



CHHATTISGARH STATE POWER HOLDING COMPANY LIMITED

(A GOVT OF C.G. UNDERTAKING)

CIN No. U65993CT2008SGC020995

O/o. Addl. General Manager (HR), Chhattisgarh State Power Holding Company Limited

No. 01-02/PMS/TS-114/1531

Date : 10.06.2020

**TENDER FOR ENGAGEMENT OF 04 Nos. PARA MEDICAL STAFF
(STAFF NURSE, PHARMACIST, LAB TECHNICIAN & DRESSER)
THROUGH OUTSOURCING FOR DANGANIA DISPENSARY,
CS POWER HOLDING COMPANY LIMITED, RAIPUR**

DATE OF OPENING – 03.07.2020

TIME OF OPENING - 3.30 PM

TENDER COST – ` 500/- + @ applicable GST extra

EMD – ` 7,800/-

Note: - “Conditional offers are liable for rejection”

Issued to

M/s -----

**ADDL. GENERAL MANGER (HR)
CSPHCL, RAIPUR**

Raipur

Date

“SAVE ELECTRICTY FOR SELF & NATION”

General Terms & Conditions:-

1. Sealed offers are invited for outsourcing of following paramedical staff for CSPHCL Dispensary, Dangania, Raipur for a period of One (1) year –

S. No.	Particulars of Para Medical Staff	No. of Para Medical Staff
1	Staff Nurse	1 No.
2	Pharmacist	1 No.
3	Lab Technician	1 No.
4	Dresser (Male)	1 No.

2. The sealed offers in the prescribed format enclosed with the tender should reach to this office on or before 03.07.2020 up to 03.00 PM. The offers will be opened on the same day at 3.30 PM in presence of the bidders or their authorized representative. The envelope containing offer shall super scribe name of work, tender reference and date of tender and details of EMD. The cost of tender form amounting to ` 500/- (Inclusive GST) is payable in favour of “CSPHCL, Raipur” in the form of DD/Bankers Cheque.
3. Earnest Money amounting to ` 7,800/- (` Seven Thousand Eight Hundred only) shall be deposited with Tender in a separate envelope super scribing “EMD”. The EMD shall be deposited in favour of “CS Power Holding Co. Ltd., Raipur” in the form of DD/Bankers cheque. The offer will not be considered, without proper earnest money.
4. Rates shall be quoted both in words and figure in price Schedule – II. In case of difference in words & figures the rate beneficial to company will be considered.
5. The Numbers of Paramedical Staff indicated above under point no.1 may be increased or decreased by giving one week notice but the quoted rate shall remain Firm.
6. The validity of offer must be minimum 3 months from the date of opening.

SIGNATURE OF BIDDER

**AGM (HR)
CSPHCL, RAIPUR**

Schedule - I
Special Terms & Conditions

(1) Qualification of Para Medical Staff (PMS):-

(A) Staff Nurse-

- (i) High School or HSSC (10+2) from CG Board or equivalent in science (Specially Biology, Chemistry & Physics) and three years Nursing Course, 6 Months ANM Course register by CG Nursing registration board.
- (ii) 3 years experience of working in Govt./Reputed Hospital/Dispensary. Preference shall be given to those candidates who possess higher qualification and experience.

(B) Pharmacist-

- (i) High School or HSSC (10+2) from CG Board or equivalent in science and Diploma in Pharmacy from CG Govt. recognize institution or Govt. Medical College or District Hospital.
- (ii) Preference should be given to the more experienced candidate. Minimum 3 years experience as pharmacist from any Govt./ Reputed Hospital/Dispensary.

(C) Lab Technician -

- (i) High school or HSSC (10+2) from CG Board or equivalent. Alongwith Diploma in Medical Laboratory Technology (DMLT) discipline from recognize institute one year para medical course in Pathology registered in para medical council of Chhattisgarh State.
- (ii) 3 years experience of working in Lab in any Govt./Reputed Hospital/Dispensary. Preference should be given to those candidates who possess higher qualification & experience.

(D) Dresser -

- (i) High school or HSSC (10+2) from CG Board or equivalent.
- (ii) Para medical certificate course exam (Dresser) passed from any medical college or Govt. recognized hospital or district hospitals.
- (iii) 3 years experience as dresser in any Govt. / Reputed Hospital/Dispensary. Preference should be given to those candidates who possess higher qualification & experience.

(2) Maintenance of records :-

- (a) Daily record of the duty performed is maintained in a prescribed format, which can be checked at any time by the medical officer/incharge on duty. The daily attendance is required to be certified by the Medical Officer in charge. The Medical Officer incharge and contractor or his authorized person (supervisor) at any time during the contract can do the joint inspection of the works and records.

(b) The monthly payment to the Para Medical Staff for the above work shall be made by the contractor through bank only in presence of the officer in charge or his authorized representative and photocopy of the same is to be submitted to Medical Officer in charge regularly. The contractor shall be abided by the provision of C.G. Govt. for payment of minimum wages, EPF, ESI and Bonus etc. The PMS engaged by the contractor can only be changed with the written permission of the medical officer in-charge. In absence of engaged staff suitable substitute will be provided by the contractor.

