

**TENDER DOCUMENT**  
**OUTSOURCING FOR**  
**(BATTERY OPERATED VEHICLE)**  
**THROUGH SERVICE PROVIDER**  
**OFFICE OF THE DEAN & PRINCIPAL MKCG MEDICAL COLLEGE,**  
**BERHAMPUR**  
**BERHAMPUR ODISHA**  
**Email. mkcgmc.bam@gmail.com**  
**(Tender document cost = Rs2000/-**  
**DD in favour of Dean & Principal Payable at Berhampur)**  
**LAST DATE FOR SUBMISSION OF TENDER:- 23-12-2019 BY 5 P.M**  
**DATE OF OPENING OF TECHNICAL BID; 23-12-2019 AT 5 P.M**  
**DATE OF OPENING OF FINANCIAL BID.26-12-2019 AT 5 P.M**

**OFFICE OF THE DEAN & PRINCIPAL, MKCG MEDICAL COLLEGE BERHAMPUR.**

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Bid Reference No.7421

Date:19-11-2019

**TENDER NOTICE**

Bids in Sealed tender are invited under two bid system from reputed agencies/service providers to provide the services for Operation & Maintenance of Battery Operated Vehicle for the patients attending the MKCG MCH for a period of one year from the date of execution of agreement and likely to be extended to a maximum of five years subject to satisfactory performance, mutual agreement on yearly basis.

Bidders are required to submit the technical & financial bids separately. The bids in sealed Cover-1 containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "Bid for Outsourcing of Battery Operated Vehicle" must reach by speed post/Registered Post/Courier only within 21 days from the date of publication of tender notice in print media.

The bid documents containing eligibility criteria, scope of work, terms and conditions of the tender and draft agreement are enclosed herewith

**Complete address for submission of Bid:**

O/o the Dean & Principal,  
MKCG Medical College, Berhampur.

  
Dean & Principal,  
MKCG Medical College,  
Berhampur.

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**SECTION-I**  
**Instruction to Bidders**

**A. GENERAL INFORMATION:**

1. Office of the MKCG Medical College, Hospital requires the service of reputed, well established, financially sound and registered Service providers to provide Operation & Maintenance of Battery Operated Vehicle (Ambulance)- 2 Units by deploying (Driver-1, Attendant-2) 24x7 round the clock per vehicle & Supervisor-1 at Casualty-1 & OPD-1 inside the Medical Campus as per the requirement.
2. The period of contract for providing the aforesaid service will be ideally one year from **the date of effectiveness of the contract.** The contract may be extended to a maximum period of five years subject to satisfactory performance, mutual agreement on yearly basis. Other terms & conditions will remain unchanged unless it is curtailed or terminated by the authority owing to deficiency of service, Sub-standard quality of service, breach of contract etc or change in requirements. The authority reserves right to terminate the contract at any time after giving 30 days notice to the service Provider.
3. The bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of bid.

**ELIGIBILITY CRITERIA:**

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1.	The Bidder should be registered under appropriate authority such as, <ul style="list-style-type: none"> <li>• Registered under the Companies ACT 2013</li> <li>• Registered under the Indian Partnership ACT 2013</li> <li>• Registered under the Indian Trust ACT 1882</li> <li>• Registration under the Societies Registration Act 1860</li> <li>• Registration under the Limited Liability Partnership Act 2008</li> </ul>	Certificate Incorporation/Registration
2.	The bidder must have at least five years in business (up-to the last date of submission of bid) for providing similar type of service to Centre/State Government/Autonomous Bodies/agencies/societies/corporate bodies	Copies of the work order from the previous authorities.
3.	The Registered Office/Branch Office of the Service Provider must be located within the jurisdiction of Odisha	Valid Address proof of the office (Copy of the Telephone/Electricity Bill)

