



TENDER DOCUMENT

For providing services of Unskilled, Semi-Skilled, Skilled & Highly Skilled personnel to the “Government Medical College & Hospital, Balangir, Odisha” by a private manpower service provider.

- (A) Date and time for submission of tender documents: 7th August 2018 up to 5 P.M.
- (B) Date and time for opening of
- i. Technical bids: 10th August 2018, 11 A.M.
 - ii. Financial bids of eligible bidders: 13th August 2018, 11 A.M.
- (C) Likely date for commencement of deployment of required manpower: 1st September 2018.

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	Page No.
1	Scope of work & general instruction for service bidders	3-6
2	Technical requirements for the tendering manpower service provider	7
3	Technical Requirements for the service provider and the manpower to be deployed to the Government Medical College & Hospital, Balangir, Odisha by the service provider	8
4	Application-Technical bid	9-10
5	Application-Financial bid	11-12
6	Terms & Conditions	13-17
7	List of Documents to be provided with the technical bid	18
8	Annexure-1 (Chartered accountant certificate for annual turnover statement)	19

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. The **Government Medical College & Hospital, Balangir, Odisha** requires the service of reputed, well established and financially sound **Manpower Service Providers** to provide services of **Unskilled, Semi Skilled, Skilled & Highly Skilled** personnel on contractual basis for day to day College & Hospital work.
2. The contract of providing of outsourcing service will be initially for a period of one year and may be extended for further one year, subject to performance evaluation and consent of both parties. The contract of providing the aforesaid manpower is to commence from the date of execution of agreement. The period of the contract may be further extended provided the requirement of the Government Medical College & Hospital, Balangir, Odisha for manpower persists at that time or may be curtailed / terminated owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the requirements of Government Medical College & Hospital, Balangir, Odisha. The Government Medical College & Hospital, Balangir, Odisha reserves right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.
3. The tentative requirement of each category for both Medical College & Hospital of Government Medical College & Hospital, Balangir, Odisha is as detailed below:

90 nos. of Un-skilled, 90 nos. of Semi-Skilled, 55 nos. of Skilled & 01 nos. of Highly Skilled personnel. The requirements may increase / decrease in any / all the categories.
4. The tender is invited as follows:

Skilled:

1. Lift operator
2. Data Entry operator
3. House-keeping supervisor
4. Plumber
5. Electrician
6. Gym supervisor
7. Heavy & medium vehicle driver
8. Gas pipeline operator

9. Hostel caretaker
10. Junior Librarian
11. Cataloguer for library

Semi-skilled:

1. Security Guard

Un-skilled:

1. Sweeper
2. Attendants
3. Gardener

The estimated cost per year is **One crore eighty five lakhs approximately**. The same is likely to increase / decrease according to requirements.

5. The tender document can be downloaded from the website: www.gmchbalangir.infocreatives.com, www.balangir.nic.in, www.dmetodisha.gov.in.

The interested Manpower Service Providers may submit the tender document complete in all respects along with tender paper cost of **Rs. 7,500/- (Rupees Seven thousand & five hundred)** only (including GST) (non-refundable) for each package & Earnest Money Deposit (EMD) (refundable without interest) of **Rs. 3,70,000/- (Rupees three lakhs and seventy thousand)** only in favour of **Dean & Principal, Government Medical College & Hospital, Balangir, Odisha** in shape of demand draft and other requisite documents at Government Medical College & Hospital, Balangir, Odisha by **Registered Post/ Speed Post only**.

6. The various crucial dates relating to "Tender for Providing Manpower Services to the Government Medical College & Hospital, Balangir, Odisha are cited as under.
 - a) Date and time of receipt of the Tender documents by speed post/ registered post only by **7th August 2018 up to 5 PM**.
 - b) Date and time for opening of
 - (i) Technical Bid: **10th August 2018, 11 AM**
 - (ii) Financial Bids of eligible Tenders and selection: **13th August 2018, 11 A.M.**
 - c) Likely date for commencement of deployment: **1st September 2018**.
7. The tender has been invited under **two bid systems 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 Services to Government Medical College & Hospital, Balangir, Odisha**" and "**Financial bid for providing manpower services to Government Medical College & Hospital, Balangir, Odisha**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to Government Medical College & Hospital, Balangir, Odisha**".

