



राष्ट्रीय सिद्ध संस्थान
आयुष मंत्रालय
भारत सरकार
ताम्बरम सनटोरियम
चेन्नई -600 047

फ़ोन: 044-22411611

ईमेल: nischennaisiddha@yahoo.co.in

फैक्स:044-22381314

वेब : www.nischennai.org

निविदा सं: F.No.NIS/3-107/Manpower(Tender)/2018

तारीख:17.04.2018

निविदा प्रपत्र

राष्ट्रीय सिद्ध संस्थान में जनशक्ति सेवाएं - पैरामेडिकल और सहायक स्टाफ
प्रदान करने के लिए

नाम और निविदाकर्ता का पता:

ईमेल :

संपर्क नंबर:

पूर्व बोली की बैठक: **2.30 p.m. on 27.04.2018**

निविदा की प्राप्ति की अंतिम तिथि: **5.00 p.m. on 09.05.2018**

तकनीकी बोली के खुलने की तारीख: **2.00 p.m. on 10.05.2018**

वित्तीय बोली के खुलने की तारीख:**2.00 p.m. on 11.05.2018**



NATIONAL INSTITUTE OF SIDDHA
राष्ट्रीय सिद्ध संस्थान
Ministry of AYUSH
आयुष मंत्रालय
GOVERNMENT OF INDIA-भारत सरकार

TAMBARAM SANATORIUM, CHENNAI -600 047 -ताम्बरम सनटोरियम चेन्नई -600 047

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F.No.NIS/3-107/Manpower(Tender)/2018

Date:17.04.2018

TENDER FORM

FOR

**PROVIDING MANPOWER SERVICES – PARAMEDICAL AND
SUPPORTING STAFF**

AT

**NATIONAL INSTITUTE OF SIDDHA
CHENNAI -600 047**

Name & Address of the Tenderer:

E.Mail:

Contact No:

Pre-bid meeting at 2.30 p.m. on 27.04 .2018

Last Date of Receipt of Tender at 5.00 p.m. on 09.05.2018

Opening of Tender at 2.00 p.m. on 10.05 .2018

Opening of Financial Bid at 2.00 p.m. on 11.05 .2018



NATIONAL INSTITUTE OF SIDDHA

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1. INSTRUCTIONS TO BIDDERS

1. Sealed tenders are invited by the Director, National Institute of Siddha under Two Bid System i.e., Technical Bid and Financial Bid from reputed, experienced and financially sound manpower companies / firms /Agencies for providing manpower as per schedule of this Tender document on outsourcing basis in National Institute of Siddha for a period of One Year. The quantum of manpower requirement may vary from time to time.
2. **COVER A ‘Technical Bid’ / COVER B ‘Financial Bid’** - The tenders are invited under two bid system i.e., Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes superscribing “**Technical Bid for providing Manpower Supply-2018 to NIS, Chennai and Financial Bid for providing Manpower Supply – 2018 to NIS, Chennai. Both sealed envelopes should be kept in a third sealed envelope superscribing ‘Tender for providing Manpower Supply-2018 to NIS, Chennai.**”
3. Complete Tender Documents can be downloaded from the website www.nischennai.org and the completed Tender document may be submitted to the **Director, National Institute of Siddha, Chennai.**
4. A declaration has to be furnished by the tenderer in **Annexure-I.**
5. The interested Manpower Companies/Firms/Agencies can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs. 7,00,000/- and other requisite documents till **5.00 pm on 09.05.2018.** The tenders shall not be entertained after this deadline under any circumstances whatsoever.
6. **EARNEST MONEY DEPOSIT (EMD)** Each tender must be accompanied by a deposit for **Rs.7,00,000/-(Rupees Seven Lakhs Only)** as **EMD** in the form of Demand Draft drawn on any Nationalized Bank in favour of “**The Director, National Institute of Siddha**” payable at **Chennai (should be enclosed in Cover A).** The Demand Draft should be drawn after the date of publication of the Tender Notification. Tenders not accompanied by the EMD shall be summarily rejected. EMD will be returned to the unsuccessful tenderer only after tender is finalized. The EMD amount of the successful tenderer will be adjusted against Performance Security or refunded on submission of Performance Security without any interest. The EMD amount has to be submitted by the bidders except Micro and Small Enterprises

(MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. The successful tenderer has to submit documentary proof for exemption of EMD.