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
4.	Must have average annual financial turnover of Rs.75 lakhs during last five financial year (The average annual financial turnover be twice the estimated cost of the service for Operation & Maintenance of battery operated vehicle-2 units)	Copies of the audited Income/Expenditure Statement and balance sheet for the concerned period.
5.	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the passbook and transaction statement for the last 6 month.
6.	The agency should not have been black listed by any Central/State Government or any other public sector undertaking or a corporation as on the date of the RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T2)
7.	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T3)
8.	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> <li>• PAN</li> <li>• GSTIN</li> <li>• Copies of EPF &amp; ESI Registration Certificate</li> <li>• IT Return for the last 3 assessment year.</li> </ul>

#### **B. Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a 2000/- Non refundable amount towards Bid Processing Fee (To Be determined by the Tender Inviting Authority and EMD of (2% of the estimated cost of the service) in for Demand Draft in favour of MKCG MEDICAL COLLEGE, BERHAMPUR, Berhampur drawn in any scheduled commercial bank and payable at Berhampur failing which the bid will be out rightly rejected. The bid should be sent through Speed Post / Registered Post / Courier so as to reach the authority by 23-12-2019.

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The Bidders are advised to submit two separate envelopes super scribing "Technical Bid" (Specification of battery Operated vehicle with manpower to run in the Hospital 24x7) and "Financial Bid" (Rate of battery Operated vehicle with manpower to run in the Hospital 24x7manpower service). Both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document – (name of the service)



Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
4.	Must have average annual financial turnover of Rs.75 lakhs during last five financial year (The average annual financial turnover be twice the estimated cost of the service for Operation & Maintenance of battery operated vehicle-2 units)	Copies of the audited Income/Expenditure Statement and balance sheet for the concerned period.
5.	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the passbook and transaction statement for the last 6 months.
6.	The agency should not have been black listed by any Central/State Government or any other public sector undertaking or a corporation as on the date of the RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T2)
7.	Must not have any pending judicial proceedings for any criminal offence against the proprietor / Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T3)
8.	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> <li>• PAN</li> <li>• GSTIN</li> <li>• Copies of EPF &amp; ESI Registration Certificate</li> <li>• IT Return for the last 3 assessment year\$.</li> </ul>

#### **B. Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a 2000/- Non refundable amount towards Bid Processing Fee (To Be determined by the Tender Inviting Authority and EMD of (2% of the estimated cost of the service) in for Demand Draft in favour of MKCG MEDICAL COLLEGE, BERHAMPUR, Berhampur drawn in any scheduled commercial bank and payable at Berhampur failing which the bid will be out rightly rejected. The bid should be sent through Speed Post / Registered Post / Courier so as to reach the authority by \_\_\_\_\_ (Insert Date and time)

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The Bidders are advised to submit two separate envelopes super scribing "Technical Bid" (Specification of battery Operated vehicle with manpower to run in the Hospital 24x7) and "Financial Bid" (Rate of battery Operated vehicle with manpower to run in the Hospital 24x7manpower service). Both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document – (name of the service)



Selected bidder will have to deposit a Performance Security (10% of the annual contract value) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of MKCG MEDICAL COLLEGE, BERHAMPUR, Berhampur as per the prescribed format provided in the tender document at Section – IX for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

**C. List of Documents for submission**

**Bidders are required to furnish the following documents along with the Technical Bid:**

- a) Covering letter along with power of attorney on the bidder's letter head.
- b) Demand Draft in support of Bid processing fee as applicable.
- c) Demand draft in support of EMD as applicable.
- d) Copy of certificate of Incorporation of the firm / agency.
- e) Copy of GSTIN.
- f) Copy of PAN.
- g) Copies of IT returns for the last three assessment years.
- h) Copies of EPF & ESI Registration Number.
- i) Copy of Bank Account details.
- j) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- k) Copies of work orders from the previous organization for providing the last 3 years.
- l) Undertaking regarding non-blacklisting (On stamp paper)
- m) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

Any deviation from the prescribed procedures / required information / formats / conditions shall result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected.

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.



The technical Bid will be opened (23-12-2019 AT 5 PM) in presence of the authorized representatives of the bidder shall be opened on (23-12-2019 AT 5 PM) in presence of the authorized representatives.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract of L-1 price. However, the decision of the authority shall be final during the overall selection process.

