



www.aiismangalagiri.edu.in

भारत सरकार Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय Ministry of Health and Family Welfare

प्रधान मंत्री स्वास्थ्य सुरक्षा योजना PMSSY

अखिल भारतीय आयुर्विज्ञान संस्थान All India Institute of Medical Sciences

@mangalAiimsAP मंगलगिरि, आंध्रप्रदेश Mangalagiri, Andhra Pradesh

F No/AIIMS/MG/Admin/TenderBid/06/2019-20/05/13

Dt: 10/01/2020

Tender notification for LTE: No 01 of 2020

Sub: Outsourcing of Office errand, hospital errand, Janitor, Security services in AIIMS Mangalagiri

With reference to the LTE Notification put on the Institute's website on 10/01/2019 regarding Outsourcing of Office errand, hospital errand, Janitor, Security services in AIIMS Mangalagiri for 6 months, extendable to another 6 months at the discretion of competent authority" Limited to existing empanelled vendors in Krishna and Guntur Districts of Andhra Pradesh.

1. The date of inviting of Bids from 10/01/2020 to 3:00pm of 23/01/2020
2. The date for opening of bids is 4.00 pm on 23/01/2020.

Shramdeep Sinha, IRS
Deputy Director (Admin)

Shramdeep Sinha, IRS
Deputy Director (Administration)
AIIMS, Mangalagiri, Andhra Pradesh
GSMC Temporary Campus, Vijayawada -08

To "ALL District Collector Empanelled Vendors in Krishna and Guntur Districts of Andhra Pradesh".



सत्यमेव जयते

भारत सरकार / Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय / Ministry of Health and Family Welfare

प्रधान मंत्री स्वास्थ्य सुरक्षा योजना / PMSSY

अखिल भारतीय आयुर्विज्ञान संस्थान / All India Institute of Medical Sciences

www.aiismangalagiri.edu.in

@mangalAiiMSAP

मंगलगिरि, आंध्र प्रदेश / Mangalagiri, Andhra Pradesh

F No/AIIMS/MG/Admin/Tender-Bid/06/2019-20/05

Dt: 10 /01/2020

Single bid: Tender Enquiry No. 01 /2020

Published on www.aiismangalagiri.edu.in

**For existing Collector Empanelled Vendors in Krishna and Guntur Districts of Andhra Pradesh
Outsourcing of Office errand, hospital errand, janitor, Security services in AIIMS Mangalagiri for 6 months, extendable by another 6 months at the discretion of competent authority**

On behalf of Director, AIIMS, Mangalagiri, technical bids are invited from the existing Krishna and Guntur Districts Collector Empanelled Vendors interested in providing services of Office errand, hospital errand, janitor, Security Services in AIIMS Mangalagiri at the District Collector specified Rates and Service Charges on outsourcing basis in AIIMS Mangalagiri.

The technical bids shall be evaluated on the following criteria:

S no	Criterion		Marks	Maximum marks	Vendor Score
1	Total Turnover in last 3 Years (FY 2018-19; 2017-18 and FY 2016-17) in the line of supply of Manpower/ Housekeeping/ Security	Rs. 5 Crores to 15 Crores	5	10	
		Above Rs. 15 Crores	10		
2	Total Turnover Quantum Limited to contract/ subcontract in Government Medical departments/ Government Hospitals/ Medical colleges/ Government University/ Health departments in last 3 Years (FY 2018-19; 2017-18 and FY 2016-17)	Rs. 3.75 Crores to 10 Crores (cumulative 75%)	10	15	
		Above Rs. 10 Crores	15		
3	Experience of Office errand, Hospital errand and Janitor services in last 3 Years in Government Medical departments/ Government Hospitals / Government Medical colleges/ Government University (2016 to 2019)	Between 3 months to 1 Year	5	25	
		Between 1 to 3 year	15		
		Above 3 Year	25		
4	Experience of Security services in last 3 Years in Government Medical departments/ Government Hospitals / Government Medical colleges/ Government University (2016 to 2019)	Between 3 months to 1 Year	5	25	
		Between 1 to 3 year	15		
		Above 3 Year	25		