7. If agency fails to deploy required number of Manpower against the initial requirement within 10 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.
8. **Pre-Qualification:** The Manpower Companies / Firms / Agencies having minimum **3 (three) years experience in providing manpower services** to any Government/quasi Government departments or private Hospital/Institution need only apply.
9. The conditional bids shall not be considered and will be rejected outright at the first instance.
10. 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 case, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid application must be initialed by the person authorized to sign the tender bids.
11. The various crucial dates related to Tender for providing manpower services to NIS Chennai are cited as under:
 - a. **Pre-bid meeting at 2.30 p.m. on 27.04.2018**
 - b. Date and time for submission of Tender (Technical & Financial): up to **5.00 pm on 09.05.2018**
 - c. Date and time for opening Technical Bid in presence of the companies / firms/ Agencies or their accredited representative: **2.00 p.m. on 10.05.2018**
 - d. Date and time for opening Financial Bid: **2.00 p.m. on 11.05.2018**
12. **The details of the posts outsourced and the minimum prescribed qualification for the posts and the number of posts required are shown in the SCHEDULE attached. The contractor is required to supply the manpower to the posts as per the qualification prescribed in the service rules as per SCHEDULE. The contractor should bid for all category of posts.**
13. Tenders should be filled and signed in all pages. Every correction in the Tender should invariably be attested with full signature, failing which the tender will be liable to be rejected.
14. The right of acceptance of the tender will rest with the Director, National Institute of Siddha, Chennai, who does not bind himself to accept the lowest tender, and reserves himself the authority to reject any or all of the tenders received without assigning any reasons whatsoever. Wherever the tender in which any of the prescribed conditions is

not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.

15. TECHNICAL BID (COVER-A) - REQUIREMENT FOR THE TENDERING COMPANY / FIRM/ AGENCY

The Technical Bid for the Manpower services along with following documents shall be furnished separately in Cover-A in the following order with Index.

- a. Tender Document signed in all pages with seal
- b. Demand Draft for Rs. 7,00,000/- for Earnest Money Deposit.
- c. Copy of PAN Card.
- d. Copy of G.S.T Registration certificate.
- e. Copy of EPF Registration certificate.
- f. Copy of ESIC Registration certificate.
- g. Copies of Income Tax return filed for last three Assessment years ie., 2015-16, 2016-17 & 2017-2018. The copies of audited Balance Sheet and Profit and Loss Account for the relevant periods should be enclosed.
- h. Proof for Annual Turnover of the Agency for the years 2014-2015, 2015-16 & 2016-17 (Last Three years). Statement indicating Annual Turnover should be furnished in **Annexure – II**.
- i. Proof for the number of employees engaged by the Agency in the present/ past contracts for manpower service. The details to be filled in **Annexure - III** along with proof and Labour License.
- j. Company profile
- k. Experience Certificate for a minimum period of three years (Latest) furnishing the details of clients. The Companies/Firms/Agencies should have at least three years experience in providing similar services to any Government / quasi Government departments or private Hospital/Institution etc., proof to be enclosed.
- l. Failure to furnish the requisite information in the prescribed format in respect of various annexures will entail the tender to be rejected.

2. CONDITIONS OF CONTRACT

1. PERIOD OF CONTRACT

The contractor will be communicated about the acceptance of their Tender in writing by the Institute. The contract is for a period of one year, and the period of the contract may be further extended at the discretion of the Director, National Institute of Siddha on mutual consent. The Institute however, reserves right to terminate the contract at any time after giving one month notice if the services rendered by the contractor are found to be not satisfactory.

