



File No. TRIHMS-13011/20/2022 Computer No.E-94346)

***TENDER DOCUMENT FOR “OUTSOURCING OF
MANPOWER (SKILLED AND UNSKILLED STAFF)
FOR SECRETARIAL AND SUPPORT SERVICE” IN
TRIHMS, NAHARLAGUN, A.P.***

**Government of Arunachal Pradesh
Tomo Riba Institute of Health and Medical Sciences
Naharlagun-791110**

The information provided by the bidders in response to this Tender Document will become the property of TRIHMS and will not be returned. TRIHMS reserves the right to amend, rescind or reissue this Tender Document. All amendments will be intimated to the bidders and such amendments will be binding on them. This document is prepared by TRIHMS for “OUTSOURCING OF MANPOWER (SKILLED AND UNSKILLED STAFF) FOR SECRETARIAL AND SUPPORT SERVICE” IN TRIHMS.

**Director
TRIHMS**

**Tomo Riba Institute of Health & Medical Sciences
Arunachal Pradesh::Naharlagun**

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SECTION - 1

Notice Inviting Tender (NIT)

Tenders in sealed cover are invited under **two-bid** system from reputed and experienced agencies on behalf of the Chairman Governing Council, Tomo Riba Institute of Health and Medical Sciences, Arunachal Pradesh, Naharlagun, for providing Skilled and Unskilled Staff for secretarial and support service at the premises of TRIHMS, Naharlagun initially for a period of 03 (Three) years, extendable further subject to satisfactory performance of the service provider, requirement of the services by TRIHMS, availability of fund, and mutual agreement thereon between the two parties.

The interested agencies are required to submit the technical and financial bids separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "**Tender for Outsourcing of skilled and unskilled service for TRIHMS Naharlagun**" and should reach at the office of "**The Director, TRIHMS, Old Assembly Building, Naharlagun- 791110**", on or before **16th October 2023 at 11.00 AM**. The tenders shall be opened on the same day at 1400 hrs in the Conference Hall of TRIHMS Naharlagun. In the event of the above-mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time.

CRITICAL DATE SHEET

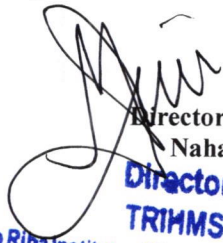
Estimated Tender Value	Rs.3,05,08,920.00 Annually
EMD	1% for APST and 2% for others
Security Deposit	3% of Annual Tender Value
Last Date and Time of receipt of NIT	16 th October 2023 at 11.00 AM
Date & Time for Opening of Technical Bid & Financial Bid	16 th October 2023 at 2:00PM
Pre-bid meeting	9 th October 2023 at 2.00 PM
Place of Submission of Tender	Office of the Director, Tomo Riba Institute of Health and Medical Sciences, (TRHMS), Old Assembly Complex, Naharlagun- 791110 Arunachal Pradesh

The detailed tender documents can be obtained from the office of the Director, TRIHMS, Old Assembly Complex, Naharlagun, 791110, on any working day from **15th September 2023 to 12 October 2023** between 10.00 AM to 04.00 PM or may also be downloaded from the website of the institute www.trihms.com by tendering Rs.5000/- (Rupees five thousand only) through non-refundable demand draft of any nationalized Bank drawn in favour of "**Tomo Riba Institute of Health and Medical Sciences**" and payable at Naharlagun, Arunachal Pradesh.

For any change of Time and Date etc. the interested parties are requested to view the institution web site www.trihms.com frequently.

Note: Application with incomplete information and not conforming to the directions are liable to be rejected.




Director, TRIHMS
Naharlagun
Director
TRIHMS
Tomo Riba Institute of Health & Medical Sciences
Arunachal Pradesh

1. ELIGIBILITY CRITERIA:

- 1.1. The Tenderers must have experience of providing skilled and unskilled staffs in a reputed organization including Govt. departments/agencies & PSUs for at least one year, duly substantiated by documentary evidence.
- 1.2. Having successfully completed at least one work of similar magnitude and duration worth Rs.50,00,000/- (Rupees Fifty lakhs or more per year) in last two years in State/Central Government/PSU/Autonomous Body under Government/ Govt. Institutions / Educational Institutions along with Performance certificate.
- 1.3. Tenderer must submit a solvency certificate of minimum Rs.3.00 Cr from bank. The average annual turnover of the firm for the financial year 2019-20, 2020-21 and 2021-22 should not be less than Rs.1.00 Cr. This may be supported by a certificate of turnover for the three years from Chartered Accountant.
- 1.4. The tenderer must be registered with the following statutory authorities and must also furnish attested copies of supporting documents: -
 - a. ESIC, EPF, GST
 - b. Registration certificate /license under contract labour (R & A) Act, 1970
 - c. Any other registration which is mandatory for such agencies stipulated by concerned authorities from time to time.
- 1.5. The following documents must be submitted along with tender: -
 - a. Audited Balance Sheets of last three years i.e., 2019-20, 2020-21 and 2021-22 with Income and Expenditure statement and Profit and Loss Account & Audit report of last three years.
 - b. ESIC & EPF registration certificate with latest payment challan.
- 1.6. The Tenderer should have sufficient employees on its rolls specifically and technically trained for services mentioned in section 5.
- 1.7. The Tenderer should have a valid labour license under contract labour (R&A) Act,1970.
- 1.8. The bidder should be a registered firm of state of Arunachal Pradesh.
- 1.9. Director, TRIHMS reserves the right to withdraw/relax this eligibility criteria and in such an event, the tenderer will be given sufficient time to take the changes into account. However, no relaxation will be given as far as statutory requirements are concerned, explicit/implicit.

