

कार्यालय :- अधीक्षक, भगवान महावीर आयुर्विज्ञान संस्थान अस्पताल,
पावापुरी, नालन्दा।

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Adv. ID.-96176

Date:- 03.06.2022

**Notice Inviting Tender (NIT) for Selection of Agency for Providing
Paramedical and Non-technical Man power on outsourcing basis to
Bhagwan Mahavir Ayurvedic Sansthan Aspatal and Bhagwan Mahavir
Ayurvedic Sansthan, Pawapuri, Nalanda.**

Sealed tenders under two bid systems from reputed, eligible, experienced registered organizations/agencies are invited for providing both Technical and Non-technical manpower to state of Art Government Institution, Bhagwan Mahavir Ayurvedic Sansthan Aspatal Pawapuri, Nalanda, Bihar for its college as well as Hospital section through Superintendent of the institution on out sourcing basis. Requirement/eligibility criteria/Terms & Conditions of the contract have been clarified in Tender document which is available at website:- www.vimspawapuri.org or hospital.vimspawapuri.org as well as at the office of the principal and superintendent, BMASA, Pawapuri. Bidders are advised to read tender documents thoroughly and check their eligibility before participating in the bid. Any future clarification/corrigendum shall be communicated through the institution's website- www.vimspawapuri.org/hospital.vimspawapuri.org. The Superintendent, BMAS Hospital reserves the right to amend/delete/add/remove any condition/conditions of the tender document without giving any notice at any stage. He reserves the right of suspending/canceling any tender/tenders/whole tender process at any stage without assigning any reason.

Schedule

1.	Pre-bid meeting	17.06.2022 (Friday) at 12:30AM
2.	Last date of submission of tenders	07.07.2022 (Thursday) up to 05:00 PM
3.	Opening date of Tender (Technical bid)	08.07.2022 (Friday) at 12.30 AM
4.	Tender Document fee	Rs.1000/- in form of demand draft
5.	Earnest money deposit (EMD)	Rs.02 lacs in form of demand draft
6.	Performance security deposit	10% of the annul contract value after LOI


Superintendent

**Bhagwan Mahavir Ayurvedic Sansthan Aspatal
Pawapuri Nalanda.**

Description

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Notice Inviting Tender for Selection of Agency for Providing Paramedical and Non-technical Man power on outsourcing basis to Bhagwan Mahavir Ayurvedic Sansthan Aspatal and Bhagwan Mahavir Ayurvedic Sansthan, Pawapuri, Nalanda.

Sealed tenders under two bid system are invited from reputed agencies/ service providers having good track record to provide the services of Paramedical and Non-technical manpower as per list in Annexure 'A' on outsourcing basis for Bhagwan Mahavir Ayurvedic Sansthan Aspatal and College, Pawapuri, Nalanda a state of the art; Bihar Government Medical college, for its college as well as Hospital through Superintendent, Bhagwan Mahavir Ayurvedic Sansthan Aspatal, Pawapuri, Nalanda.

1. **Objective of the work:** - A sick person coming to the alien environment of the hospital to get relief from his/her sufferings gets tremendous influence and soothed by aesthetics of the surrounding and the sympathetic helping attitudes of hospital staffs. They are closer to the paramedics than the Doctors. So, the main objective of the human resources will be to provide best patient care and support.
2. **Tender Document fee:** - Rs.1000/- (One thousand) only in the form of Demand draft drawn in favor of Rogi Kalyan samiti Pawapuri issued from any Schedule Nationalized Bank payable at Pawapuri. It is Non-Refundable.
3. **Availability of Tender Document:** -
 - i. You can purchase the tender document from the office of the Principal/Superintendent Bhagwan Mahavir Ayurvedic Sansthan Aspatal as well as College, Pawapuri, Nalanda, on any working day between 11:00 AM to 4:00 PM by submitting Tender document fee as above.
 - ii. You can download the Tender document from the institution website- www.vimspawapuri.org or hospital.vimspawapuri.org and the DD of the tender document fee in original will have to be submitted with technical bid.
4. **Contract Period:** -

The contract will be valid for a period of 02 (two) year from the date of agreement and can be extended for further 01 (one) year on same terms and condition. However, the period will depend upon Government instruction. If a Regular or contractual appointment is done by the Bihar government; this contract will be terminated.
5. **Eligibility Criteria:** -
 - a. Bidder should be Registered Company under Companies Act-A 1956/2013/Partnership firm/Trust/Society under Society Registration Act 1860/Registered (converted to) under Indian limited liability Partnership Act-2008/Proprietorship firm (1953).
 - b. Bidders should have a minimum average Annual turnover of Rs. 03 (three) Crores in Last three financial Years for providing Paramedical manpower for different job profiles e.g., Lab technician, Nursing staff, O.T Assistant, X-ray technician, ICU technician, multi-tasking force etc.
 - c. Bidders must have a minimum 03 (three) year of experience of providing Paramedical and Non-technical man power to central/ State Govt./PSU/Corporate Hospital having 150 indoor beds.
 - d. Bidder should have at least 200 (two hundred) paramedics in addition to other trained 100 persons on its payroll.
 - e. The bidder has to submit a power of attorney authorizing signatories of the bid to participate in the bidding process.
 - f. The bidder shall submit full details of its ownership and control.