2. The contract shall be for one year unless it is curtailed or terminated by this Institute owing to deficiency of service, sub-standard quality of Manpower deployed, breach of contract, reduction or cessation of the manpower requirements etc.

3. The contract shall automatically expire on the completion of one year from the date of award of contract, unless extended further by the mutual consent of contracting agency and this Office.
4. The contracting Companies/Firms/Agencies shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Institute.
5. The contractor will be bound by the details furnished by him/her to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be breach of terms of contract making him / her liable for legal action besides termination of contract.
6. The National Institute of Siddha reserves right to terminate the contract after giving a month's notice to the contractor. The contractor will not be entitled for any compensation whatsoever in respect of such termination.
7. Acceptance of tender, conveyed in writing on behalf of the Institute shall be binding on the contractor. Failure on the part of the contractor shall entail forfeiture of EMD and the contractor is liable to be proceeded against as per law.
8. In case, the person employed by the successful Companies/Firms/Agencies commits any act omission / commission that amounts to misconduct / indiscipline / incompetence, the successful Companies/Firms/Agencies will be liable to take appropriate disciplinary action against such person, including their removal from site of work, if required by the Institute.
9. The tendering Companies/Firms/Agencies shall replace immediately any of its personnel who are found unacceptable to this Institute because of security risks, incompetence, conflict of interest, improper conduct etc., upon receipt of notice from this Institute.
10. It will be the responsibility of the contractor to meet transportation, food, medical, provision of 2 sets of uniform and any other requirements in respect of the person deployed by the contractor in this Institute and **NIS will have no liability in this regard.**
11. If the Director, NIS decides that any person supplied by the contractor has to be replaced, the contractor shall do so immediately. The failure to do so will entail penalty of Rs.100/- per day per person.
12. The contract should not be sublet.
13. For all intents and purposes the contractor shall be the 'Employer' within the meaning of different Labour Legislations in respect of Manpower so employed and deployed in the Institute. The persons deployed by the agency in National Institute of Siddha shall not have claims of Master and Servant relations, not have any Principal and Agent relationship with or against the National Institute of Siddha.

14. The contractor shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This Institute shall, in no way be responsible for settlement of such issues whatsoever.
15. This Institute shall not be responsible for any damages, losses, claims financial or other injury to any person deployed by the contractor in the course of their performing the functions / duties, or for payment towards any compensation.
16. The persons deployed by the contractor shall not claim, nor shall be entitled to Pay and Other facilities admissible to Regular employees of National Institute of Siddha.
17. The persons appointed by the contractor shall also not be entitled to any absorption in Regular capacity in the Institute on expiry of the Contract.
18. The loss to the National Institute of Siddha, Chennai if any, incurred on account of failure/or neglect or refusal on the part of the contractor to supply manpower according to the terms of the agreement will be recovered from him from the security deposit.
19. If any loss of property occurs, investigations will be carried out by the authorities comprising authorized representatives of the contractor and the National Institute of Siddha. The contractor shall pay compensation commensurate with the loss, if the personnel hired by the contractor is found to be responsible for the said loss in the investigation.
20. In case of breach of any terms and conditions attached to this contract, the performance security deposit of the contractor will be liable to be forfeited to the Institute besides termination of the contract.
21. The National Institute of Siddha reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties
22. The bid will remain valid for 6 months from the last day for receipt of bids.
23. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for Manpower services.
24. No overtime allowance is admissible.
25. The issue of Maternity Leave will be decided as per rule.
26. Various posts outsourced in the tender are clarified as under:
 - (i) Skilled – Office Assistant, Pharmacist, Staff Nurse, Laboratory Technician, Driver cum Attendant, Masseur, Junior E.C.G. Technician (Female candidate), Museum Keeper, Programmer, Physiotherapist, Multi Tasking Attendant, Hindi Translator
 - (ii) Unskilled – Laboratory Assistant, Pharmacy Attendant, Laboratory Attendant, Store Attendant, Animal House Attendant, Ward Boy, Peon, Gardener, Multipurpose Worker