2. GENERAL INSTRUCTIONS TO BIDDERS

- 2.1. The closing date and time for receipt of tenders will be **11.00 AM on 16th October 2023**.
- 2.2. The Tender will be opened at **2.00 PM on 16th October 2023** at Lecture Hall-II of the Director, TRIHMS, Naharlagun in the presence of the tenderers or the authorized representatives of the tenderers, who wish to be present at that time.
- 2.3. The Tenders are to be submitted as per two bid system i.e. **Technical bid and Financial Bid**.
 - (A) The technical bid should contain the papers to fulfil all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking as per instructions, work plan and list of the equipment, tools and tackles required for the job.
 - (B) Financial bid should contain the rates quoted for the services to be provided as per instructions given in the tender document.

Both the bids should be submitted in two separate sealed envelopes super scribed as “**Technical Bid for outsourcing of manpower (skilled and unskilled staff) for secretarial and support service in TRIHMS, Naharlagun**” and “**Financial Bid for outsourcing of manpower (skilled and unskilled staff) for secretarial and support service in TRIHMS Naharlagun**”. Earnest Money Deposit in the form of Demand Draft or Bankers’ Cheque of any commercial bank should be in third envelope along with covering letter and it should be superscribed “Earnest Money for outsourcing of skilled and unskilled staff for TRIHMS Naharlagun”. All three sealed envelopes should be put in a fourth sealed envelope and should be super scribed “**Tender for outsourcing of manpower (skilled and unskilled staff) for secretarial and support service in TRIHMS, Naharlagun**”. Sealed tenders should be addressed to the **Director, TRIHMS, old Assembly Building, Naharlagun**. The completely filled Tender should be dropped in the Tender Box kept in the office of the **Director, TRIHMS, old Assembly Building, Naharlagun** by the stipulated date and time. Tender submitted or received after the closing date and time will not be considered. The declaration in the prescribed Performa (Form VI) should be submitted along with the Technical Bid. In the absence of EMD, the tender will be summarily rejected.

- 2.4. The Earnest Money Deposit will be refunded to the unsuccessful tenderer only after finalization of the contract. In case of the successful tenderer EMD will be refunded after receipt of the performance security deposit. **No interest will be paid on the EMD.**
- 2.5. The bid shall be valid for 180 days from the date of opening of tender.
- 2.6. No Tenderer will be allowed to withdraw his tender after submission during the bid validity period (180 days). In case the tenderer does not honour his bid, the EMD submitted by the tendering firm would stand forfeited.
- 2.7. All entries in the Tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable has to be signed by the authorized signatory.
- 2.8. **Each page of the Tender document and papers submitted therewith, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by the Director, TRIHMS.**
- 2.9. **The tenderer shall quote for all the items of Financial Bid (Section 7) failing which the bid shall be considered nonresponsive, incomplete and tender will be summarily rejected.**
- 2.10. **Tender incomplete in any way will be rejected out rightly. Similarly conditional Tenders**

will also be rejected out rightly.

- 2.11. Technical Bids and financial bids will be scrutinized by the Board as constituted by the Director, TRIHMS to verify all requisite and relevant documents and to determine their authenticity.
- 2.12. In case the successful tenderer declines the offer of Contract for whatsoever reason(s), his/her EMD will be forfeited.
- 2.13. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
- 2.14. The successful tenderer will have to deposit the **Performance Security Deposit** of **03% of Annual Tender value** in the form of Demand Draft/Banker's cheque/Bank Guarantee/FD of any commercial bank, drawn in favour of "Tomo Riba Institute of Health and Medical Sciences" and payable at Naharlagun and commence the work within 15 days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited.
- 2.15. An agreement between Successful Bidder & Director, TRIHMS will be entered into on Rs.100/- Non-Judicial Stamp Paper. Stamp value will be paid by the bidder.
- 2.16. Director, TRIHMS reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the TRIHMS.
- 2.17. Director, TRIHMS reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.




SECTION - 3

3. General Conditions of Contract (GC)

- 3.1 **Definitions:** Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings:
- 3.1.1 'TRIHMS' shall mean Tomo Riba Institute of health and Medical Services, Naharlagun having its office at B-sector, Naharlagun Arunachal Pradesh-791110.
- 3.1.2 'Bidder' shall mean the individual or firm who participates in this tender and submits its bid.
- 3.1.3 'Contractor'/'Agency'/'Firm' shall mean the successful bidder in this tender and shall include its legal representatives, successors.
- 3.1.4 'Performance Security' shall mean monetary guarantee furnished by the successful bidder for due performance of the contract concluded with it.
- 3.2 **Notices:** Any notice, instruction, or communication made pursuant to this Contract shall be in writing and shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by registered post to such Party at the address specified in the Technical Bid.
- 3.3 **Taxes and Duties:** The Contractor shall be liable to pay such direct and indirect taxes, duties, fees and any other tariff levied under the applicable laws of India.
- 3.4 **Fraud and Corruption**
- 3.4.1 **Definitions:** For the purpose of this clause, the terms set forth below have meanings as follows:
- i. "Corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
 - ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - iii. "Collusive practices" means a scheme or arrangement between two or more Contractors, with or without the knowledge of TRIHMS, designed to establish prices at artificial, non-competitive level;
 - iv. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

3.4.2 Termination of the Bid

- i. TRIHMS may terminate the contract if at any time the representatives of the Contractor are found engaged in corrupt, fraudulent, collusive or coercive practices during the tender process or the execution of that contract, without the Contractor having taken timely and appropriate action satisfactory to TRIHMS to remedy the situation;
- ii. TRIHMS may also sanction against the Contractor, including declaring the Contractor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time the Contractor has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

3.5 Commencement and Expiration of Contract

- i. **Effectiveness of Contract:** This Contract shall come into force and effect on the date (the "Effective Date") as specified in the Special Conditions. In case effective date is not so stipulated, the contract shall be effective from the date it is signed by both parties.
- ii. **Expiration of Contract:** Unless terminated earlier pursuant to Clause GC 3.10 hereof, this Contract shall expire at the end of such time after the Effective Date as specified in the Special Conditions.