8. The tender paper cost of **Rs. 7, 500/- (Rupees Seven thousand & five hundred)** only (including GST) (non-refundable) & Earnest Money Deposit (EMD) (refundable without interest) of **Rs. 3,70,000/- (Rupees three lakhs and seventy thousand)** only should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft drawn in favour of **Dean & Principal, Government Medical College & Hospital, Balangir, Odisha**, failing which the tender shall be rejected summarily.
9. The EMD of successful bidders shall be retained till the execution of contract and tender terms and conditions and that of un-successful bidders shall be returned after execution of agreement between the authority and the successful bidder.
10. The successful tenderer will have to deposit a Performance Security Deposit 5 % of tender value in the form of Bank guarantee from any Nationalised Bank drawn in favour of **Dean & Principal, Government Medical College & Hospital, Balangir, Odisha** 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 tenderer.
11. The tendering Manpower Service providers are required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered further:
 - a) Copy of Registration Certificate of the applicant's organization.
 - b) Copy of PAN/GIR card.
 - c) Copy of the IT return filed for the last three financial years.
 - d) Copies of EPF and ESI certificates.
 - e) Copy of the GST registration certificate.
 - f) Certified extracts of the Bank Account containing transactions during last six months.
 - g) Annual Turnover Statement (in original) of the firm of last three years (FY-2015-16, 2016-17 & 2017-18) certified by Chartered Accountant as per the format –Annexure-1

and latest EPF & ESI deposit slips.

- h) Copy of PSARA (Private Security Agency Regulation Act) certificate (for deployment of security staff).
 - i) Certified copy of any experience as Man-power provider.
 - j) Affidavit in the Court of 1st Class Magistrate of not being blacklisted / censured / prosecuted in any issue relating to Manpower supply by any agency.
12. Conditional bids shall not be considered and will be out rightly rejected in very first instance.
 13. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids.
 14. The Pre-Bid meeting will be held on dated 25th July 2018 at 11 AM in the office chamber of Dean & Principal, Government Medical College & Hospital, Balangir, Odisha. The bidders designated representatives are invited to attend the pre-bid meeting at their own cost. The purpose of the meeting will be to clarify the issues and to answer the questions on any matter that may be raised at that stage. The corrigendum (if any) and clarifications to the queries from all bidders will be posted in the pre-mentioned website.
 15. The Technical bids shall be opened on the scheduled date and time in the office chamber of Dean & Principal, Government Medical College & Hospital, Balangir, Odisha 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 Bids of only those tenderers will be opened whose Technical bids will be found in order.
 17. The Dean & Principal, Government Medical College & Hospital, Balangir, Odisha reserves the right to reject any or all bids without assigning any reason there of.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfil the following technical specification.
 - a. The registered office or one of the branch offices of the manpower service providers should be located near the Government Medical College & Hospital, Balangir, Odisha. The manpower service provider should provide the proof of location of the Branch Office (Holding No. / Electricity Bill / Telephone Bill / Regd. Agreement of the firm with the building owner) & name, designation & contact no. of the person to liaise with the office.