3. SCHEDULE OF REQUIREMENTS

1. **PERFORMANCE SECURITY** The price schedule for man-power should be furnished in the prescribed format given under the head Price Schedule (To be utilized by the bidders for quoting their prices).(sl.no.5).
2. The contractor shall execute an agreement on stamp paper to the value of Rs.100/- (to be paid by the contractor) with the Director National Institute of Siddha, Tambaram Sanatorium, Chennai-47 within 15 days of the receipt of intimation of acceptance of the tender by him. The specimen Form of agreement bond will be supplied by this Institute.
3. The contractor will be required to furnish a bank guarantee / FDR in the name of the Director, National Institute of Siddha, Chennai for 10% of the total value of the contract (total amount payable for 12 months) as Performance Security before commencing the work under the contract. The performance security will remain with the Institute as long as the contract is in force and will remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security amount is liable to be forfeited fully or in part of, in case of breach of any of the conditions mentioned in the contract agreement. The performance security deposit is refundable on successful completion of the contract.
4. The Institute is in requirement of Manpower in skilled and unskilled category and the requirement of manpower may increase or decrease during the period of initial contract and the contractor would have to provide additional Manpower, if required on the same terms and conditions.
5. The declaration form in **Annexure -I** must be signed by the contractor and must be enclosed along with the tender. No reference to the printed terms and conditions offered shall be considered.
6. The contractor shall ensure that the individual Manpower deployed in the National Institute of Siddha conform to the technical specifications of age, education and skill qualification prescribed Schedule of the Tender document.
7. NIS is a Central Autonomous Body under Ministry of AYUSH. The Hospital attached to the Institute works on all 7 days in a week. However, the staff deployed by the Manpower Companies/ Firms / Agencies can avail weekly off on rotation basis.
8. The contracting Companies/Firms/Agencies shall furnish the following documents in respects of the individual Manpower who will be deployed by it in this Institute before commencement of work.
 - a. List of persons deployed
 - b. Bio-data of persons along with their copies of certificates for proof of requisite qualifications.
 - c. Attested copy of matriculation / S.S.L.C certificate containing date of birth
 - d. Character certificate from two Group A or Class I offices of the Central / State Government
 - e. Certificate of verification of antecedents of persons by local police authority.

9. The person deployed shall be required to report to Hospital Superintendent / Dy. Medical Superintendent / Dy. Director(Admin) /Office Superintendent. In case person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.
10. As National Institute of Siddha is working for all the 365 days in a year, in no case there shall be any short fall in the numbers of workers provided by the contractor i.e numbers of workers should not fall below 124 on any day. The contractor shall arrange for adequate leave reserve personnel in lieu of weekly-off and leave period of the persons employed by him for National Institute of Siddha. No separate payment shall be made for such arrangement. Payment will be made for only 124 personnel at the rate quoted for each category.
11. This Institute will allow deployment of reliever in excess of the indented strength limited to 1:6 of the indented strength and further limited to the actual deployment in this regard. The contractor shall give the name of the personnel who will be relieved in advance. No worker will be deployed beyond the stipulated working hour prescribed per day for a person.”
12. All the workers provided by the contractor should not be suffering from any contagious disease. They should be hale and healthy.
13. The contractor shall depute a coordinator who would be responsible for immediate interaction with National Institute of Siddha so that optimal services of the persons deployed by the agency could be availed without any disruption.
14. As and when complaints regarding defective working are made by the Director /NIS, immediate action shall be taken by the contractor to rectify the defect.
15. The contractor shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. **The delay by the contractor in providing a substitute beyond three working days shall attract a pre-estimate agreed liquidated damages @ Rs.100/- per day on the service providing agency.**
16. The contractor will have to deposit a security amount of 10% of the Annual Contract value in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee in the name of the Director, National Institute of Siddha, Chennai. In case, the contract is further extended beyond the initial period, the FDR or Bank Guarantee will have to be renewed accordingly by the contractor.