3.6 **Entire Agreement:** This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for any other statement, representation, promise agreement not set forth herein.

3.7 **Modifications or Variations:** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. Each Party shall give due consideration to any proposal for modification or variation made by the other Party.



The image shows a handwritten signature in black ink over a circular official stamp. The stamp is blue and contains the text "Govt. of Arunachal Pradesh" at the top, "Naharlagun" in the center, and "Institute of Health & Medical Sciences" at the bottom. The center of the stamp features the State Emblem of India.

3.8 Force Majeure

- 3.8.1 **Definition:** For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstance and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- 3.8.2 **Force Majeure shall not include** (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party’s employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations here under.
- 3.8.3 **No breach of Contract:** The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
- 3.8.4 **Measures to be taken:** A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- 3.8.5 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.



The image shows a handwritten signature in black ink on the left and a circular official stamp on the right. The stamp contains the text "Govt of Arunachal Pradesh" at the top, "Department of Health & Medical Services" around the bottom edge, and "Naharlagun" in the center. In the center of the stamp is the State Emblem of India.

- 3.8.6 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 3.8.7 During the period of their inability to perform the Services as a result of any event of Force Majeure, the Contractor, upon instructions by TRIHMS, shall either:
- i. Demobilize; or
 - ii. Continue with the Services to the extent possible, in which case the Contractor shall continue to be paid proportionately and on pro rata basis, under the terms of this Contract.
- 3.8.8 In case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clause GC3.19.
- 3.9 **Suspension:** TRIHMS may, by written notice of suspension to the Contractor, suspend all payments to the Contractor hereunder if the Contractor fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) Shall allow the Contractor to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the Contractor of such notice of suspension.
- 3.10 **Termination of contract**
- 3.10.1 **By TRIHMS:** TRIHMS may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (i) to (viii) below:
- i. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GC 3.9 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as TRIHMS may have subsequently approved in writing.
 - ii. If the Contractor becomes insolvent or go into liquidation or receivership whether compulsory or voluntary.
 - iii. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 3.21.2 hereof.
 - iv. If the Contractor, in the judgment of TRIHMS, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
 - v. If the Contractor submits to TRIHMS a false statement which has a material effect on the rights, obligations or interests of TRIHMS.
 - vi. If the Contractor places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to TRIHMS.
 - vii. If the Contractor fails to provide the quality services as envisaged under this

Contract.

viii. If TRIHMS, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

3.10.2 In any event such as at (i) to (vii) above TRIHMS shall give fifteen (15) days' written notice of termination to the Contractor, and thirty (30) days' in case of event referred to in (viii)above.

3.10.3 **By the Contractor:** The Contractor may terminate this Contract by not less than thirty (30) days' written notice to TRIHMS, in case of occurrence of any of the events specified in paragraph(s) (i) to (iv) below.

- i. If TRIHMS fails to pay any money due to the Contractor, pursuant to this Contract and the same is not subject of dispute under Clause GC 3.21 hereof within forty-five (45) days after receiving written notice from the Contractor that such payment is overdue.
- ii. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60)days.
- iii. If TRIHMS fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 3.21.2 hereof.
- iv. If TRIHMS is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Contractor may have subsequently agreed in writing) following the receipt by TRIHMS of the Contractor's notice specifying such breach.




- 3.11 **Cessation of Rights and Obligations:** Upon termination of this Contract pursuant to Clauses GC 3.5(ii) or GC 3.10 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GC 3.20 hereof, and (iii) any right which a Party may have under the Law.
- 3.12 **Cessation of Services:** Upon termination of this Contract by notice of either Party to the other pursuant to Clauses under GC 3.10 hereof, the Contractor shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner.
- 3.13 **Payment upon Termination:** Upon termination of this Contract pursuant to Clauses under GC 3.10 hereof, TRIHMS shall make the following payments to the Contractor:
- 3.13.1 If the Contract is terminated pursuant of Clause 3.10.1(vii), 3.10.1(viii) or 4.10(b), payment for Services satisfactorily performed prior to the effective date of termination;
- 3.13.2 If the agreement is terminated pursuant of Clause 3.10.1(i) to (vi), the Contractor shall not be entitled to receive any agreed payments upon termination of the contract. However, TRIHMS may consider payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to TRIHMS.
- 3.14 **Disputes about Events of Termination:** If either Party disputes whether an event specified in paragraph (i) to (vii) of Clause GC 3.10.1 or in Clause GC 3.10.2 hereof has occurred, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter for dispute settlement under Clause GC 3.21.2 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.
- 3.15 **Forfeiture of Performance Security:** In the event of breach of this Agreement, TRIHMS shall have the right to invoke and appropriate the proceeds of the performance security, in whole or in part, without separate notice to the Contractor.
- 3.16 **Change in the Applicable Law Related to Taxes and Duties:** If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the Contractor for providing the services i.e. service tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the Contractor in performing the



Services, then the amount otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto.