Otherwise, the bidder has to furnish a Declaration on Rs.10/- Non-Judicial Stamp paper stating to set up a branch office within the jurisdiction of the Government Medical College & Hospital, Balangir, Odisha and the details of the branch office along with the attested copies of the relevant documents will be furnished within 2 months of signing of contract failing which the contract is deemed to be cancelled.
 - 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/ Banks, etc.
 - d. They should have their own Bank Account.
 - e. They should be registered with Income Tax and GST Department.
 - f. They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - g. They should have other relevant regulatory clearance (e.g. copy of latest EPF & ESI Deposit receipts).
 - h. The minimum average annual turnover of the company during the last 3 financial years i.e. 2015-16, 2016-17 & 2017-18 should be at least 2 times of the estimated cost of the Package, which shall be submitted in the format at Annexure-1, duly certified by a Chartered Accountant.
 - i. The Agency must have executed contracts of similar types during the preceding 3 calendar years i.e. 2015, 2016 & 2017 of value equal to or more than 60% of the estimated cost of the present contract.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY
THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE
GOVERNMENT MEDICAL COLLEGE & HOSPITAL, BALANGIR, ODISHA**

1. She/ He should be above 18 years of age and not exceeding 40 years.
2. The Minimum Educational Qualification for the required posts are detailed below:-

Sl. No.	Type of Post	Category of Manpower	Eligibility/ Qualification
1	2	3	4
1.	Security Guard	Semi-Skilled	10 th pass with good physic
2.	Male Sweeper	Un-Skilled	7 th Pass
3.	Female Sweeper	Un-Skilled	7 th Pass
4.	House Keeping Supervisor	Skilled	Graduation in any discipline
5.	Lift Operator	Skilled	ITI in Electrician
6.	Data Entry Operator	Skilled	Graduation in any discipline with PGDCA
7.	Male attendant	Un-Skilled	7 th Pass can read, write & speak Odia
8.	Female attendant	Un-Skilled	7 th Pass can read, write & speak Odia.
9.	Lady Care taker	Semi-Skilled	+2 Pass in any discipline
10.	Junior Librarian	Skilled	Diploma in Library & information science or equivalent professional degree with PGDCA
11.	Cataloguer for Library	Skilled	Graduation in any discipline with PGDCA
12.	Gardener	Un-Skilled	7 th Pass
13.	Plumber	Skilled	ITI in Fitter
14.	Electrician	Skilled	ITI in Electrician
15.	Gym Supervisor	Skilled	Bachelor in Physical Education (B.P. Ed.)
16.	Heavy & Medium Vehicle Driver	Skilled	Commercial Driving licence with Batch
17.	Gas Pipe line Operator	Skilled	ITI (Fitter)
18.	Hostel Care Taker (Male & Female)	Skilled	Graduate

APPLICATION-TECHNICAL BID

For Providing Manpower Services to **Government Medical College & Hospital, Balangir, Odisha.**

1. Name of Tendering Manpower Service Provider: _____
2. Details of Tender Paper Cost: DD No. _____ date _____
of drawn on Bank _____.
3. Details of Earnest Money Deposit: DD No. _____ date _____
of drawn on Bank _____.
4. Name of Proprietor/ Partner/ Director: _____.
5. Full Address of Registered Office
Telephone No.
Mobile No.
Fax No.
E-Mail Address:
6. Full Address of Operating / Branch Office:
Telephone No.
Mobile No.
Fax No.
E-Mail Address:
7. Name & Contact No. of Authorized Officer/ Person to liaise with Field Office (s):
8. Bank details of Manpower Service Provider (Certified extracts of the Bank Account containing transactions during last six months).
9. PAN/ GIR No. (Attach attested copy):
10. GST Registration No. (Attach attested copy):
11. E.P.F. Registration No. (Attach attested copy):
12. E.S.I. Registration No. (Attach attested copy):
13. **Financial Turnover of the tendering Manpower Service Provider for the last three Financial Years:**

Financial Year	Amount (Rs. in Lakhs)	Remarks, if any
2015-16		
2016-17		
2017-18		

14. Additional information, if any (Attach Separate Sheet, if space provider in sufficient):
15. Give details of the major similar contracts handled by the tendering Manpower service provider during the last 03 calendar years i.e. 2015, 2016 & 2017 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. in Lakh)	Duration of Contract	
		Type of Manpower provided	No.		From	To
1						
2						
3						