S no	Criterion		Marks	Maximum marks	Vendor Score
5	Number of Manpower on Rolls (as per EPF/ ESIC statement)	Between 500 to 1000 employees	5	25	
		Between 1000 to 3000 employees	15		
		Above 3000 employees	25		
			Total	100	

A. Scope of work for services shall be as under:

1. Provision of Category I, Category II and Category III manpower for office/hospital errand, janitor, security, etc. as per the demand of AIIMS Administration at the District Collector specified rates and Service Charges. AIIMS will bear the charges of EPF, ESIC and GST on actual basis as mandated by the District Collector general order in this regard.
2. Vendor will provide Uniformed Manpower.
3. It is proposed that Vendor who Scores Highest (T1) will be awarded all other services except Security Services. **In case of tie in scores, higher experience of working in AIIMS/INI - JIPMER/NIMHANS/PGIMER will be the deciding factor of T 1.**

S no	Criterion		Marks	Maximum marks	Vendor Score
1	Experience in any AIIMS in India / or Medical INI (Institute of National Importance) like JIPMER, PGIMER, NIMHANS in last 3 Years	Between 3 months to 1 Year	5	25	
		Between 1 to 3 year	15		
		Above 3 Year	25		

The Security Services will be given to the T2 Vendor who secures next higher score.

4. As the charges are specified there will be no criteria of L1.
5. The Vendor shall enter into a MoU with AIIMS Mangalagiri.
6. The Services may be terminated after giving a month notice on either side without assigning any reasons.
7. It will be the duty of Vendor to adhere to all Central and State Government Rules and procedures and pay all due taxes. AIIMS Mangalagiri will be kept indemnified in all circumstances by the Vendor.
8. Vendor will ensure payment of District Collector determined wages and allowances, including 1 paid Holiday as per the norms of state G.O to the deployed personnel. The Vendor shall ensure that replacement manpower is available wherever the duties are 24x7x365. No overtime is admissible.
9. The ordinary place of duty will be temporary campus of AIIMS Mangalagiri in Vijayawada and permanent Campus in Mangalagiri. Vendor might be required to provide adequate manpower to support camp offices also.

10. The successful bidders/ Vendors shall sign a MOU with AIIMS within 20 days of awarding the contract along with the Bank Guarantee of Rs. 10,00,000.00/- (Rupees Ten Lakhs only) for T1 and Rs. 3,00,000.00/- (Rupees Three Lakhs only) for T2 ,failing which the award will be cancelled.

11. Manpower supplied by Vendor should conform to the following qualification:

Sr No	Category	Eligibility Criteria
1	Category III	<p>For Office Work: Literate, below Graduate, should understand either English or Hindi in addition to Telugu</p> <p>For Hospital work: Literate, Below Graduate, should understand either English or Hindi in addition to Telugu; work experience in respective area. These experiences are relaxable for deserving candidates.</p> <p>Janitor/ Housekeeping/ Hostel/Cleaning Work: Healthy worker</p> <p>Security Guard: Healthy worker/ Ex Army will be preferred</p>
2	Category II	<p>For Office/Hospital/Hostel Errand: Should be Graduate, able to read and write in English; basic knowledge of computers; work experience in respective area. These experiences are relaxable for deserving candidates.</p> <p>Security supervisor: Should have experience of atleast 5 years as supervisor/ Ex Army/ Gunman</p>
3	Category I	<p>For Office/Hospital Errand: Should be Graduate, Stenographer, Typist, Secretarial assistance with Multitasking, able to read and write in English; basic knowledge of computers; Skilled in IT/ Networking or any other criteria specified by Administration for specific work. These experiences are relaxable for deserving candidates.</p> <p>Security supervisor: Ex Army</p>
4	Required Strength	Total strength required may be up to 500 (assuming the future requirements for 6 months only) and the vendor must be competent to provide the same.