- 3.17 **Payment:** In consideration of the services provided by the Contractor under this Contract, TRIHMS shall make to the Contractor such payments and in such manner as is provided in the SC.
- 3.18 **Fairness and Good Faith:** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
- 3.19 **Operation of the Contract:** The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the currency of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC 3.21.2 hereof.
- 3.20 **Confidentiality:** Except with the prior consent of TRIHMS, the Contractor shall not at any time communicate to any person or entity any information acquired in the course of performance of this Contract. By agreeing to enter into this Contract, the Contractor also agrees to sign and abide with the Non-Disclosure Agreement.
- 3.21 **Settlement of Disputes**
- 3.21.1 **Amicable Settlement:** In case dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, Clause GC 3.21.2 shall become applicable.
- 3.21.2 **Arbitration:** In the case of dispute arising upon or in relation to or in connection with the contract between TRIHMS and the Contractor, which has not been settled amicably, any party can refer the dispute for Arbitration under the Arbitration and Conciliation Act 1996.



The image shows a handwritten signature in black ink to the left of a circular official stamp. The stamp is purple and contains the text: 'Govt. of Arunachal Pradesh', 'Department of Health & Medical Services', and 'Naharlagun'. In the center of the stamp is the State Emblem of India.

- i. Arbitration proceedings shall be held in Naharlagun and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- ii. The decision of the arbitrator(s) shall be final and binding upon both parties. The expenses of the arbitrator(s) as determined by the arbitrator(s) shall be shared equally by TRIHMS and the Contractor. However, the expenses incurred by each party in connection with the preparation & presentation of their cases shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

3.21.3 **Jurisdiction of Courts etc.:** The courts/any other Tribunal or Forum in Naharlagun/Yupia alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out this contract.

3.22 **Miscellaneous**

- 3.22.1 All personnel deputed by the Contractor should bear upon his/her person due authorization from the Contractor, and should produce the same for inspection in order to be allowed to enter TRIHMS premises, and during their stay within the premises.
- 3.22.2 Within TRIHMS premises, the Contractor's personnel shall restrict their activities to performance of this contract.
- 3.22.3 The Contractor shall be directly responsible for any dispute arising between him and his personnel and TRIHMS shall be kept indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- 3.22.4 The Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances etc. in r/o the personnel deputed for TRIHMS. TRIHMS shall have no liability whatsoever in this regard and the Contractor shall indemnify TRIHMS against all claims in this regard.
- 3.22.5 The Contractor shall be fully responsible for theft or burglary or any damage to TRIHMS property directly attributable to any acts of commission or omission on the part of Contractor's personnel.



4. Special Conditions of Contract(SCs)

- 4.1 **Effective Date:** The contract shall be effective from the date as stipulated in the Letter of Award;
- 4.2 **Contract Period:** The contract will be initially for a period of 03 (three) year with the provision for extension on the same terms and conditions, subject to satisfactory performance of the contract as decided by TRIHMS;
- 4.3 **Cost Details & Validity:** The quoted Rate/Cost should be inclusive of applicable taxes. The Bid submitted against this Tender should remain valid for not less than 180 days from the last date of submission of bid;
- 4.4 **Payment terms:** No advance payment shall be made under any circumstances. Payment will be made on submission of certified bill each month.
- 4.5 **Indemnity:** The successful bidder will be required to furnish the duly filled in Performa of Indemnity given at Form No- IV. The bidder will indemnify TRIHMS to the extent of direct damages against all claims, demands, costs, charges, expenses, award, compensations etc. due to any violation;
- 4.6 **Particulars:** That Outsourcing Service Provider will furnish TRIHMS the full particulars of the candidates sponsored, including details like Name, Father's Name, Age, Photograph, Permanent Address, etc. and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the requisite services to TRIHMS;
- 4.7 **Skill Test:** The agency/firm shall ensure that the manpower provided conforms to the qualification and skill required for the respective services. Further, continuation of their service shall be subject to satisfaction of their work by concerned controlling officer of the Department/Section.
- 4.8 **Availability:** The owner/partner/manager of the Outsourcing Service Provider should be available on his own direct telephone (office as well as residence) and also on mobile phone.
- 4.9 **Wages:** The Successful Bidder will follow all the statutory laws.



5. Schedule of Requirements

5.1 Upon award of the Contract, the successful bidder, referred below as Outsourcing Service Provider, shall provide the following services in TRIHMS and deploy resources with essential qualification and experience as under:

Sl. No.	Essential minimum qualifications and experience for outsourced manpower (Skilled and Unskilled Staff) for Secretarial and Support Services	
	<u>HIGHLY SKILLED TECHNICAL STAFF CATEGORY</u>	
A.	Roles	Lab Technician
1.	Educational Qualification	10+2 Science with Medical Laboratory Technician Course from a recognized Institute
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	07
4.	Minimum Wage	Rs.25,000/-
B.	Roles	MRI Technician
1.	Educational Qualification	1 BSc. Radiography from a recognized Institute
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	02
4.	Minimum Wage	Rs.25,000/-
C.	Roles	Cath Lab Technician
1.	Educational Qualification	10+2 Science with Diploma in Cath Lab Technician/Cardiac Care Technology from a recognized Institute
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	02
4.	Minimum Wage	Rs.25,000/-
D.	Roles	Emergency & Trauma Care Technician
1.	Educational Qualification	10+2 Science with Diploma in Emergency & Trauma Care Technician from a recognized Institute or Equivalent
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	02
E.	Roles	STP Technician
1.	Educational Qualification	Diploma in Civil Engineering
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	01
4.	Minimum Wage	Rs.25,000/-
F.	Roles	Fire Technician
1.	Educational Qualification	Diploma in Fire & Safety (Preference) or Equivalent
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	01
4.	Minimum Wage	Rs.25,000/-