(3) Duties of PMS -

- (i) Timing of PMS shall start from 8.30 AM to 12.30 PM and 4.00 PM to 6.30 PM.
- (ii) It will be the duty of the PMS to carry out the work as per directives of the Medical Officer Incharge.
- (iii) However, the PMS may be required to work in shifts as per requirement of the Medical Officer in charge.

(4) Additional requirement for Increase or Decrease/Termination of the contract:-

- i. Company can increase or decrease the number of Para Medical Staff as per requirement, the same will be conveyed to you in short notice.
- ii. The work order/contract can be terminated at any time by the company by giving 15 days notice in advance without assigning any reason whatsoever. In such cases, company will not be responsible for any loss/compensation.

(5) Payment:-

The payment shall be made within a reasonable time for the work actually executed by the contractor through monthly Running bills. The contractor should submit bills in quadruplicate along with proof of depositing EPF, ESI and paid wage slip i.e. "A" roll or attendance sheet duly certified by the officer incharge to the Office of the Order placing authority for further necessary action and release of payment. No interest on overdue payment shall be made to the contractor under any circumstances. The payment to the Peon shall be made by the contractor through Bank only, proof of which shall also be submitted to OIC along with running bill.

The payment of monthly Running bill shall be released after receipt of documentary evidence towards payment of minimum wages EPF, ESI & payment of Bonus certified by officer-in-charge.

(6) **Rate:-**

The contractor must quote his profit on the base rate as indicated below, taking into consideration the facilities to be provided to Para Medical Staff :-

S. No.	Payment head	Staff Nurse/ Pharmacist Rate per Month (in `)	Lab Technician Rate per Month (in `)	Dresser Rate per Month (in `)
1	Monthly wages including variable DA w.e.f. 01.04.2020 for Un- skilled worker-order क्रमांक / आट / न्यूवेव / श्र0आ0 / 2020 / 1901, दिनांक 16.03.2020	11,590.00	10,810.00	10,030.00
2	EPF @ 13%	1507.00	1405.00	1304.00
3	ES Insurance @ 3.25%	377.00	351.00	326.00
4	Bonus @ 8.33% (on minimum ` 7,000/-) or actual rate whichever is higher	965.00	900.00	836.00
	Total (in `)	14439.00	13,466.00	12,496.00

The rates calculated above are based on the prevailing minimum wages declared by the Labour Department, Govt. of C.G., Raipur at the time of opening of tender including all the mandatory payments e.g. EPF, ES Insurance & Bonus etc.. However, the minimum wages shall be escalated at the time of revision of minimum wages declared by the District Collector, Raipur in the following manner :-

Escalated price per month per Para Medical Staff = $R + 1.2458 \times (L2 - L1)$

(Applicable from the date of revision of minimum labour wages)

R = Monthly Rate quoted by the Bidder for Para Medical Staff.

L1 = Monthly minimum Labour wages for High-skilled, Skilled & Semi-skilled workers declared by Collector, Raipur prevailing at the time of opening of Tender.

L2 = Monthly minimum Labour wages revised for High-skilled, Skilled & Semi-skilled workers declared by Collector, Raipur.

In case, the lowest rate is quoted by more than one firm then successful bidder among the lowest will be decided on the **basis of lottery**. The lottery will be drawn in presence of representatives of the firms. After drawl of lottery no any claim shall be entertained from any of the bidder. A form of undertaking annexed with the tender is to be signed by the tenderer necessarily in this respect.

(7) Compensation towards any accident:-

The firm will have to take all the precaution to avoid any miss happenings /accident with PMS. All the PMS will have to be insured by the contractor. In case of any accident, all the liabilities on account of accident occurring during the execution of work will be borne by the contractor and compensation shall have to be paid by the firm as per the Govt. rules.

(8) Loss and damages:-

The contractor/PMS shall be fully responsible to maintain the company equipments/property. In case any loss or damage to company equipment/property during the contract period by the Para Medical Staff, the same shall be made good by the contractor at his own cost.

(9) Period of contract:-

Normally the period of contract will be “**One Year**”, from the date of deployment but it can be increased or decreased as per requirement. However, contract can be extended for a further period of maximum 6 months on the same rate, terms and conditions.

(10) Officer incharge:-

The Addl. Chief Medical Officer, CSPHCL, Dangania, Raipur Will be the officer incharge for the above work and attendance of Para Medical Staff will be submitted and verified by the officer concerned.

(11) Income tax:-

Income tax will be deducted at source as per the Govt. rules from the gross amount of each bill for which TDS may be issued once in a financial year from Account Department on request. The present rate of TDS is 1.5%.

(12)(a) Goods and Services Tax:-

Contractor shall submit documentary evidence for registration regarding GST with appropriate authority. At present 18% GST is applicable on actual services provided by contractor. However, any change in taxes (service or GST) enforced by the Govt. after approval of contract shall be made applicable in this contract also.

