any, are to be mentioned.
3. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected.
4. The tax part & PF contribution of the employee as per statutory requirement shall be borne by the principal employer and it will be changes as per timely changing of Govt. notification.
5. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
6. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case, the amount in figures shall prevail subject to (2) and (3) above.
7. If the Firm that submitted the lowest evaluated Proposal does not accept the correction of errors, its Proposal shall be rejected.
8. Remuneration may be negotiated in case of those staffs that remuneration will be paid out of Government/NHM fund.

## Evaluation of Financial Proposal

The **total price (exclusive of GST)** as per price format shall be considered for price evaluation. However, in case two bidders quote the same lowest price, then the agency with the **highest mark** in the technical bid shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then in that case, the bidder having the higher annual average turnover shall be awarded the contract.



## SECTION 5 - CRITERIA FOR EVALUATION

### 5.1 Evaluation of Technical Proposals

SL.No.	Evaluation Parameter	Total Mark	Criteria for award of Mark	Remarks
1	Experience in providing of manpower in Public/Private sector	10	>3year <5years:5marks >5year:10marks	
2	Experience in providing of manpower in health sector	5	>3year <5years:3marks >5year:5marks If not:0mark Submitted documentary proof (work order / contract) from the concerned organization.	
3	Performance certificate of previous assignment	5	Satisfactory Work Performance Submitted from clients during last 3 years : 5 marks or other wise 0 marks	
4	Total Average Annual turnover (In last 3 financial years, 2016-17, 2017-18 & 2018-19)	10	> 1 ≤ 2 crores : 5 Marks > 2 ≤ 3 crores : 7 Marks > 3 ≤ 5 crores : 10 Marks	
5	Average no of manpower engaged in last 3 years : 2016-17, 2017-18 & 2018-19 (to be determined from the work order / contract copies )	10	100-200 persons : 5 marks >200 persons : 10 marks	
TOTAL MARKS		40		

Financial proposal shall be opened after the technical evaluation is completed and **only those bidders** who score **at least 25 marks or more** in technical evaluation shall qualify for **financial bid opening**. In the financial bid, the bidder with the **lowest price** shall be awarded the contract.