

Tender

For

Hospital Support Services for IPD

At

All India Institute of Medical Sciences Jodhpur

NIT Issue Date	: 09th November 2021
NIT No.	: Admn/Tender/15/2021-AIIMS.JDH
Pre-Bid Meeting	: 18th November 2021 at 04:00 PM
Last Date of Submission	: 15th December 2021 at 03:00 PM
Bid opening	: 16th December 2021 at 03:00 PM

Tender documents may be downloaded from institute's web site www.aiimsjodhpur.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

Tele: 0291- 2740741, Email: procurement@aiimsjodhpur.edu.in

Website: www.aiimsjodhpur.edu.in

TENDER NOTICE
FOR
SELECTION OF AGENCY FOR PROVIDING
HOSPITAL SUPPORT SERVICES FOR IPD

ON BEHALF OF THE DIRECTOR, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, JODHPUR (AIIMS, JODHPUR), tenders are invited under **two-bid** system from reputed, experienced and financially sound Manpower Agencies for providing Hospital Support Services for IPD at All India Institute of Medical Sciences, Jodhpur.

Any future clarification and/or corrigendum(s) shall be communicated through the website www.aiimsjodhpur.edu.in / Deputy Director (Admin), AIIMS, Jodhpur.

Instructions:

1. **Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. No hardcopy of tender document is to be submitted at AIIMS, Jodhpur.**
2. The complete bidding process in online. Bidders should be possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk at 0291-2740741.
3. **Tenderer/Contractor/Bidders are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>’.**
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. **Submission of Tender:**
The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

(i) Technical Bid

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Signed and scanned copy of appropriate value of valid registration certificate (if any), experience certificate as per the tender notice, PAN, GSTIN registration certificate and Tender Acceptance Letter

(ii) Financial Bid –

Bidder must submit financial bid in .xls (Excel workbook 97-2003 workbook) only.

Deputy Directory (Admin)
AIIMS, JODHPUR

For and on behalf of Director, AIIMS, Jodhpur

TECHNICAL BID

1. Name & Address of the Tenderer Organization/Agency with phone number, email and name and telephone/mobile number of contact person.						
2. Experience in the work of providing Manpower Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the organization where the job was carried out (In following format).						
S.No.	Name of Organization with complete address & telephone nos. to whom services provided	From	To	Total contract period (in year/month)	Total contract Amount (in Rs.)	Reason for Termination
3. Set-up of your agency, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service: (a) Is the agency registered with the Government; please give details with document/evidence. (b) Do you have Labour licence. Please provide details and attach a copy. (c) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in AIIMS, JODHPUR.						
4. Are you covered by the Labour Legislations, such as, ESI, EPF, Gratuity Act etc.						
5. Please give EPF No: ESI Code: Gratuity Act Regn. No:						
6. Are you governed by minimum wages rules of the Govt of India If yes, please give details.						
7. Please attach copy of last three years return of Income Tax						
8. Please attach profit and loss account/ Income and Expenditure account and balance sheet of the agency, duly certified by Chartered Accountant for last three (3)						

years.	
9. PAN No. (Please attach copy)	
10. GSTIN Registration No. (Please attach copy)	
11. Tender Acceptance Certificate as token of acceptance and submit as part of tender document.	
12. Power of Attorney/authorization for signing the bid documents	
13. Please submit an undertaking that no case is pending with the police/CBI/ACB against the Proprietor/firm/partner or the Company (Agency). In addition to the undertaking, the firm shall produce certificate/verification from local police station. Indicate any convictions in the past against the Company/firm/partner.	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Place:.....

(Signature of Tenderer with seal)

Date:.....

Name:

Address

Phone No (O):

Fax No. (O):

E-mail:

General Instructions:

1. **Period of Contract:** The initial period of contract shall be for 1 year which may be further extendable upto 3 years one year at a time, depending on performance of the Agency and at discretion of Director, AIIMS, JODHPUR.
2. All the Technical Bid will be scrutinized, by the evaluation committee constituted by the Director to check all relevant documents for their authenticity and the Tenderer whose Technical tenders are accepted will be informed about the date and time for opening the Financial Bid.
3. No tenderer will be allowed to withdraw after submission of the tenders within the bid validity period.
4. In case the successful tenderer declines the offer of contract, for whatsoever reason(s), will be debarred to bid in tenders of the Institute.
5. The Tenderer is expected to work out their own rates based on the detailed description of items, the specifications and conditions and finally arrive at the cost of the Work/Service.
6. The Tenderer shall be deemed to have satisfied itself before tendering as to correctness and sufficiency of its Tender. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper completion and maintenance of the Works/Services. Where necessary, before submitting its Commercial Bid the Tenderer should inspect and examine the site and its surroundings and shall satisfy itself about form and nature of the Site, the quantities and nature of the Work/Service and materials necessary for the completion of the Works/Services, means of access to the site, the accommodation it may require, and in general, obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect its Tender.
7. No extra charges consequent on any misunderstanding or otherwise shall be allowed.
8. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as contractor.
9. The successful tenderer will have to deposit a Bank Guarantee/ FDR of 03% of total annual cost of the work by way of Bank Guarantee of scheduled bank in favour of AIIMS, Jodhpur as per the prescribed format attached as Annexure -D payable at Jodhpur valid for 60 days beyond the expiry period of contract.
10. Each page of the tender documents and papers submitted along with, should be numbered signed and stamped by the authorized signatory in acceptance of the terms and conditions laid down by the AIIMS Jodhpur.
11. The Director, AIIMS, Jodhpur 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 Institute.
12. The Director, AIIMS, Jodhpur reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.

Information & Instructions for Bidders:-

1. The bid should be type-written. The bidder should sign each page of the application.
2. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the eligibility criteria document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him.
3. Signing of Tender:- Individuals signing tender or other documents connected with the contract specify: -
 - (i) Whether signing as a "Sole Proprietor" of the firm or his attorney.
 - (ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
 - (iii) In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing, e.g. Secretary, Manager, Partner etc. or their attorney and produce.

Copy of document, empowering him to do so, if called upon to do so.

Note: In case of unregistered firms all the members or all attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

4. The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.
5. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in AIIMS.

Eligibility Criteria for the Tendering Bidder/Company/Firm/Agency:

1. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, who possess the required licenses, registrations etc. as per law valid at least for 12 months from the date of the opening of tender.
2. The Bidder shall have at least 3 years' experience as on 31.08.2021 in last seven years of providing manpower services to Central Government department/ Autonomous Institutions/Universities/Public Sector undertakings for the Government of India.
3. Conditional bids shall not be considered and will be out-rightly rejected in very first instance.
4. The firm should have successfully completed work of similar magnitude as per below mentioned criteria during the last three years:
 - (i) One similar work of not less than Rs. 14,00,00,000/- in a year,
Or,
 - (ii) Two similar works each amounting to not less than Rs. 10,50,00,000/- in a year;
Or,
 - (iii) Three similar works each amounting to not less than Rs. 7,00,00,000/- in a year.

Note:

- i. Work referred above should be in the name of a firm as a single entity and not aggregates of joint venture firms/associates or cartels.
 - ii. Completed work shall mean work under one contract with extension/s. Work considered should either have been completed.
 - iii. Concluded or should have been more than one year old live contracts with extension/s, if any. In case of running contract, value of payment received till date of issue of certificate shall be the qualifying amount.
5. The average annual turnover of services provided by the bidder should not be less than Rs. 17.50 Crores during the last three consecutive financial years ending on 31.03.2020 as per their audit books of accounts/Tax Returns with clear evidence that the turnover is derived from provision of services which from the subject matter of the present notice.
 6. The bidder should have their registered office / branch in Jodhpur. If not, an office should be opened in Jodhpur within 30 days of the award of work.
 7. There should be no case pending with the police/CBI/ACB against the Proprietor / Firm / Partner or the Company (Agency).
 8. The bidder shall submit affidavit that the agency is/ has not been blacklisted by Central Govt. / State Govt. / any PSU.
 9. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:

- (i) PF Registration:
- (ii) ESI Registration:
- (iii) GSTIN Registration:
- (iv) Valid License issued by Regional Labour Commissioner, Govt of India or should give an undertaking that the bidder would obtain it positively within 90 days of the award of the work. Work order will be issued only after getting valid labour licence.

If the bidder fails to obtain the valid license within the stipulated period, for whatsoever reason, this Agreement shall automatically stand terminated and AIIMS, Jodhpur shall be at liberty to recover losses, if any, from the Security Deposit of the bidder.

Following documents attached along with the Technical Bid, should be duly self-attested failing which the bid shall be liable to get rejected:

Technical Bid :

Column No. 4 : Copies of Labour Legislations viz. ESI, EPF, Gratuity etc.

Column No. 7 : Copy of Return of Income Tax for the last three financial Years.

Column No.9-12: Copy of PAN/GIR, Trade Licence, GSTIN Registration.