4. SPECIFICATIONS AND ALLIED TECHNICAL DETAILS

1. The rate quoted by the contractor shall have the details regarding Monthly rate, Admin / Service charge, G.S.T, Total cost per staff and Gross total.
 - a. The Grand Total quoted should be written in figures as well as in words by the contractor in the tender form.
 - b. The tender documents are not transferable.
 - c. Non compliance of any of the conditions set-forth in the tender document is liable to result in the tender being rejected.

- d. The contractor should enclose a list of organizations/ Departments where they have provided manpower services.
2. The contractor will be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund and Employees State Insurance etc., in respect of the persons deployed by him in this Institute. Compliance to the statutory provisions should be clearly indicated in the Tender. In case the tender contains any vague stipulations, the same is liable to be ignored summarily.
3. The contractor shall also be liable for depositing all taxes, levies, cess etc., on account of service rendered by it to the National Institute of Siddha to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter. The contractor shall also produce necessary proof of having filed the tax returns with the concerned authorities for each month along with the wage bill for payment.
4. The contractor shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand to the concerned authorities of this Institute or any other authority under law.
5. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the contractor by this Institute.
6. In case, the contractor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Institute is put to any loss / obligation, monetary or otherwise, the Institute shall be entitled to get the loss recovered from the contractor.
7. The contractor shall raise the bill, in triplicate, along with attendance sheet, and submit the same to The Director, National Institute of Siddha on the first working day of the succeeding month. **Salary is to be distributed to the employees deployed by the contractor on or before 5th of every month without fail. The Salary is to be paid only through the Bank Account of the employees. Detailed salary slip showing the particulars of gross salary, statutory & other deductions and net salary should be furnished to the employees every month.**
8. The contractor should pay the monthly rate quoted in the financial bid, excluding the employee's contribution of ESI and EPF to the employees as salary. The employees' contribution of ESI & EPF deducted from the monthly rate and the employer's contribution paid by the Institute should be paid in the respective accounts of the employees. Any violation in this regard will be treated a breach of Statutory law and complaints will be made to Statutory authorities apart from taking action as per the terms & conditions of the contract.
9. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Institute.

10. The contractor shall furnish the Annual Reports / Half yearly Reports and other statutory requirement form such as Form 5 / Form 10 in respect of Provident Fund and Annual / Half year reports in respect of Employee State Insurance Corporation and copy of ESIC cards issued to the Manpower.
11. The amount of pre-estimated agreed liquidated damages calculated @ Rs.100/- per day per person on account of delay, if any in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Companies / Firms / Agencies in the following month.
12. The amount towards EPF, ESI and G.S.T will be re-imbursed only on submission of documentary proof. In short, claim for monthly wages plus Admin Charges of a particular month will be released in the subsequent month after verifying the attendance particulars maintained at this Institute. Every month the contractor will submit separate claim towards EPF, ESI & G.S.T remittance for the previous month duly enclosing supporting documents like remittance challan, ECR etc., After verifying the supporting documents towards EPF/ESI/G.S.T remittance, etc., payment will be restricted to the amount actually remitted by the contractor to the concerned department or rate fixed in the contract, whichever is less.
13. The contractor will submit wages disbursement statement to this Institute every month duly enclosed with monthly claim. The contractor should disburse monthly wages at the rates fixed in the contract and deductions towards Employee share of EPF & ESI contribution are only allowed. The Contractor will not make any adjustment / unauthorized recovery from the monthly wages of the employees for functioning of their firm. Whatever service charges, profit etc expected by the contractor should be projected in Admin Charges, Monthly Pay Slips should be issued to the employees invariably.
14. Bonus paid to the employees as per statutory provisions will be re-imbursed to the contractor on submission of proof of payment of Bonus.
15. The Director, National Institute of Siddha reserves the right for rejecting the tender with unreasonably low Administrative charges.