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

Date: _____ Signature of the authorised person
Place: _____ Name:
Seal:

DECLARATION

1. I, _____, son/ daughter/ wife of Sri _____ proprietor/ director/ authorised 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 any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: _____ Signature of the authorised person
Place: _____ Name:
Seal:

APPLICATION - FINANCIAL BID

**For providing manpower services to Government Medical College & Hospital, Balangir,
Odisha**

1. Name of the service provider:
2. Rate per person per month (26 days in a month) inclusive of all statutory liabilities, taxes, levies, etc.

Sl. No.	Manpower Type	*Take Home Wages	Monthly rate per person (Rs.)						
			EPF	ESI	Other statutory dues, if any	Service Charge	Total Wages (3+4+5+6+7)	GST	Total per Person
1.	2	3	4	5	6	7	8	9	10 (=8+9)
PACKAGE 1									
1.	Security Guard								
Total									
PACKAGE 2									
1.	Male Sweeper								
2.	Female Sweeper								
3.	House Keeping Supervisor								
Total									
PACKAGE 3									
1.	Lift Operator								
2.	Data Entry Operator								
3.	Male Attendant								
4.	Female Attendant								
5.	Lady Care taker								
6.	Junior Librarian								
7.	Cataloguer for Library								
8.	Gardener								
9.	Plumber								
10.	Electrician								
11.	Gym Supervisor								
12.	Van Driver								

13.	Gas Pipe line Operator								
14.	Hostel Care Taker (Male & Female)								
Total									

*Take home wages shall be Rs.224.30 per day for Un-skilled Labourers, Rs.244.30 per day for Semi-Skilled Labourers, Rs.264.30 per day for Skilled Labourers and Rs.284.30 per day for Highly Skilled Labourers for a month with weekly 01 day break as per letter no. 4909 dated 30.04.2018 of Labour Commissioner of Odisha.

Date:

Signature of the authorised person

Place:

Name:

Seal:

Note:-

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
3. Bids with "Nil" or very low service charge can be treated as non-responsive bids, which are liable to be rejected.

TERMS & CONDITIONS

1. The Agreement shall commence from the date of execution of the agreement and shall continue for a period of one year and may be extended for further one year, subject to performance evaluation and consent of both parties unless it is curtailed or deployed, breach of contract, or change in requirements.
2. The Agreement may be extended, on the same terms and condition or with some additions / deletions / modification, for a further specific period mutually agreed upon by the manpower service provider and the authority.
3. The manpower service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the authority.
4. The Government Medical College & Hospital, Balangir, Odisha at present has tentative requirement as specified earlier. This requirement may further increase / decrease during the period of initial contract and the tenderer would have to provide additional manpower service, if required on the same terms and condition.
5. The manpower service provider will be bound by the terms and conditions furnished to the Authority while submitting the tender or at subsequent state. 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.
6. The authority reserves the right to terminate the agreement during initial period also after giving 15days notice to the manpower service provider.
7. The persons deployed shall be required to report for work to the Dean & Principal as well to Superintendent Government Medical College & Hospital, Balangir, Odisha as the case may be. In case the person deployed remains absent on a particular day or comes late/leaves early, proportionate deduction from the remuneration will be made.
8. The manpower service provider shall nominate a coordinator who shall be responsible for immediate interaction with the authorities of the Government Medical College & Hospital, Balangir, Odisha so that optimal services of the persons deployed could be availed without any disruption.
9. The entire financial liability in respect of manpower service deployed in the Government Medical College & Hospital, Balangir, Odisha shall be that of the Manpower service provider and the concerned authorities of Government Medical College & Hospital,

Balangir, Odisha will in no way be liable. It will be the responsibility of the manpower service provider to pay duly to the person deployed and produce such evidences as may be required by the Government Medical College & Hospital, Balangir, Odisha. If at any point of time it is found that the agency is paying to the candidate less remuneration, the agreement shall be terminated and security deposits shall be forfeited.

