



भारत सरकार /Government of India

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

प्रधान मंत्री स्वास्थ्य सुरक्षा योजना /PMSSY

श्रमदीप सिन्हा, भा रा से

अखिल भारतीय आयुर्विज्ञान संस्थान/ All India Institute of Medical Sciences

Shramdeep Sinha, IRS

मंगलगिरि, आंध्र प्रदेश/ Mangalagiri, Andhra Pradesh

उप निदेशक (प्रशासन)/Deputy Director (Admin.)

www.aiimsmangalagiri.edu.in

F No/AIIMS-MG/Admin/TenderBid/06/2018-19/ 01

06/07/2018

Invitation of Competitive Bid for procurement of services of a retired government servant in AIIMS, Mangalagiri as per 2.1.6 of manual of procurement of services read with rule 183(i) of GFR 2017

Sr No	Items	Remarks
1.	Name of Work	Procurement of services of a retired government servant through competitive bidding
2.	Duration of work	12 months, extendable by further 12 months
3.	Type of Bid	Limited
4.	Date of Start	06/07/2018
5.	Last date of receipt of Bids	11/07/2018 at 1 pm
5A.	Evaluation of Bids	11/07/2018 at 4 pm
6.	Submission of Bio-data of at-least 4 prospective candidate	12/07/2018; By 5 pm
7	Interview schedule of the shortlisted candidate	13/07/2018; from 4 pm
8	Date of commencement of work	16/07/2018

On behalf of the President, competitive bids are invited in sealed cover from suitable and reputed manpower-supplying agencies for procurement of services of a retired government servant in AIIMS, Mangalagiri for the specific task of 'support to AIIMS administration in setting up of general administration office of AIIMS, Mangalagiri'. The expected duration of such work is initially for 12 months, extendable by another 12 months, if considered necessary.

1. The outcomes for this project are definable as follows:

- (1) Assisting the Deputy Director (Admin.) of AIIMS, Mangalagiri (hereinafter mentioned as DDA) and any other designated officer of AIIMS, Mangalagiri in setting up of administrative office of AIIMS, Mangalagiri with establishment, procurement, personnel, accounts & Finance division and adequate record management.
- (2) Assisting the DDA in commencement of Academic Session 2018-19 of AIIMS Mangalagiri in the temporary campus and executing the counselling/admission/joining formalities for the AIIMS batch 2018-19.
- (3) Assisting the DDA in joining and post-joining formalities of the faculty members being recruited for AIIMS, Mangalagiri and assisting them in settling down in designated academic offices.
- (4) Assisting the DDA in establishment and management of Hostel for the AIIMS students being hired by the Andhra Pradesh Government. The furnishing of the hostel is to be done by AIIMS administration. HSCC has been requested to procure furniture.
- (5) Assisting the DDA in joining and post joining formalities of the non-faculty staff members being recruited for AIIMS, Mangalagiri and assisting in transfer-posting of such staff member.
- (6) Assisting the DDA in coordination for commencement of OPD services in January 2019 at the AIIMS, Mangalagiri campus.
- (7) Assisting DDA in General office administration and miscellaneous matters till such matters are taken over by the respective faculty/non-faculty/officer of AIIMS, Mangalagiri, who are expected to be recruited in due course.
- (8) Assisting the DDA in any other task assigned by him for the general administration of AIIMS, Mangalagiri.

2. Expected qualifications of the prospective retired Government Servant:

- (1) Superannuated as Class 1, State Government or Group B and above, Central government officer on or after June, 2016.
- (2) Superannuated as Accounts Officer/Administrative officer/ Assistant Director, or equivalent posts in a Government or substantially Government aided Medical College, Government Medical University.
- (3) Having experience of at least 5 years as Accounts Officer/Administrative officer/ Assistant Director.