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5. PRICE SCHEDULE (To be utilized by the bidders for quoting their prices)

(COVER –B)

For providing Manpower to National Institute of Siddha

1. Name of Tendering Companies/Firms/Agencies

2. Monthly Rates are to be quoted in accordance with the Central Minimum Wages Act, 1948 as applicable in Chennai.
3. For the post of Office Assistant the monthly rate to be quoted shall not be less than Rs.20,000/-p.m. (inclusive of employee contribution of EPF / ESIC)
4. For the post of Multi Tasking Attendant the monthly rate to be quoted shall not be less than Rs.16,000/-p.m. (inclusive of employee contribution of EPF / ESIC)
5. For the post of Hindi Translator the monthly rate to be quoted shall not be less than Rs.18,000/-p.m. (inclusive of employee contribution of EPF / ESIC)
6. The rates to be quoted for the posts mentioned from Sl.no.2 to 10 and 13 to 21 shall comply with the rates prescribed under Central Minimum Wages Act.

Sl. No	Name of Posts	Category	No. of Posts	Monthly rate (inclusive of Employee Contribution of EPF and ESIC)	EPF Employer Contribution	ESI Employer Contribution	Admin charges	G.S.T per staff	Total amount per staff per month	Gross amount for required strength (1x 7)
			1	2	3	4	5	6	7	8
1	Office Assistant	Skilled	19							
2	Laboratory Technician	Skilled	5							
3	Driver Cum Attendant	Skilled	3							
4	Masseur	Skilled	6							
5	Junior ECG Technician (Female candidate)	Skilled	1							

Sl. No.	Name of Posts	Category	No. of Posts	Monthly rate (inclusive of Employee Contribution of EPF and ESIC)	EPF Employer Contribution	ESI Employer Contribution	Admin charges	G.S.T per staff	Total amount per staff per month	Gross amount for required strength (1x 7)
			1	2	3	4	5	6	7	8
6	Programmer	Skilled	1							
7	Staff Nurse /Mid wife	Skilled	23							
8	Museum Keeper	Skilled	1							
9	Pharmacists	Skilled	15							
10	Physiotherapist	Skilled	1							
11	Hindi Translator	Skilled	1							
12	Multi-Tasking Attendant	Skilled	5							
13	Pharmacy Attendant	Unskilled	15							
14	Store Attendant	Unskilled	1							
15	Laboratory Attendant	Unskilled	8							
16	Animal House Attendant	Unskilled	2							

Sl. No.	Name of Posts	Category	No. of Posts	Monthly rate (inclusive of Employee Contribution of EPF and ESIC)	EPF Employer Contribution	ESI Employer Contribution	Admin charges	G.S.T per staff	Total amount per staff per month	Gross amount for required strength (1x 7)
			1	2	3	4	5	6	7	8
17	Laboratory Assistant	Unskilled	2							
18	Peon	Unskilled	2							
19	Ward Boy	Unskilled	10							
20	Gardener	Unskilled	1							
21	Multi Purpose Worker	Unskilled	2							
	Total		124							

Signature of the Authorized person

Date:

Name:

Place:

Seal:

Notes:

1. The bidder should write the Total Cost for Manpower services both in words and figures in the above table. In cases of dispute, the amount written in words will be taken as the bid value.
2. The rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities at the time of entering into the contract. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.

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ANNEXURE –I

DECLARATION

1. I / We enclose herewith demand draft No./ Bank Name
Dated For Rs.7,00,000/- (Rupees Seven Lakh
only) towards Earnest Money Deposit (EMD)

2. I / We bind myself / Ourselves to the conditions prescribed in the tender form.

3. I / We the tenderer/s agree to have the Earnest Money forfeited in case of my / our
failure in full or part to undertake the contract upon acceptance of this tender.

OR

Our company M/s.....
Is registered with as a
MSME company and we are exempted from payment of EMD as per rules.

Signature:

Designation:

Name and Address of the Firm:

ANNEXURE –II

The Annual Turnover of M/s. _____ for the past three years are given below and certified that the recognized Statement is true and correct.