Sd/-

(Shramdeep Sinha, IRS)
Deputy Director (Admin)

To,

1. All Collector Empanelled Vendors in Krishna and Guntur Districts.
2. AIIMS Website.
3. Guard File.

Section I: INSTRUCTIONS TO BIDDERS

1. The AIIMS, Mangalagiri, hereinafter will be referred to as AIIMS or “Contractee” or its successors, and the successful bidder shall be referred to as the “Contractor”.
2. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents.
3. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
4. The bidder is required to fill up the entire format as provided in Section-I of the Bid Document.
5. At any time prior to the deadline for submission of bids, the Contractee may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment.
6. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
7. The Bid should be submitted in the prescribed proforma given in Section-I of this document and its supporting documents and shall also include the following:
 - a. Profile of the business concern in the proforma prescribed
 - b. Documentary evidence to prove Technical eligibility Criteria
8. Prices shall be quoted in Indian rupees only.

Sealing and Marking of Bids:

- The Technical Bid should be placed in one sealed envelope super-scribed **Engagement of services of Collector Empanelled Vendor in AIIMS Mangalagiri** and should be addressed to the Deputy Director (Admin.), AIIMS, Mangalagiri. The bidder’s name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
- If the envelope is not sealed and marked as required, the Contractee will assume no responsibility for the bid’s misplacement or premature opening.
- The Bid document submitted should be serially page numbered and contain the table of contents with page numbers.

Deadline for Submission of Bids:

- Bids must be received by the Contractee at the address specified not later than the time and date specified in the notice Invitation for Bids.

Modifications and Withdrawal of Bids:

- The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification or withdrawal is received by the Contractee prior to the deadline prescribed for submission of bids.
- The Bidder’s modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Contractee should receive it before the deadline for submission of bids.

Opening and Evaluation of Bids:

- The Contractee will open all bids on the appointed date, time and venue.
- During evaluation of the bids, the Contractee may, at its discretion, ask the Bidder for any clarification on its bid.
- No bidder shall contact the Contractee on any matter relating to its bid from the time of the bid opening to the time the work order is placed. If the Bidder wishes to bring additional information to the notice of the Contractee it should be done in writing.
- Any effort by a Bidder to influence the Contractee in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.
- The Contractee will award the contract to the Bidder whose bid has been determined to conform to technical parameters of the specific scope of work at the District Collector determined rates.
- The Contractee reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the Contractee's action.
- The "Bidder" as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the Bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.
- The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.
- The Bid document filed by the bidder shall be typed or written in indelible ink.
- It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No subcontracting, in any form will be permitted.
- The bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling the tender and for entering into a contract for the execution of the same and must inspect and examine the site of work and acquaint himself with all local laws, regulations and practice.
- The Courts of India at Vijayawada will have exclusive jurisdiction to determine any proceeding in relation to this contract.
- Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
- Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a Certificate of Authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (Contractee may out rightly reject any bid not supported by adequate proof of the signatory's authority).

Read and accepted.

Signature and stamp of
Bidder or Authorized Signatory

Section III : General Terms and conditions

- The Contractee does not bind itself to accept the T1 Technical Bids and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.
- Any change in the constitution of the concern of the Contractor shall be notified forthwith by the Contractor in writing to the Contractee and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
- AIIMS reserves the right to terminate the contract, at any time in future, without assigning the contract any reasons and after give of a notice of maximum one month to the contractor.
- The normal payment terms are after 30 days of submission of correct bill.

ACKNOWLEDGEMENT

The Contractor acknowledges that **Engagement of services of Collector Empanelled Vendor in AIIMS Mangalagiri in AIIMS Mangalagiri** is to be done as per the terms, clauses and conditions, specifications and other details of the contract. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to in the contract or to evading any of his obligations under the contract.

UNDERTAKING

I/ We have read and understood all the terms and condition of all sections of the bid document. I/we hereby quote for **Engagement of services of Collector Empanelled Vendor in AIIMS Mangalagiri** as per scope of work specified in the bid document and as set forth in the terms and conditions of the contract, which will be binding upon me/us in the event of the acceptance of my/our tender.

Read and accepted.