(b) Other Taxes & Duties:-

Any other taxes or duties imposed by the Central/State Government or Local body time to time during currency of the contract shall be borne by the contractor.

(13) Security Deposit:-

The firm shall deposit an amount equivalent to 10% (ten percent) of contract value as SD after of receipt of order, in form of DD/ Bankers Cheque payable in favour of “CS Power Holding Co. Ltd., Raipur”. The SD will be retained for entire contract period. No interest on security deposit shall be paid by the company. In case of non fulfillment of contractual formalities by the contractor, the SD shall be forfeited.

(14) Rules & regulations:-

All relevant Labour Laws and Regulations i.e. minimum wages, labour license, EC Insurance, GST etc. shall be strictly followed by the contractor. In case of violation of law the contract may be terminated & disciplinary and legal action will be initiated against contractor which may include forfeiture of SD.

(15) Evaluation of Bid:-

The Bid shall be evaluated on composite L1 basis. (Not on item wise lowest basis.)

(16) Jurisdiction:-

Any dispute or difference, arising out of or in connection with this order shall be subject to exclusive jurisdiction of court of Raipur (CG) only.

(17) Penalty:-

Duties of all PMS will be assigned by the medical officer in charge. In case of absence of any PMS, the deduction will be made @1.5 times of per day salary on pro-rata basis, for which the contractor shall be responsible. In case company suffers any loss due to absence of Para Medical Staff, action as per clause-8 Loss and Damages will be taken by company.

(18) Miscellaneous:-

Any changes due to change in policy announced by the State/Central Govt. will be applicable and binding to the contractor for which no separate charges will be payable.

(19) Agreement:-

An Agreement on Non-Judicial Stamp Paper worth ` 300/- (` Three Hundred) only submitted by contractor within 30 days from the date of issue of order along with ` 1/- revenue stamp affixed on agreement.

**ADDL. GENERAL MANAGER (HR)
CSPHCL, RAIPUR**

SIGNATURE OF BIDDER

Schedule-II
Special Terms & Condition

1. **Rates** :- Rates given by bidder are firm and the contractor have no right to change their rates. Rates will be escalated when minimum wages are revised by Collector/Labour Commissioner C.G. Govt, Raipur.
2. **Taxes** :- Rates quoted by the bidder shall be exclusive of taxes & duties. The taxes and duties shall be indicated separately.
3. **GST** :- GST @ 18%, or as revised by the Govt. from time to time indicated separately in price bid.
4. **EMD** :- ` 7,800/- (` Seven Thousand Eight Hundred) only deposited by bidder in separate envelope.
5. **License** :- Copy of GST/ESI/EPF Registration & Labour License should be submitted by the contractor along with offer.
6. **Bonus** :- Calculation of Bonus has been evaluated to and on maximum ceiling prescribed by the Govt. i.e. @ 8.33% (on minimum ` 7,000/-) or actual rate whichever is higher or minimum wages prevailing whichever is higher. In case of Government revising the rate/ceiling of bonus. The same will be made applicable.
7. **Payment** :- As per Schedule-I of terms & conditions (clause no. 5).
8. **Please give following information also :-**

Sl. No.	Particulars	
1.	11 Digit Bank Account Number	
2.	Name of Account Holder/Account Name	
3.	Banks MICR code	
4.	Name of the Bank	
5.	Address of Bank	
6.	City of Bank	
7.	Bank Branch	
8.	Bank IFSC code	
9.	GST No.	
10.	Mobile No./Phone No.	
11.	E-mail ID	

ADDL. GENERAL MANAGER (HR)
CSPHCL, RAIPUR

Signature of Tenderer

Schedule - III

PRICE-BID

Sl. No.	Paramedical Staff	No. of PMS required	Base Rate per month	Offered Rate per month with profit & Administrative & Supervisor charges	G.S.T. (in `)	Total Value for one month	Total Value for one year
1	Staff Nurse	01	Base Rate ` 14,439/-				
2	Pharmacist	01	Base Rate ` 14,439/-				
3	Lab Technician	01	Base Rate ` 13,466/-				
4	Dresser (Male)	01	Base Rate ` 12,496/-				

NOTE :-

1. Base rates are computed on prevailing labour rates from 01.04.2020 declared by Labour Department Govt. of CG.
2. The Rates quoted in percentage will not be considered.
3. The firm should quote Administrative and Supervision charges plus Contractor's profit in whole Rupees per person above the base rate.
4. The rate should not be quoted in paise i.e. in decimal of rupees.

**Signature of the Bidder
With Rubber Stamp**

Date:

Address/ Contact No. _____

Undertaking

I/we Proprietor/partner of (name of firm) hereby undertake that in case of lowest rate is quoted by more than one firm then I/we shall have no objection in deciding successful bidder among the lowest bidder by the tender approving authority. Once the successful bidder is determined by the competent authority, I/we will honour the same and not lodge any claim on any matter in respect of this Tender.

Place

Signature of bidder

Date

Name (in full)

Status in the firm if any

Seal of the firm