The quoted rates shall not be less than the minimum wages fixed / notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.





## SECTION – II SCOPE OF WORK

- The Service Provider will provide 2 battery Operated transport vehicle to be stationed at the MKCG Medical College, Hospital Campus (OPD & Casualty) round the clock over the period of contract for transporting the patients from different locations in the premises of MKCG MCH to various wards, Pathological Investigation & other investigation centers and bringing back to the original places of the patients. The number of vehicles will be increased subject to requirement.
- The ownership of the vehicle shall remain with the Service Provider.
- The Service Provider will look after the vehicle and keep it in proper working condition in accordance with the operator's manual, with attendant repair and maintenance and not make any modification or alteration required for providing better service.
- There will be a penalty if there is breakdown of vehicle more than one hour. A sum of Rs.200/- per hour will be deducted from the monthly bill to be submitted by the Service Provider.
- The Service provider shall engage 1 Driver, 2 Attendant in one vehicle in each shift and supervisor at their cost and see that service rendered in smoother manner.
- The Service Provider shall maintain all the legal formalities as required for the same.
- The Service Provider shall make adequate insurance of the vehicles against loss, damage, from all risks to the full replacement value during the period of contract.
- The Service Provider shall raise the Bill to MKCG MCB as per the rates and on the terms & conditions of the agreement in respect of the services provided within 7 days from the end of previous month as per rate approved.
- The MKCG MCH reserves the right to cancel the agreement or in the event of non-commencement or unsatisfactory performance of the work contract. In such eventuality the Dean & Principal of MKCG MC reserves to get the work done from open market or through other agencies. The Service Provider will also be black listed for a period of 2 years from participating in such type of tender and his security deposit will also be forfeited.
- If any information furnished by the Service Provider is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited.
- The accountability of the persons engaged for providing battery operated vehicle will be held by the Service Provider.
- The Service Provider shall comply with the labour laws applicable, the authorities of MKCG shall not be responsible for their any litigation/defaults disputes with SP.
- In case any person engaged by the Service Provider is found to be inefficient quarrel some, infirm and invalid or found indulging in unlawful activities, the Service Provider will replace such person with a suitable substitute at direction of the competent authority. Medical fit certificate and Police verification certificate is necessary for all workers.
- Every worker engaged in such service shall wear neat & clean uniform with Identity Card.
- The Service Provider shall not engage the service staff below the age of 18 years.
- The Service Provider shall not at any stage cause or permit any sort of nuisance in the premises of MKCG MCH or do anything which may cause unnecessary disturbance or inconvenience to other working there as well as to the general public in the Hospital premises and near to it.
- The 2<sup>nd</sup> Party shall be under the administrative control of Dean & Principal and the work will be supervised by the Hospital Managers.
- In case the patient dies/conditions deteriorates during the shifting/movement, the party of service provider in no way be held responsible for the death or condition of the patient. In such case a patient dies during movement, the service provider shall return such patient to their ward and it shall be responsibility of MKCG Medical College & Hospital thereafter.
- The agreement will be made for one year and may be extended for a maximum period of 5 years subject to satisfactory performance of the service provider.



### SECTION-III

Schedule of Requirement : Two Numbers of battery Operated vehicles with following supporting staff.

Tentative requirement of Manpower/Machinery to be deployed for the proposed services given here as under :

(To be filled up by the Tender inviting Authority)

Sl. No.	Description	Requirement
<b>Manpower</b>		
1. Driver	One Driver per vehicle in each Shift (3 shift)	2 battery Operated vehicles are required.
2. Attendant	Two Attendant per vehicle in each Shift (3 shift)	
3. Supervisor	As per requirement	