Signature and stamp of the Bidder
or Authorized signatory

Section IV

S no	Criterion		Marks	Maxim um marks	Vendor Score
1	Total Turnover in last 3 Years (FY 2018-19; 2017-18 and FY 2016-17) in the line of supply of Manpower/ Housekeeping/ Security	Rs. 5 Crores to 15 Crores	5	10	
		Above Rs. 15 Crores	10		
2	Total Turnover Quantum Limited to contract/ subcontract in Government Medical departments/ Government Hospitals/ Medical colleges/	Rs. 3.75 Crores to 10 Crores (cumulative 75%)	10	15	
		Above Rs. 10 Crores	15		

S no	Criterion		Marks	Maximum marks	Vendor Score
	Government University/ Health departments in last 3 Years (FY 2018-19; 2017-18 and FY 2016-17)				
3	Experience of Office errand, Hospital errand and Janitor services in last 3 Years in Government Medical departments/ Government Hospitals / Government Medical colleges/ Government University (2016 to 2019)	Between 3 months to 1 Year	5	25	
		Between 1 to 3 year	15		
		Above 3 Year	25		
4	Experience of Security services in last 3 Years in Government Medical departments/ Government Hospitals / Government Medical colleges/ Government University (2016 to 2019)	Between 3 months to 1 Year	5	25	
		Between 1 to 3 year	15		
		Above 3 Year	25		
5	Number of Manpower on Rolls (as per EPF/ ESIC statement)	Between 500 to 1000 employees	5	25	
		Between 1000 to 3000 employees	15		
		Above 3000 employees	25		
			Total	100	

Vendor who Scores Highest (T 1) will be awarded all other services except Security Services. **In case of tie in scores, higher experience of working in AIIMS/INI - JIPMER/NIMHANS/PGIMER will be the deciding factor of T1.**

S no	Criterion		Marks	Maximum marks	Vendor Score
1	Experience in any AIIMS in India / or Medical INI (Institute of National Importance) like JIPMER, PGIMER, NIMHANS in last 3 Years	Between 3 months to 1 Year	5	25	
		Between 1 to 3 year	15		
		Above 3 Year	25		

The Security Services will be given to the T2 Vendor who secures next higher score.

As the charges are specified there will be no criteria of L1.

Bidder's Signature

Date:

Sign and Stamp of Bidder

Date:

TENDER FORM

(On the letter head of the concern submitting the bid)

To

The Deputy Director (Admin.)

AllIMS, Mangalagiri

Ref.: Tender No.

Dated

Sir,

I/We understand that you are not bound to accept the T1 /T2 offer or bound to assign any reasons for rejecting our tender.

I/We hereby agree to pay all taxes and levies (as per actual) GST, VAT, Income Tax, Work Contract Act, Octroi, duties, levied by the government, as prevailing from time to time, on such items for which the same are leviable, and the rates quoted by me/us are inclusive of the same.

I / We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order upon me/ us.

I/We declare that I/we have not been debarred by any Government/ Semi Government undertaking till date.

That this offer shall be valid for 90 days from the date of opening of tender

I/we quoted rates as per the Government orders.

That I/we undertake to indemnify AllIMS, Administration.

Yours faithfully,

Signature of the bidder.

(Signature of bidder)

Dated this _____ day of _____ of 2020

Address _____

Telephone: _____ FAX _____

E-mail _____

Company Seal

ANNEXURE-1: PROFILE OF ORGANIZATION

- 1. Name of concern : _____
- 2. Status of the concern : Govt./Others (Specify)
(Proprietary/Partnership/Private/ _____
(Support with documents) _____
- 3. Postal Address :
- 4. Telephone :
- 5. Fax :
- 6. E-mail :
- 7. Web site :
- 8. Year of Establishment :
- 9. Activities/Services Offered :
- 10. PAN :

- 11. Total turnover for Financial Years : FY 2016-17, 2017-18, 2018-19 _____
(C.A. Certified copies to be provided)

- 12. Previous Experience Details :

- 13. Name of the Head of the
Organization/Managing Director :

Date:

Place :

Signature of Authorized Signatory