Information and Conditions relating to Submission of Bids

1. The initial period of contract shall be for 1 year which may be further extendable upto 3 year one year at a time, depending on performance of the Agency and at discretion of Director, AIIMS, JODHPUR.
2. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
3. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
4. As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit an amount equal to 3% of Annual Contract value towards Security Deposit by way of demand draft/ Bank Guarantee/ Fix Deposit Receipt in favour of "All India Institute of Medical Sciences, Jodhpur" drawn on any Nationalized Bank/Scheduled Bank and payable at JODHPUR.
5. The bid shall be valid and open for acceptance of the Director, AIIMS, JODHPUR for a period of 180 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
6. The service provider shall submit the bill to the Medical Superintendent Office for reimbursement by 3rd of every month. Payment of bills for services rendered will be on reimbursable basis. Bills when submitted, shall be supported by the following documents:
 - (a) Certificate to the effect that "Conditions as envisaged Government of India / Rajasthan Government Minimum Wages Act and other Statutes on the subject have been complied with."
 - (b) Copies of the remittance such as EPF, ESI etc. shall be enclosed.
 - (c) The company will ensure that all their personnel should possess bank account and their salaries are remitted to their account.
7. The Director, AIIMS, JODHPUR reserves the right to accept or reject any or all bids without assigning any reasons. Director, AIIMS, JODHPUR also reserves the right to reject

any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

Terms and Conditions: -

1. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to Medical Superintendent Office, AIIMS, JODHPUR along with testimonials before they are actually deployed for the job.
2. The Company / Agency shall supply uniforms (3+1 Winter Uniform) with Name plates to the persons engaged by it. The Institute shall not allow any employee of the Company / Agency to work inside the Institute without uniform except in cases where-in specially asked for.
3. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Medical Superintendent Office, at any time without assigning any reason whatsoever.
4. The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular/ confirmed employees of this institute during the currency or after expiry of the contract.
5. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Agency shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ other capacity at the Institute.
6. The Service provider shall 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 it in the Institute.
Rates quoted by the firm will include all statutory obligations of the contractor under Minimum Wages Act. Minimum wages for all purposes of tendering and execution thereof shall be rates as notified by Chief labour commissioner (Central). Revision of rates will be acceptable against submission of order/notification from time to time with authentic proof of having paid the same. Only Minimum wages for number of persons deployed will be revised as and when Minimum wages revision is notified by Chief labour commissioner (Central). Apart from this no other escalation on any component on any component is payable whatsoever." This clause shall be operational for decrease in quoted/awarded amount on same analogy as above in case there is decrease in labour rates.
7. The tenderer will be bound by the details furnished by it to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.
8. The Agency shall ensure fulfillment of qualifications (academic/professional), skills, experience, age limit and other engagement conditions as tabulated above. The Agency will get their antecedents, identity proof, character and conduct and medical health suitability verified.
9. The Agency will get their antecedents, character and conduct verified and to submit a copy of Police verification to AIIMS, JODHPUR before engaging new employee.
10. A local representative of Agency shall be In-charge of the system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of AIIMS, JODHPUR, they shall work under directives and guidance of Medical Superintendent Office, located at AIIMS, JODHPUR site and will be answerable to Medical Superintendent Office. This will, however, not diminish in any way, the agency's responsibility under contract to the AIIMS, JODHPUR.

11. A senior level representative of the Agency shall visit AIIMS, JODHPUR premises at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the Medical Superintendent Office, located at AIIMS, JODHPUR, officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
12. The Agency shall ensure that any replacement of the personnel, as required by Medical Superintendent Office, AIIMS, JODHPUR for any reason specified or otherwise, shall be effected promptly without any additional cost to the AIIMS, JODHPUR. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Medical Superintendent Office, AIIMS, JODHPUR at Agency's own cost.
13. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the AIIMS, JODHPUR/MoH&FW/Govt. of India/any State or any Union Territory.
14. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Medical Superintendent Office, AIIMS, JODHPUR. Proposals for efficient functioning of the systems shall be discussed, considered and implemented from time to time by the agency with approval of Medical Superintendent Office, AIIMS, JODHPUR.
15. The agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at AIIMS, JODHPUR site or for any accident caused to them and the institute shall not be liable to bear any expense in this regard.
16. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Deputy Director (Admin), at AIIMS, JODHPUR for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications:-
 - i. The Payment of Wages Act 1936
 - ii. The Employees Provident Fund Act, 1952
 - iii. The Factory Act, 1948
 - iv. The Contract Labour (Regulation) Act, 1970
 - v. The Payment of Bonus Act, 1965.
 - vi. The Employees State Insurance Act, 1948
 - vii. The Employment of Children Act, 1938
 - viii. The Motor Vehicle Act, 1988
 - ix. Minimum Wages Act, 1948
17. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to Medical Superintendent Office, AIIMS, JODHPUR and maintain liaison with the police. FIR will be lodged by Medical Superintendent, AIIMS, JODHPUR, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
18. The agency shall ensure that staff appointed by them is fully loyal-to and assist the Medical Superintendent Office, AIIMS, JODHPUR during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immovable to the entire satisfaction of the AIIMS, JODHPUR.