<u>SKILLED TECHNICAL/NON-TECHNICAL STAFF CATEGORY</u>		
A.	Roles	Fire Fighting Staff
1.	Educational Qualification	a. Class XII Passed b. Certificate Course in Fire safety from a recognized Institute or Equivalent





2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	04
4.	Minimum Wage	Rs.18,000/-
B.	Roles	Data Entry Operator/Receptionist/HMIS Staff
1.	Educational Qualification	a. Class XII Passed b. Diploma in Computer application.
2.	Typing Speed	30 WPM
3.	Experience	Minimum 01 Year of Experience from a recognized institute/organization
4.	No. of Manpower	28
5.	Minimum Wage	Rs.18,000/-
C.	Roles	Assistant Librarian
1.	Educational Qualification	a. Bachelor in Library and information Science. b. Desirable- Masters in Library and information science.
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	03
4.	Minimum Wage	Rs.18,000/-
D.	Roles	Oxygen Plant Operator
1.	Educational Qualification	a. ITI Electrical / Mechanical b. Desirable- 10+2 Science Diploma in Oxygen safety/Oxygen Plant operator.
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	10
4.	Minimum Wage	Rs.18,000/-
E.	Roles	Driver
1.	Educational Qualification	Class-X passed with a valid Driving License (LMV & HMV) **A Foreman to be appointed as a Board member during recruitment of Drivers.
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	12
4.	Minimum Wage	Rs.18,000/-
F.	Roles	Electrician
1.	Educational Qualification	ITI Electrical
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	06
4.	Minimum Wage	Rs.18,000/-
G.	Roles	Plumber
1.	Educational Qualification	ITI Plumbing & Pipe fitting
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	03
4.	Minimum Wage	Rs.18,000/-
H.	Roles	Mason
1.	Educational Qualification	ITI Masonry
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	02
4.	Minimum Wage	Rs.18,000/-
L.	Roles	Carpenter
1.	Educational Qualification	ITI Carpentry
2.	Experience	Minimum 01 Year of Experience

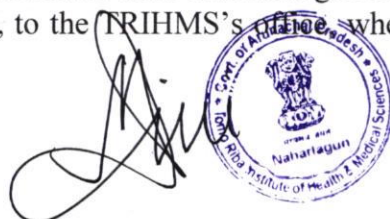
3.	No. of Manpower	02
4.	Minimum Wage	Rs.18,000/-
J.	Roles	Welder
1.	Educational Qualification	ITI Welding
2.	Experience	Minimum 01 Year of Experience
3.	No. of Manpower	02
4.	Minimum Wage	Rs.18,000/-

<u>UNSKILLED STAFF CATEGORY</u>		
A.	Roles	Gardener, Lift Man, Plumber Helper, Kitchen Helper, Carpenter Helper, Mason Helper, Mortuary Attendant, Stretch Bearer, STP Helper
1.	No. of Manpower	Gardener (04), Lift Man (06), Plumber Helper (02), Kitchen Helper (04), Carpenter Helper (02), Mason Helper (02), Mortuary Attendant (03), Stretch Bearer/MTS (10), STP Helper (03) Total-36
2.	Minimum Wage	Rs.11,000/-

Bidder should not quote basic wage below the minimum wage for respective services notified above. Quotes below the approved minimum wage shall be summarily rejected.

- 5.2 The Outsourcing Service Provider has to ensure the verification of the antecedents of deployed manpower.
- 5.3 The Outsourcing Service Provider shall supply a copy of confirmation from their employees regarding acceptance of employment at agreed wages in advance.
- 5.4 The outsourced manpower deployed in TRIHMS shall be the employees of the Outsourcing Service Provider. They will have no claim of whatsoever nature including monetary claims or any other claim or benefits from TRIHMS.
- 5.5 The outsourced manpower provided shall be under the direct control and supervision of the Outsourcing Service Provider. However, they shall comply with the oral and written instructions given to them on day-to-day basis, by the officer(s) authorized by TRIHMS from time to time. They will be bound by office timings, duty, placement, locations, etc., as decided by TRIHMS.
- 5.6 The selected outsourced manpower will be allowed to remain absent from duty with prior permission as per provisions of labour laws. TRIHMS shall deduct proportionate amount for absence during the month of outsourced manpower beyond the permissible limit while making payment to the Outsourcing Service Provider each month.
- 5.7 TRIHMS shall have the right to increase/decrease the number of outsourced manpower to be hired as per administrative requirements in future.
- 5.8 The Outsourcing Service Provider shall be responsible for the discipline and conduct of the outsourced manpower sponsored by them and in case the outsourced manpower lack in discipline and their quality of work deteriorates during the course of their service, the Outsourcing Service Provider shall provide replacement services of suitable outsourced manpower.
- 5.9 TRIHMS shall not undertake any monetary liability other than the agreed contract value payable to the Outsourcing Service Provider. If TRIHMS is required to bear any liability other than the contract value TRIHMS will recover such amount immediately from the following payment due to the outsourced Service Provider or from performance Security as the case maybe.
- 5.10 If the Outsourcing Service Provider fails to render any or all the services, for any period during the currency of the contract, TRIHMS shall be at liberty to get the work done from other agencies and deduct the amount incurred on this account from the amount payable to the Outsourcing Service Provider.
- 5.11 In case the employees of the Outsourcing Service Provider do not attend the work at any time for whatever reason, the Outsourcing Service Provider shall make alternate arrangements at no extra cost to TRIHMS, so that the daily work of the TRIHMS does not suffer. If no such alternate arrangements are made, proportionate deductions shall be made out of the contracted amount. The TRIHMS shall also be free to make alternate arrangements the cost of which shall be recovered from the Outsourcing Service Provider.
- 5.12 The Outsourcing Service Provider shall make their own arrangement for commuting the outsourced manpower requisitioned, to the TRIHMS's wherever located in the areas of Capital complex and back.