Technical specification for Battery Operated Patient Transporting Vehicles		
DESCRIPTION	CLIENT SPECS.	OUR SPECS.
Tripping Mechanism	Electric	Electric
Max Road Speed	40KM/Hour with Milage Control feature	40KM/Hour with Mileage Control feature
Transmission	Gearless Transmission	Gearless
Loading Capacity	400KG	500 KGS
Motor Type	1.2Kilowatt brushless DC motor(BLDC). Maximum power>2 KW	1.5 KW Brushless BLDC Motor.
Controller`	30 Tube Controller	36 Tube Controller
Battery	5 Nos. X 12V X 140AH	5 Nos. X 12V X 140AH
Battery Backup	Approx 60-80 KM per Charge	Approx 60-80 KM per Charge
Energy Consumption	8-10 Units	8-10 Units
Charger	15AMP	60V 15 Amps
Body/Front Show	Sheet Metal Body, Strong & Sturdy Body, Aerodynamic size	Sheet Metal Body, Galvanized pipes structure,
<b>Brake system</b>		
Front	Disc Brakes	Disc
Rear	Hydraulic Drum Brakes	Hydraulic Drum Brakes
<b>Electrical system</b>		
Motor & Controller	60VDC	60V DC
All Lighting & Sound	12 VDC	12V DC
<b>Dimensions</b>		
Wheel Base(mm)	2100	2100
Overall Width(mm)	1255	1255
Overall Length(mm)	3515	3515
Overall Height(mm)	1890	1890
Length of Stretcher(mm)	2020	2020
Width of Stretcher(mm)	650	650
Length of the Attendant	965	965



<b>Tyres</b>	
Front & Rear	175 R12 (Tubeless) Ceat
Sitting Arrangements	
Should be fully covered during rainy season.	

**DETAILS OF TECHNICAL SPECIFICATION OF THE PRODUCT (S)  
OFFERED BY THE BIDDER**

Sl. No.	Item Name	Make	Model	Detail Specification of the product(s) offered* (Pl. Describe the detail specification of the product offered) – Para wise compliance to the technical specification asked for.	**Page no. of the Catalogue / Leaflet where Para wise compliance information as per technical specification is available
1	Battery Operated Patient Transporting vehicle				



## SECTION – IV

### General Terms and conditions

1. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed & Battery Operated vehicles engaged. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider must employ adult labour only & engage battery Operated vehicle. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 40 years and physically sound to perform the duties. The Medical fitness certificate & Police verification is mandatory for workers.
3. The Service Provider will be overall responsible for the manpower deployed & engagement of battery Operated vehicle for performing the service. The authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider & transporting to the patients at the designated places in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of service of battery operated vehicle in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service Provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
6. Service Provider shall maintain complete official records of disbursement of wages / salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain a register containing the daily service (24x7) of the battery Operated vehicle in form of Log Book.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records / criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.



9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record an certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service Provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury / death caused to any manpower while performing / discharging their duties / for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences during the above service, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
14. In case of any loss caused to the Authority due to lapse on the part of the services discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
15. In the event of any personnel being on leave / absent, the service provider shall ensure suitable alternative arrangements, to make up for such absence. If a person leave the job for any reason, the Service Provider is liable to provide the suitable replacement within 3 working days.
16. In case of delay in providing required replacement, the amount of penalty calculated at the rate of 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
17. There would be no increase in rates payable to the Service Provider during the contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
18. The service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation. Sub-contracting is not allowed under this agreement.



**SECTION – V**  
**TECHNICAL BID**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

(Location, Date)

To

(Name and Designation of  
Tender Inviting Authority)  
(Office Address and Location)

**Sub: Tender for Outsourcing of (Battery Operated Vehicle) at (MKCG MEDICAL COLLEGE,  
BERHAMPUR, Berhampur) (Technical Proposal)**

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (Insert name of the Service) in accordance with your Tender Notice No7421 dated 19-11-2019 We are hereby submitting our proposal, which includes Technical Proposal and Financial proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

**Authorized Signatory**  
**With date and Seal**

Name and Designation: \_\_\_\_\_  
Address of the Bidder: \_\_\_\_\_



**SECTION – V**  
**TECHNICAL BID**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

(Location, Date)