10. The payment of remuneration to the manpower has to be through bank account only. No cash payment can be made to them.
11. For all intents and purposes, the manpower service provider shall be "employer" within the meaning of different rules and acts in respects of manpower so deployed. The person deployed by the manpower service shall not have any claim whatsoever like employer and employee relationship against the Government Medical College & Hospital, Balangir, Odisha.
13. The manpower service provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to person deployed. The Government Medical College & Hospital, Balangir, Odisha shall, in no way be responsible for settlement of such issues whatsoever. In case *the* Grievance of *the* *deployed* person are not attended to by the manpower service provider, the deployed person can place their grievance before a joint committee consisting of a representative of the Government Medical College & Hospital, Balangir, Odisha and authorize representative of the manpower service provider.
14. The Government Medical College & Hospital, Balangir, Odisha shall not be responsible for any financial loss or any injury to any person deployed by the manpower service provider in the course of their performing the functions/duties, or for payment towards any compensation.
15. The persons deployed by the manpower service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the current or after expiry of the Agreement.
16. In case of termination of this agreement in its expiry or otherwise the persons deployed by the manpower service provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
17. The person deployed shall not claim any benefit or compensation or regularization of deployment with office 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.

18. The manpower service provider must be registered with the concerned Govt. Authorities i.e. Labour 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 labour (regulations and abolition) act, 1970 and due modification in letter date, if any, at his own part of cost.
19. The manpower service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the manpower service provider. The manpower service provider shall be responsible for contributions towards provident fund and Employees State Insurance, whatever applicable.
20. The person deployed by the manpower service provider should have good police records and no criminal case should be pending against them.
21. The person deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Government Medical College & Hospital, Balangir, Odisha. The manpower service provider shall be responsible for any act of indiscipline on the part of the person deployed.
22. 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.
23. The manpower service provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Government Medical College & Hospital, Balangir, Odisha shall have no liabilities in this regard.
24. The manpower service provide shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to the Government Medical College & Hospital, Balangir, Odisha to the concerned tax collecting authorities from time to time, as per the rules and regulations in the matter. Attested photo copy of such documents shall be furnished to the Government Medical College & Hospital, Balangir, Odisha. The manpower service provider shall maintain all statutory registers under the law & shall produce the same on demand to the authority of the Government Medical College &

Hospital, Balangir, Odisha or any authority under law.

25. The tax deduction at source (T.D.S.) shall be done as per the provision of the income tax act/rule, as amended from the time to time and certificate to this effect shall be provided by the Government Medical College & Hospital, Balangir, Odisha or office concerned.
26. In case the manpower service provider fails to comply with any liability under appropriate law and as result thereof, the Government Medical College & Hospital, Balangir, Odisha is put to any loss/obligation, monetary or otherwise, the Government Medical College & Hospital, Balangir, Odisha will be entailed to get itself reimbursed out of the outstanding bills or the performance security deposit of the manpower service provider to the extent to the loss or obligation in monetary terms.
27. Agreement is liable to be terminated in case of non-performance / deviation of terms and condition of contract / non-payment of remuneration of employed person and non-payment of statutory dues. The Government Medical College & Hospital, Balangir, Odisha will have no liability towards non-payment of remuneration to the person employed by the manpower service provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Government Medical College & Hospital, Balangir, Odisha or office concerned by the person deployed, the same will be recovered from the unpaid bills or adjusted from the security deposit.
28. The technical bid should be accompanied with tender paper cost (non-refundable) & earnest money deposit (EMD), refundable without interest in the form of demand draft/pay order drawn in favour of Government Medical College & Hospital, Balangir, Odisha failing which the tender shall be rejected out rightly.
29. The earnest money deposit in respect of the agencies which do not qualify the technically 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 30days from date of place in the order, the EMD shall stand forfeited without giving any further notice.
30. The successful tenderer will have to deposit a performance security amount of 5% of tender value in the form of Bank Guarantee made in the name of the agency but hypothecated to the Dean & Principal, Government Medical College & Hospital, Balangir, Odisha, covering the period of contract. In case the contract is further extended beyond initial period the Bank Guarantee will have to be accordingly renewed by the successful tenderer.