- (4) Having experience of working as DDO for at least 2 years with knowledge of Statutory deduction and tax compliances.
- (5) Having experience of preparation of pay and accounts for submission to PAO.
- (6) Having administrative experience of recruitment of Group B and Group C staff and post appointment verification.
- (7) Having familiarity with the Academic Departments of a Medical college
- (8) Having experience of procurement of goods and Tender process including newspaper advertisement.
- (9) Familiar with student admission process and Hostel affairs.
- (10) Willing to work at consolidated monthly emoluments of Rs. 40,000 per month (In case of retired Accounts Officer/Administrative Officer of Government Medical College) and Rs. 50,000 per month (In case of retired Assistant director of a Government Medical College). On an average, office will be open on all days except Sundays. However, the officer may be willing to devote additional hours to assist the DDA in administrative work. Leave will be permissible on Sundays and Gazetted Holidays only.

3. Essential qualifications of the procurement agency through whom such retired Government servant is proposed to be engaged:

- (1) Experience of providing skilled manpower to Government departments (Central/State) for atleast 3 years and between the period 2012-2018. Copies of work orders to be submitted across three years.
- (2) Having PAN, TAN and GST number. Please enclose proof.
- (3) Having a local office in Vijayawada, Krishna District or Guntur District. Please enclose proof/letter head self declaration may be enclosed.
- (4) Annual turnover of the concern from supply of manpower should be at least 20 lakhs during FY 201-18 or cumulative turnover of Rs. 30 lakhs for FY 2015-16, FY 2016-17 and FY 2017-18. A certificate on Letter head along with copies of P & L Account/BS to be enclosed.
- (5) The L1 vendor shall provide a list of names along with detailed Bio-data of prospective candidates and thereafter present the shortlisted candidates for Interview. AIIMS, Mangalagiri administration is not bound to select the candidates offered by the vendor.

- (6) The commencement of contract shall be said to happen from the date of joining of the selected candidate and should happen within 10 days of the award of work.
- (7) The Vendor shall keep AIIMS, Mangalagiri indemnified at all times.
- (8) For all purposes, the selected candidate shall be the employee of the Vendor.
- (9) AIIMS, Mangalagiri administration and the Vendor shall enter into a MoU in this regard. The terms of this letter shall form an essential part of such MoU. The Vendor and the selected candidate shall also undertake to comply with the secrecy clause with respect to the affairs of AIIMS administration.

4. The Service provider/agency should indicate the Service charges, Professional tax and GST in the format given below. The most responsive bid shall be declared L1. The decision of AIIMS, Administration shall be final in this regard.

Sr No.	Item	Eligible Administrative Accounts officer	Retired Officer/ Assistant Director
1	Monthly emolument (Fixed)	Rs. 40,000/-	Rs. 50,000/-
2	Professional tax (as per actuals)	Rs. 200	Rs. 200
3	Service Charge (all inclusive)	To be quoted*	To be quoted*
4	GST on cummulative items 1+2+3	GST, as applicable, on actual basis	GST, as applicable, on actual basis
5	Total	Total	Total

Yours truly,



(Shramdeep Sinha, IRS)

To,

1. Narayana Sevva Samithi (NSS), Head office: #4/122-1, Rajupet, machilipatnam- 521001 Krishna District, AP ; 9440990300
2. Chaitanya Jyothi Welfare Society, H/o Gudivada Ramarao street, Bhavanipuram, Vijayawada 520012; 9985772427

3. Man Power Servicing Agencies, D No.: 40-10-2, opp. Krishnaveni Building, beside Mangeera saloon, NTR Circle, Vijayawada 520010
4. R K Force Security and Services, D No: 8-84 Tankasala Complex, Opposite Ramalayam, Enikepadu, Vijayawada rural, Krishna Dist; 9581299666
5. R P F Private Securities, 54-15-1/B,Ground Floor, Yalamanchilli Complex, Ring Road, Vijayawada 520008; 9848835566
6. Key Manpower Consultancy, #40-20-16, Labbipeta, MG Road, Vijayawada 520010; keymanpower.hr@gmail.com