- 5.13 The Outsourcing Service Provider will be responsible for compliance of all the applicable laws and obligations for the satisfactory performance of the contract.
- 5.14 Any liability arising under Municipal, State or Central Govt. laws and regulations will be the sole responsibility of the Outsourcing Service Provider and TRIHMS shall not be responsible for any such liability.
- 5.15 The Outsourcing Service Provider shall comply with all the rules and regulations regarding safety and security of its employees and TRIHMS will in no way be responsible in any manner in case of any mishap due to non-compliance of such rules and regulations by the Outsourcing Service Provider.
- 5.16 The Outsourcing Service Provider shall not sub-contract the services covered in this contract.
- 5.17 Any loss, theft or damage to the life and/or property of the employees of TRIHMS and/or property of TRIHMS shall be compensated by the Outsourcing Service Provider if the cause of such loss, theft or damage is on account of fault, negligence and/or lapse of the employees of the Outsourcing Service Provider.
- 5.18 The Outsourcing Service Provider shall be responsible for providing amenities as required to be provided under the provisions of Contract Labour (Regulation and Abolition) Act, 1970. In case of failure of the Outsourcing Service Provider to provide such amenities, TRIHMS shall be free to provide the same and TRIHMS shall have right to recover all expenses incurred in providing such amenities from the Outsourcing Service Provider by deduction from the performance Security of the Service Provider.
- 5.19 The Outsourcing Service Provider shall comply with all acts, laws and other statutory rules, regulations, bye-laws, etc., as applicable or which might become applicable to the Naharlagun with regard to performance of the work included herein or touching upon this contract including but not limited to Minimum Wages Act, 1948, Shops and Establishment Act, 1954, ESI Act, 1948, Provident Funds and MP Act, 1952, Workmen's Compensation Act, Payment of Bonus Act, and take such steps as may be deemed necessary in this regard from time to time.
- 5.20 The Outsourcing Service Provider shall be responsible for payment of Employees Provident Fund and other payments due to their employees deployed at TRIHMS.
- 5.21 Whenever there is revision in rate of minimum wage notified by the State Govt, the basic wage of *Skilled and Highly Skilled* manpower outsourced through the tender shall be enhanced by the percentage of growth in rate for Skilled Contingencies while that of Unskilled manpower shall be enhanced by the growth in minimum wage of Unskilled Contingency.
- 5.22 It will be the sole liability of the Outsourcing Service Provider to pay the wages, provident fund, ESI, etc., to its employees as applicable under the relevant rules.




6. BID EVALUATION & AWARD OF CONTRACT

6.1 **Bank Details:** All bidders shall submit scanned copies of the appropriate mandate form containing their bank details.

6.2 Clarification of Bids:

- a. To assist in the examination, evaluation and comparison of technical bids, TRIHMS may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought, offered or permitted, except as required to confirm the correction or arithmetical errors discovered by TRIHMS during evaluation of the bids.
- b. Any action on the part of any bidder to influence any TRIHMS officer in the process of examination, clarification, evaluation, and comparison of bids, and decision concerning award of contract, or canvassing in any form, shall make the tender liable for rejection.

6.3 Bid Responsiveness:

- a. TRIHMS will determine the substantial responsiveness of each bid with respect to the bid documents. A substantially responsive bid is one which conforms to all terms and conditions of the bid documents without material deviations.
- b. The following deviations will be deemed material deviations:
 - i. Non-submission of appropriate Bid Security;
 - ii. Bid-validity period less than that stipulated in this tender document;
- c. TRIHMS's determination of a bid's responsiveness will be based on the contents of the bid itself without recourse to extrinsic evidence.
- d. A bid determined as substantially non-responsive will be rejected by TRIHMS and shall not be considered beyond tender opening stage by correction of the non-conformity.
- e. TRIHMS may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

6.4 EVALUATION OF BID:

- a. The responsive bids will first be evaluated for technical compliance. Non-submission of essential documents stipulated in para 3 & 4 of Section -1 will result in a bid liable for disqualification at technical evaluation stage.
- b. Bids determined to be substantially responsive will be checked by TRIHMS for any arithmetical errors in computation and summation. Where there is discrepancy between rates/amounts given in figures and in words, the rates/amounts given in words will prevail.
- c. TRIHMS shall evaluate the financial bids of eligible bidders to determine the L-1

bidder on the basis of lowest total cost of support services for all items in the financial/price bid form.

6.5 AWARD OF CONTRACT:

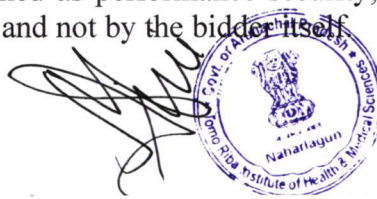
- a. **Letter of Award:** TRIHMS will notify the successful bidder by post or by fax or e-mail that his/her bid has been accepted. The notification of award will constitute the formation of the Contract upon the furnishing by the successful bidder of a performance security/security deposit in accordance with clause mentioned at para 6.8 (a) below.
- b. **Letter of Acceptance:** Within 7 days of receipt of notification of award, the successful bidder shall furnish Letter of Acceptance to TRIHMS conveying willingness to accept the work/supply order in accordance with the provisions of this tender and the Letter of Award.
- c. **Selection of Firm:** In case L-1 bidder does not submit Letter of Acceptance as above, TRIHMS may at its discretion issue Letter of Award to the L-2 bidder on L-1 rates. In case, L-2 bidder is not agreeable to provide services on L-1 rates then the contract may be awarded to L-3 bidder on L-1 rates.