19. In case of any loss that might be caused to the AIIMS, JODHPUR due to lapse on the part of the personnel discharging responsibilities will be borne by the Agency and in this connection, Medical Superintendent, AIIMS, JODHPUR shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to AIIMS, JODHPUR besides imposition of penalty. In case of frequent lapses on the part of the personnel deployed by the contractor, AIIMS, JODHPUR shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
20. In the event of any personnel being on leave/absent, the agency will ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
21. As and when Medical Superintendent Office, AIIMS, JODHPUR requires additional strength on temporary or emergent basis, the agency will depute such personnel under the same terms and conditions. For the same, a notice of two days will be given by the Medical Superintendent Office, AIIMS, JODHPUR. Similarly, if the personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Medical Superintendent Office, AIIMS, JODHPUR shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
22. The AIIMS, JODHPUR shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
23. In case of non-complain/non-performance of the services according the terms of the contract, the Medical Superintendent, AIIMS, JODHPUR shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
24. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify AIIMS, JODHPUR against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in AIIMS, JODHPUR premises/facility.
25. The decision of AIIMS, JODHPUR in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
26. In case of any dispute between the Agency and AIIMS, JODHPUR, AIIMS, JODHPUR shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at JODHPUR.
27. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a sole Arbitrator to be appointed by Director, AIIMS, JODHPUR.
28. The provisions of Arbitration and Conciliation Act 1996 shall be applicable. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
29. An agreement shall be signed with the successful bidder as per specimen enclosed.
30. Staff deployed will not enter in any financial transaction with patients / attendants of patients malpractices.

31. Absence of more than 7 days, bidder may be demanded to take appropriate action removal.
32. Bidder will not enter into financial transaction with any staff deployed (except salary/statutory dues).

33. Hygiene & Other Standards for the staff provided by the Contractor:

- The Contractor shall employ semi-skilled and unskilled labour to carry out its Services at the required rate of progress and of quality to ensure workmanship, of the degree specified in the Contract for timely fulfilling of the Contractor's obligations under the Contract and to the satisfaction of the Competent Authority. The Supervisors/Sanitary Attendants / Hospital Attendants deployed by the firm/contractor should be experienced person with minimum educational qualifications as tenth pass for Sanitary Hospital Attendant and graduation for Supervisors & should be able to read and write in English.
- The contractor shall be responsible for behaviour and conduct of his workers. No workman with doubtful integrity of having bad record shall be engaged by the contractor.
- The employees should be in proper uniform at the time of work. The uniform provided to the workers by the contractor should be different and distinguish from other categories of the Institute staff with name plate & badges.
- The employees should be presentable in appearance i.e. well cut and groomed hair, properly combed, neat shaved etc.
- Contractor/service provider shall get medical examination of the staff deployed to ensure that they are free from any contagious diseases and/or are fit for discharge of duties as are assigned to him/her. Medical certificate every six months shall be provided starting from the date of start of work.
- The Contractor shall provide its staff, a minimum of two sets of uniforms.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between 'Client' (First Part) and the 'Agency' (Second Part) and any non-compliance shall be deemed as breach of the Contract/Agreement.

**Deputy Directory(Admin)
AIIMS, JODHPUR**

Annexure –A**TERMS & CONDITIONS OF CONTRACT**

(Annexure to Agreement)

A. Scope of Work:

AIIMS, Jodhpur requires round the clock hospital support services for IPD. Firms may provide the assistance through deployment of manpower in Hospital Complex, AIIMS, Jodhpur. However, minimum number of manpower cannot be less than the number mentioned below. The Agency shall provide staff by deploying adequately trained and well-disciplined staff.