To

(Name and Designation of  
Tender Inviting Authority)  
(Office Address and Location)

**Sub: Tender for Outsourcing of (Battery Operated Vehicle) at (MKCG MEDICAL COLLEGE,  
BERHAMPUR, Berhampur) (Technical Proposal)**

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (Insert name of the Service) in accordance with your Tender Notice No..... dated ..... We are hereby submitting our proposal, which includes Technical Proposal and Financial proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

**Authorized Signatory**  
**With date and Seal**

**Name and Designation:** \_\_\_\_\_  
**Address of the Bidder:** \_\_\_\_\_



FORM – T1

**For Providing Operation & Maintenance of Outsourcing of Services to the  
M.K.C.G. Medical College, Hospital Berhampur (Gm), Orissa.**

1. Name of Tendering Service Provider; \_\_\_\_\_
  
2. Details of Earnest Money Deposit : D.D. No. \_\_\_\_\_ Date \_\_\_\_\_  
of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_
  
3. Name of Proprietor/ Partner/ Director : \_\_\_\_\_
  
4. Full Address of Registered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 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 Office/person  
to liaise : \_\_\_\_\_
  
7. Banker of the Manpower Service Provider ; \_\_\_\_\_  
(Attach certified copy of statement of  
A/c for the last Three years)  
Telephone No. : \_\_\_\_\_  
of Banker
  
8. PAN / GIR No. : \_\_\_\_\_  
(Attach attested copy)
  
9. GSTIN. : \_\_\_\_\_  
(Attach attested copy)



10. E.P.F. Registration No. : \_\_\_\_\_  
(Attach attested copy)

11. E.S.I. Registration No. : \_\_\_\_\_  
(Attach attested copy)

12. Acceptance to all the terms & Conditions of the tender (Yes / NO) : \_\_\_\_\_

13. Power of attorney / Authorization letter Signing the bid documents : \_\_\_\_\_

14. Please submit an undertaking that no criminal Case with the police at the time of submission Of Bid : \_\_\_\_\_

15. Kindly mentioned the total number of Pages in the tender documents. : \_\_\_\_\_

16. Financial turnover of the tendering Manpower Service Provider for the last 5 Financial Years.

Financial Year	Amount (Rs. )	Remarks, if any
FY1		
FY2		
FY3		
FY4		
FY5		

*\* From the date of issue of tender*

17. Give details of the major similar contracts handled by the tendering Service Provider during the last three years in the following format

(if the space provided is insufficient, a separate sheet may be attached):

Sl.No.	Name of client address, telephone & Fax No.	Manpower services provided		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of Outsourcing Service provided	No.		From	To

## DECLARATION

1. \_\_\_\_\_ Son / Daughter /  
Wife of Sri \_\_\_\_\_ 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 false 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 representative with seal

Enclosures:

1. Bid processing fees in form of Demand draft in original.
2. EMD in form of Demand draft in original.
3. Copy of tender documents each page must be signed and sealed.
4. Duly filled Technical Bid and Financial Bid
5. List of documents as applicable.



**FORM – T2**  
**UNDERTAKING**

**(On the stamp Paper of appropriate value in shape of affidavit from the Notary regarding  
non-blacklisting)**

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department / Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours Sincerely,

**Authorized Signature**  
**(In full and initials)**

**Name and Designation of the Signatory:**  
**Name of the Bidder and Address:**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

**FORM – T3**

**UNDERTAKING**

**(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences)**

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor / Director / Persons to be deployed by our company.

I/we further certify that Proprietor / Director / Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours Sincerely,

**Authorized Signature  
(In full and initials)**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

A handwritten signature in black ink, consisting of a stylized, cursive script.

## Technical Bid Evaluation

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation state, will be considered for opening of the financial bids, The financial bids shall be opened in the presence of the tender committee and bidder's representatives who choose to attend. Least Cost Selection Method will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the ***lowest and competitive evaluated bid price.***

A handwritten signature in black ink, consisting of a stylized cursive 'R' followed by a horizontal line and a small flourish.