31. In case of breach of any terms and conditions attached to the agreement, the performance security deposit of the manpower service provider shall be liable to be forfeited besides annulment of the agreement.
32. Bids with "Nil" or very low service charge can be treated as non-responsive bids, which are liable to be rejected.
33. The manpower service provider shall raise the bill in duplicate along with attendance sheet duly verified by the Government Medical College & Hospital, Balangir, Odisha in respect of the persons deployed and submit the same to the prescribed authority in the 1st week of the succeeding month. As far as possible the payment will be released by the 2nd week of the succeeding month.
34. The claim in bills regarding employees' state insurance, provident fund, GST, etc. should 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 Government Medical College & Hospital, Balangir, Odisha.
35. The amount of penalty calculated @Rs.100/- per day on account of delay if any in providing a suitable substitute for the period beyond 03 (three) working days by the manpower service provider shall be deducted from its monthly bill in the succeeding month.
36. Authority reserves the right to withdraw or relax any of the terms & conditions mentioned above so as to overcome the problem encountered at a later stage.
37. 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.
38. 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.
39. The successful bidders will enter into an agreement with Government Medical College & Hospital, Balangir, Odisha for supply of suitable and qualified manpower as per requirement on the above terms & conditions.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Application – Technical Bid.
2. Self-attested copy of registration of agency.
3. Self-attested copies of certified extracts of the Bank Account containing transactions during last three months i.e. from 01.11.2017 to 31.01.2018.
4. Self-attested copy of PAN/ GIR Card.
5. Self-attested copies of the IT returns filed for the last three financial years.
6. Self-attested copy of GST registration certificate.
7. Self-attested copy of EPF registration certificate/ letter.
8. Self-attested copy of ESI registration certificate/ letter.
9. Self-attested copy of PSARA (Private Security Agency Regulation Act) certificate (in case of deployment of security staff).
10. Self-attested Annual Turnover Statement (in original) of the firm of last three years (FY-2015-16, 2016-17 & 2017-18) certified by Chartered Accountant as per the format –Annexure-1 and latest EPF & ESI deposit slips.
11. Self-attested copies of certified documents in support of entries in column 14 of technical bid application.
12. Copy of the terms & conditions at pages 12 to 17 in tender document with **each page duly signed over the bold letter and sealed by the authorised signatory of the agency** in token of their acceptance.
13. Certified copy of any experience as Man-power provider.
14. Undertaking of not being blacklisted / censured / prosecuted in any issue relating to Manpower supply by any agency.

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

1. List of manpower shortlisted by the agency for deployment in Government Medical College & Hospital, Balangir, Odisha, containing full details i.e. date of birth, marital status, address, educational qualification etc.
2. Bio-Data of all persons.
3. Any other documents considered relevant.

ANNEXURE -1
(Refer clause No.3.8)

(To be submitted in Cover-Technical Bid)
(To be furnished in the letter head of the Auditor/Chartered Accountant)

ANNUAL TURNOVER STATEMENT

The Annual Turnovers for the last three financial years of
M/s. _____ are given below and
certified that the statement is true and correct –

Sl.No.	Year	Turnover (Rs.)	
1.	2015-16		
2.	2016-17		
3.	2017-18		
Average Annual Turnover(for the above three years)		In(Rs.)	

Date

Place

Seal

Signature of the Auditor/
Chartered Accountant

(Name in Capital)

Membership No.

Regd.No. of firm