Sl.No.	Financial Year	Turn over (In Rupees)
1.	2014-2015	
2.	2015-2016	
3.	2016-2017	
	Total	

Signature:

Designation:

Name and Address of the Firm:

ANNEXURE –III

Proof for the number of employees engaged by the Agency in the present/ past contracts for Manpower service

Name of the Service	No of persons supplied			Name of the Institution
	2015	2016	2017	
No of employees on payroll at present (Should be having 150 employees on payment at present)				

Note: Please enclose copy of Labour License

Signature:

Designation:

Name and Address of the Firm:

**NATIONAL INSTITUTE OF SIDDHA
TAMBARAM SANATORIUM, CHENNAI -47
Schedule showing the details of posts to be outsourced**

S.No.	Name of the Posts	Category	No. of Posts required	Qualification to the posts
1.	Office Assistant	Skilled	19	1) Graduate in any discipline from a recognized University 2) Should have good communication, writing ability and interpersonal skills 3) Knowledge of computer applications such as MS Word, MS Excel and Power point. 4) Typing speed with minimum 35 words in English or 25 words in Hindi on computer
2.	Physiotherapist	Skilled	01	Degree in Physiotherapy awarded by a recognized Indian University.
3.	Pharmacist	Skilled	15	1) HSC from a recognized State Board of Education with Science and English. 2) Recognized Certificate in Siddha Pharmacy/ Dispensing Course, the duration of which should not be less than 2 years.
4.	Staff Nurse	Skilled	23	1)HSC from a recognized State Board of Education 2)Certificate of "A" Grade Nurse and registered with the Nursing Council of India OR B.Sc. in Nursing from recognized University and registered with the Nursing Council of India.
5.	Laboratory Technician	Skilled	05	1) HSC from a recognized State Board of Education preferably with 2 years Vocational course in Laboratory Technology OR 2) Diploma in Medical Laboratory Technology of minimum one year duration from a recognized University/ Institution.
6.	Driver Cum Attendant	Skilled	03	10th standard with Heavy vehicle driving license with requisite experience.
7.	Masseur	Skilled	06	Trained in Siddha way of massage in Siddha Hospital
8.	Junior E.C.G Technician (Female Candidate)	Skilled	01	1) Pass in HSC and undergone training in Operating and Maintaining Electro Cardiogram Apparatus for a period of not less than 6 months in Government / Private Institutions recognized by Government of India. 2)Should possess a certificate of proficiency in Electro Cardiogram Techniques.

9.	Museum Keeper	Skilled	01	1)HSC from a recognized Board 2) Typing speed with minimum 35 words in English on computer
10.	Programmer	Skilled	01	B.E/M.C.A from a recognized University and should have knowledge in ASP.Net, VB.Net, MS Access, MS SQL Server, Client Server Technology, Crystal Reports and Basic Knowledge of networking.
11.	Hindi Translator	Skilled	01	UG / PG in Hindi Able to translate official correspondence.
12.	Multi Tasking Attendant	Skilled	05	1)HSC from a recognized Board 2) Should have good communication, writing ability and interpersonal skills 3) Knowledge of computer applications such as MS Word, MS Excel and Power point. 4) Typing speed with minimum 35 words in English or 25 words in Hindi on computer
13.	Pharmacy Attendant	Unskilled	15	10 th Standard
14.	Lab Attendant	Unskilled	08	10 th Standard
15.	Stores Attendant	Unskilled	01	10 th Standard
16.	Animal House Attendant	Unskilled	02	8 th Standard
17.	Ward Boy	Unskilled	10	8 th Standard
18.	Laboratory Assistant	Unskilled	02	1) 10 th Standard 2)Diploma in Medical Laboratory Technology
19.	Peon	Unskilled	02	8 th Standard.
20.	Gardener	Unskilled	01	Knowledge in Gardening
21.	MPWS	Unskilled	02	10 th Standard.
Grand Total			124	