**SECTION – VI**  
**FINANCIAL BID**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

(Location, Date)

To

(Name and Designation of  
Tender Inviting Authority)  
(Office Address and Location)

Sub: Tender for Outsourcing of (Insert Name of the Service) at (Insert Name of the Office /  
Location) (Technical Proposal)

Sir,

I, the undersigned, offer to provide the services for (Insert name of the Service) in accordance with your Tender Notice No7421 dated 19-11-2019 Our attached financial price is (Insert amounts in words and figures) for the proposed service. The amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.  
I remain,

Yours faithfully,

**Authorized Signatory**  
**With date and Seal**

**Name and Designation of Signatory with Date and Seal:**  
**Address of the Bidder:**



**FORM – F1**  
**ADMINISTRATIVE CHARGE**

**For Providing Man & Machinery (battery Operated Vehicle) to the MKCG Medical College & Hospital Berhampur, Odisha – 760 004.**

1. Name of tendering Manpower Service Provider:
- 2.

Sl.No.	Nature of Requirement	Rate in Rs. Per month	Remarks
1	Monthly Charges per vehicle inclusive of remuneration of Driver-1, Attendant-2, Supervisor 24x7, round the clock. Rate should be quoted including all statutory duties, taxes etc (the details of the charges should be quoted by the firm)		

Signature of the Bidder



**SECTION – VII**  
**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes / No)	Page No.
<b>Technical Bid (Original)</b>			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	Technical Bid duly filled in (Covering Letter , FORM-TI, T2 and T3)		
10	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years.		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
12	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities.		
13	Undertaking for not have been black-listed by any Central / State Govt. / any autonomous bodies during the recent past. (Form-T2)		
14	Undertaking for not having any police case pending against the bidder (Form-T3)		
<b>Financial Bid (Original)</b>			
1	Covering Letter in Bidders Letter head		
2	Duly Filled in Financial Bid (Form – F1)		

It is to be ensured that:

- All information has been submitted as per prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory (In full and initials) : \_\_\_\_\_  
Name and Designation with Date and Seal: \_\_\_\_\_





## Section – VIII

### Service Agreement (To be made on Rs.100.00 Non judicial Stamp Paper)

This SERVICE AGREEMENT is made on \_\_\_\_\_ between, \_\_\_\_\_ (hereinafter called as the "Authority") of the 1<sup>st</sup> Part and \_\_\_\_\_ its principal place of business at \_\_\_\_\_ (hereinafter called the "Service Provider") of the 2<sup>nd</sup> Part.

#### WHEREAS

- a. The "service Provider" having represented to the "Authority" that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: \_\_\_\_\_ Dated: \_\_\_\_\_ issued by the Authority;
- b. The "Authority" has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement

**NOW, THEREFORE, IT IS HEREBY AGREED** between the two parties as follows:

1. The following documents attached hereto shall be deemed to form an integral Part of this Contract:

**Appendix A: General Terms and Conditions**

**Appendix B: Scope of Work;**

**Appendix C: Contract Price and Payment Term;**

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular:
  - a. The Service Provider shall carry out the service in accordance with the Provisions of the Agreement; and
  - b. The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Service Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

#### 3. Mode of Payment

The Service provider will open a specific Bank, Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the parties.



**4. Now this agreement witnesses as below:**

- a. That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide manpower resources to be engaged in the (Insert the location) in conformity with the provisions of the terms and conditions of the contract.
- b. That the "Authority" hereby further agrees to pay the "Service Provider" the contract price at the time and in the manner prescribed in the said terms and conditions.
- c. Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e. That this agreement is valid up to \_\_\_\_\_

For and on behalf of **(Tender Inviting Authority)**

\_\_\_\_\_

Witness 1:

Witness 2 :

For and on behalf of **(Service Provider)**

\_\_\_\_\_

**(Name and Designation of the Representative with seal)**

Witness 1:

Witness 2 :