S. No.	Description	Scope of work	Requisite manpower (in nos.)
1	Supporting staff/ Semi-Skilled/ Unskilled Supervisory	<p>JOB RESPONSIBILITIES OF SUPPORTING STAFF</p> <p>Nursing orderly is directly responsible to the nursing staff and is responsible for performing following duties:</p> <ol style="list-style-type: none"> 1. Receiving the patient on admission and assist the patient in getting into or out of the bed. 2. Attending to the personal hygiene of patients, changing clothing, assisting in enema (under supervision) etc. 3. Preparing the patient for operation and other Investigation under the supervision of staff nurse grade II. 4. Assisting the patient in elimination, offering, removing and cleaning bed pan and urinals, cleaning and emptying of urobag. 5. Transporting patients to various departments in the hospital. 6. Assisting the nurse in handling and observation of patient and in simple basic nursing procedure. 7. Assisting the nurse or doctor in diagnostic and treatment procedure. 8. Assisting in collection and handling of samples and specimens. 9. Assisting the nurse in receiving supplies by running errands to other departments of the hospital and in carrying messages to other departments and individuals in the hospital. 10. Making beds for ambulatory patients and assist the nurse in making beds of non-ambulatory cases. 11. Assisting the nurse in getting supplies from the laundry, disinfecting mattresses and dispatching dirty linen to the laundry. 12. Cleaning and disinfection of ward equipment and instruments, humidifiers, suction jars etc. 13. Cleaning, dusting and disinfection of surfaces, beds, doors, windows and other furniture, ward fittings, assisting in debugging and pest control of wards. 	550

		<p>14. Cleaning/washing walls and doors in wards.</p> <p>15. Transport of medical equipment and supplies including various gas cylinders etc.</p> <p>16. Assisting in cleaning and sterilization of instruments, appliances and dressings.</p> <p>17. Preparing dead bodies, arranging their transportation to mortuary and assist in terminal disinfections.</p> <p>18. He/ She will do any other duty that may be assigned to him/her.</p>	
2	Clerical Staff/ Skilled Supervisory	<ul style="list-style-type: none"> - The position is responsible for entering and maintaining inventory effectively and ensure that the records of items issued, received and balance in store are updated; assisting the officers in the automation of the inventory (receipts and issue); ensuring the safety, security and cleanliness of the store/ department. - This role is responsible for supervising the work of the supporting staff, maintaining attendance and maintaining discipline. - Data processing, file handling, carrying out office orders, maintaining and upkeep of office files accurately and in a timely fashion. 	75

Note:

The above stated manpower will be deployed in 3 shifts as per requirement of the Hospital. However, the above number of the personnel is without prejudice to the right of Director, AIIMS, JODHPUR to deploy the personnel in any other number considered to be more suitable in the interest of the AIIMS, JODHPUR.

Annexure –C

Agreement

This agreement is made at Jodhpur on the ___ day of Two Thousand Twenty One between the Director, All India Institute of Medical Sciences, Jodhpur, **acting through Deputy Director (Admin), AIIMS, Jodhpur, having its office at AIIMS, Near Cazri Gate, Basni, Jodhpur-342005** (hereinafter called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

Second Part

M/s _____, having its registered office at _____ (hereinafter called the 'Agency' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part** .

WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Tender for Patient Supporting Assistance for AIIMS, JODHPUR at Jodhpur on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to personnel deployed in AIIMS, JODHPUR. The Client shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident / medical / health related liability /compensation for the personnel deployed by it at AIIMS, Jodhpur site. The Client shall have no liability in this regard.
3. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with the contract, the Client reserves its right to:
 - a. Cancel / revoke the contract; and / or
 - b. Impose penalty up to 10% of the Total Annual Value of contract
6. Security Deposit amounting to 03% of the contract value in the form of Fixed Deposit Receipt or Bank Guarantee shall be furnished by the Agency at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed at AIIMS, JODHPUR.
8. The personnel provided by the Agency will not claim to become the employees of AIIMS, JODHPUR and there will be no Employee and Employer relationship between the personnel engaged by the Agency & AIIMS, JODHPUR.
9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Central Govt.
10. The Agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
11. Decision of Client in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.
12. The Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Agency shall keep Client fully indemnified

against liability of tax, interest, penalty etc. of the Agency in respect thereof, which may arise.

13. In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Jodhpur.

14. THIS AGREEMENT will take effect from ___ day of Two Thousand Twenty One and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Jodhpur in the presence of the witness

For and on behalf of the ‘Agency’

For and on behalf of the ‘AIIMS, Jodhpur’

Signature of the authorized Official

Signature of the authorized Official

Name of the Official

Name of the Official

Stamp / Seal of the ‘Agency’

SIGNED, SEALED AND DELIVERED

By the said

By the said _____
_____(Name)
_____on

_____ (Name)

behalf of the ‘Agency’ in presence of

on behalf of the ‘AIIMS, Jodhpur in
presence of

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____