6.6 SIGNING OF CONTRACT:

Within 7 days of submission of Letter of Acceptance, the successful bidder shall prepare and submit to TRIHMS the Contract Agreement on the basis of the format provided. After receipt of Performance Security as per clause 6.8 below, TRIHMS shall return the Agreement after scrutiny, and the successful bidder shall get the same engrossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at its own cost, within two weeks from the receipt of the approved Agreement.

6.7 PERFORMANCE SECURITY:

- a. The successful bidder should arrange to have performance security amounting to 05% of the awarded contract value for 01 (One) Year furnished within 7 days of submission of Letter of Acceptance in the case of contracts covered by clause 6.6 (a) above, and within 7 days of submission of draft Contract Agreement in the case of contracts covered by clause 6.6 (b) above.
- b. Subject to any provision elsewhere in the contract regarding forfeiture or appropriation in full or part thereof, the performance security shall be released at the time of expiry / non-renewal / termination of the contract.
- c. The performance security may be either in the form of Demand Draft/Banker's Cheque/Bank Guarantee/FD in favour of **Director, TRIHMS, Naharlagun**, or as Bank Guarantee in the format at **Form No. -V** of this document.
- d. In case Bank Guarantee is furnished as performance security, the same should be valid by more than sixty (60) days after the expiry of the contract.
- e. In case Bank Guarantee is furnished as performance security, it should be sent to TRIHMS by the concerned Bank, and not by the bidder itself.



7. FINANCIAL BID

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

A. OUTSOURCING OF HIGHLY SKILLED TECHNICAL STAFF (CATEGORY)

Name of Bidder :

Address :

Contact No. :

Sl. No.	Description	Percentage [to be read in conjunction with latest rules, Acts, policies etc. of the Competent Authorities]	Lab Technician [Per Unit] (Rs)	MRI Technician [Per Unit] (Rs)	Cath Lab Technician [Per Unit] (Rs)	Emergency & Trauma Care Technician [Per Unit] (Rs)	STP Technician [Per Unit] (Rs)	Fire Technician [Per Unit] (Rs)
	MINIMUM WAGES		Rs.25000/-	Rs.25000/-	Rs.25000/-	Rs.25000/-	Rs.25000/-	Rs.25000/-
	Section A							
1	Wages quote by firm							
2	ESI, if applicable in Arunachal Pradesh	4 % (of wages)						
3	EPF	12 % of wages						
4	House Rent Allowance	As applicable						
5	ESI on HRA	@ 4 %						
		Total-A						
	Section B							
6	Leave / weekly off etc. (Leave reserve)	@4.33 days (Total A/30*4.33)						
		Total-B						
	Section C							
7	Bonus	Rs. 7000/- or 8.33% of wages (Sl no. 01) whichever is higher						
8	Uniform outfit/washing allowances	@ 8% (of wages) (Sl.no. 01)						
		Total-C						
9		Total (A+B+C)						
10	Service Charges							
11	GST (as applicable) on services	18%						
12	Grand Total							



- f. The performance security amount is interest free.
- g. TRIHMS has the right to encash /appropriate the whole amount of performance security in accordance with the contract conditions and also to deduct any amount due from the contractor at the time of the termination/expiry of the contract.

6.8 BIDSECURITY

- a. The bid security/EMD submitted along with the bid shall be refunded to the successful bidder after furnishing of Performance Security.
- b. Bid Security (EMD) of unsuccessful bidders shall be refunded after signing of contract with successful bidder.
- c. Bid Security shall be forfeited in the following circumstances:
 - i. If bidder withdraws bid after opening of bids
 - ii. If bidder fails to accept contract after award
 - iii. If bidder awarded contract fails to furnish performance security within the time limit specified.



The image shows a handwritten signature in black ink over a circular official stamp. The stamp is blue and contains the text: "State of Uttar Pradesh" at the top, "Department of Health & Medical Services" around the bottom edge, and "Varanasi" at the bottom center. In the center of the stamp is the State Emblem of India.

FINANCIAL BID

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

A. OUTSOURCING OF SKILLED TECHNICAL / NON- TECHNICAL STAFF (CATEGORY)

Name of Bidder :

Address :

Contact No. :

Sl. No.	Description	Percentage <i>[to be read in conjunction with latest rules, Acts, policies etc. of the Competent Authorities]</i>	Fire Fighting Staff [Per Unit] (Rs)	Data Entry Operator/ Receptionist / HMIS staff [Per Unit] (Rs)	Assistant Librarian [Per Unit] (Rs)	Oxygen Plant Operator [Per Unit] (Rs)	Driver [Per Unit] (Rs)	Electrician [Per Unit] (Rs)	Plumber [Per Unit] (Rs)	Mason [Per Unit] (Rs)	Carpenter [Per Unit] (Rs)	Welder [Per Unit] (Rs)
	MINIMUM WAGES		Rs.18000/-	Rs.18000/-	Rs.18000/-	Rs.18000/-	Rs.18000/-	Rs.18000/-	Rs.18000/-	Rs.18000/-	Rs.18000/-	Rs.18000/-
	Section A											
1	Wages quote by firm											
2	ESI, if applicable in Arunachal Pradesh	4 % (of wages)										
3	EPF	12 % of wages										
4	House Rent Allowance	As applicable										
5	ESI on HRA	@ 4 %										
		Total-A										
	Section B											
6	Leave / weekly off etc. (Leave reserve)	@4.33 days (Total A/30*4.33)										
		Total-B										
	Section C											
7	Bonus	Rs. 7000/- or 8.33% of wages (Sl no. 01) whichever is higher										
8	Uniform outfit/washing allowances	@ 8% (of wages) (Sl.no. 01)										
		Total-C										
9		Total (A+B+C)										
10	Service Charges											
11	GST (as applicable) on services	18%										
12	Grand Total											



FINANCIAL BID

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

A. OUTSOURCING OF UNSKILLED STAFF (CATEGORY)

Name of Bidder :

Address :

Contact No. :

Sl. No.	Description	Percentage <i>[to be read in conjunction with latest rules, Acts, policies etc. of the Competent Authorities]</i>	Gardener [Per Unit] (Rs)	Lift Man [Per Unit] (Rs)	Plumber helper [Per Unit] (Rs)	Kitchen Helper [Per Unit] (Rs)	Carpenter Helper [Per Unit] (Rs)	Mason Helper [Per Unit] (Rs)	Mortuary Attendant [Per Unit] (Rs)	Stretch Bearer/ MTS [Per Unit] (Rs)	STP Helper [Per Unit] (Rs)
	MINIMUM WAGES		Rs.11000/-	Rs.11000/-	Rs.11000/-	Rs.11000/-	Rs.11000/-	Rs.11000/-	Rs.11000/-	Rs.11000/-	Rs.11000/-
	Section A										
1	Wages quote by firm										
2	ESI, if applicable in Arunachal Pradesh	4 % (of wages)									
3	EPF	12 % of wages									
4	House Rent Allowance	As applicable									
5	ESI on HRA	@ 4 %									
		Total-A									
	Section B										
6	Leave / weekly off etc. (Leave reserve)	@4.33 days (Total A/30*4.33)									
		Total-B									
	Section C										
7	Bonus	Rs. 7000/- or 8.33% of wages (Sl no. 01) whichever is higher									
8	Uniform outfit/washing allowances	@ 8% (of wages) (Sl.no. 01)									
		Total-C									
9		Total (A+B+C)									
10	Service Charges										
11	GST (as applicable) on services		18%								
12	Grand Total										




1. The rates shall be quoted in Indian Rupees only.
2. The price quoted is inclusive of all taxes. Any revision in the statutory charges, taxes shall be applicable from the date of notification by Govt.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

----- (Signature of the Bidder/Authorized representative) -----

8. Standard Forms

FORM-I

BIDDER DETAILS

1	Name of Firm	
2	Address, Telephone, FAX, e-mail	
3	Name & Telephone/Mobile number of contact person	
4	Trading license	
5	Year of establishment of the Firm	
6	Average Annual Turnover during the last three years (i.e.2019-20,2020-21& 2021-22)	
7	Valid Labor License No.	
8	ESI & PF registration No.	
9	PAN / TAN No.	
10	Name of three organizations satisfactorily executed contract for providing outsourcing services during the last three years	
11.	GST Certificate	

Note: 1. Bidder will submit all the documents as stated in para 3 & 4 of Section-1.

(Signature of Bidder)



DETAILS OF BANK ACCOUNT

(RTGS/NEFT facility for receiving payments)

Sl.No.	Particulars	To be filled by the bidder
1.	Name(s) of Account Holder(s)	
2.	Address of Account Holder(s)	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold TRIHMS responsible.

(Signature(s) of account holder(s))
Name(s) of Accountholder(s)

SIGNATURE OF BIDDER/ Authorized representative



Financial Bid Undertaking (on letter-head of the bidder)

UNDERTAKING

I submit the Financial Bid for “**OUTSOURCING OF MANPOWER (SKILLED AND UNSKILLED STAFF) FOR SECRETARIAL AND SUPPORT SERVICES**” for TRIHMS as envisaged in the Tender document.

2 I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.

3 I offer the price(s) as indicated in the Financial Bid inclusive of all applicable taxes except Service Tax.

(Signature of the Bidder/Authorized representative)



[To be filled in by the Successful Bidder only]

Form No.-IV

Format of Indemnity

This is to certify that M/s _____, who have supplied
OUTSOURCING OF MANPOWER (SKILLED AND UNSKILLED STAFF) FOR SECRETARIAL
AND SUPPORT SERVICES" IN TRIHMS, Naharlagun, vide order no. _____
dated _____, hereby undertake to indemnify TRIHMS for any liability
under any law arising out of the engagement of the said outsourced staff.

For M/s.....
.....

Signature
Name, seal, designation and date.



[to be filled in by the successful Bidder only]
MODEL BANK GUARANTEE FORMAT FOR
PERFORMANCE SECURITY

To

The Director
Tomo Riba Institute of Health and Medical Sciences
Naharlagun, Arunachal Pradesh.

WHEREAS (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... datedto provide **"OUTSOURCING OF MANPOWER (SKILLED AND UNSKILLED STAFF) FOR SECRETARIAL AND SUPPORT SERVICES" IN TRIHMS**" (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a total of.....
(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the Day of, 20.....

(Signature of the authorized officer of the Bank)

.....Name
and designation of the officer

.....Seal,
name & address of the Bank and address of the Branch



DECLARATION

1. I,.....Son/Daughter of Shri Proprietor / Partner / Director / Authorized Signatory of..... 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 hereby convey my acceptance of the same.
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: _____ Signature of Authorized Person
Place: _____ Full Name: _____
Company's Seal: _____

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid



The image shows a handwritten signature in black ink over a circular official stamp. The stamp is blue and contains the text: "Govt. of Karnataka Pradesh" at the top, "Nattarlaguru" in the center, and "Health & Medical Services" at the bottom. The stamp also features the state emblem of Karnataka.