- g. Bidder is required to confirm and declare in his bid that no agent, no middle men or any intermediary has been or will be engaged to provide any services, or any other items or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be considered as an agency commission or any payment has been paid or will be paid. If it is found at any time the tender/ contract will be null and void.
- h. Bidder's office should be located in Bihar or if not so, he will have to submit undertaking that he will establish its office at Bihar, preferably at Patna or Bihar Sharif within forty-five days. After award of letter of intent.
- i. Bidders should have a valid GST Registration and be registered with Employees Provident fund organization and employee state Insurance Corporation for at least last three years.
- j. Bidders must have registration under contract labor (Regulation and Abolition) Act, and have a valid labor license as on the last date of submission for 500 persons.
- k. Should have a labor license issued by the labor dept. Govt. of Bihar. If not so; he will have to give undertaking that it would be obtained within thirty days of the award of letter of intent, failing which the agreement shall automatically be terminated and EMD forfeited.
- l. Agency should have ISO certification for quality management, occupational health as well as safety management for paramedical service (Not mandatory).
- m. The GST Return certificate of last quarter has to be submitted.
- n. Latest proof of EPF contribution of at least 250 men every month for the last three months.
- o. Bidder should not be black listed/banned/convicted by any court of law for any criminal or civil offenses/ declared ineligible by any authority of state/central/PSU for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason during last three years before the last submission date of bids. If any show cause has been issued, it must have been complied with a satisfactory accepted statement. No criminal or vigilance case related to cheating, forgery, criminal breach of trust, theft and prevention of corrupt Act is pending in any court of law against the bidder.

6. Earnest Money Deposit: -

Demand draft of Rs. 2, 00,000/- (Two Lacs) only issued from any nationalized bank drawn in favor of Rogi kalyan Samiti, payable at pawapuri. This amount will be returned to unsuccessful bidders within thirty days of signing of agreement with the L1 bidder No interest will be payable on the amount. EMD of the successful bidder will be returned within fifteen days of deposit of performance Security deposit without interest.

Note: - MSME Firms are exempted from paying EMD. Document required for availing exemption of EMD amounts has to be attached with technical bid. Apart from it, he is required to submit a signed declaration accepting that; if he withdraws or modify his bid during the period of validity, or if he is awarded the contract and fail to sign contract or do not submit performance security deposit before the deadline, he will be suspended for the period of 12 months from being eligible to participate in any tender '. (However, the decision of Bid Evaluation Committee will be final in the matter.)

7. Amendment to the Tender Document: -

At any time prior to the deadline of submission of Tenders, Authority may for any reason, whether at its own initiative or in response to clarifications sought by a bidder, can modify the Tender document by the issuance of Addenda which shall be uploaded on the Authority website.

8. Site Visit: -

Bidders are advised/encouraged to visit the site before submitting their bids and get acquainted with the area, accommodation etc. if they wish. It shall be deemed that by submitting a bid the bidder has.

- a. Made a complete and thorough examination of the Tender document.
- b. Received all information regarding benefits, challenges and solutions.
- c. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the tender document.

9. Pre bid meeting: -

To discuss the scope of work and clarify any other issue with respect to this tender, the Authority will hold a pre-bid meeting on 17th June 2022 (17.06.2022) at 12.30 at Superintendent Office. Prior to the meeting, bidders may submit their queries and propose modifications, if any, to the project requirement. However, it is up to the authority to accept or reject modification. Any modification will be communicated through our website and will not be published or conveyed to each bidder. Any information regarding Tender will be communicated through the website so bidders are advised to visit it regularly.

10. Submission of Bid: -

A bidder must submit only one bid. If more than one bid is submitted by the same tenderer, his all submitted bids will be rejected. The tender is in two bid systems '**Technical bid**' and **financial bid**'. Tender documents should be Computer typed, paged and bearing signature and stamps on all pages. Documents being submitted should be self-attested.

Cutting should be avoided and if necessary, should be done by one line and bear the initial. Overwriting or use of eraser on any page will make that document invalid.

A. Technical Bid: -

One good quality envelope of sufficient size to accommodate all documents required to be submitted along with Technical Bid should be superscripted "**Technical Bid for Selection of Agency for Providing Paramedical and Non-technical Manpower on outsourcing basis to Bhagwan Mahavir Ayurvedic Sansthan Aspatal and Bhagwan Mahavir Ayurvedic Sansthan, Pawapuri Nalanda**". Addressed to Superintendent, Bhagwan Mahavir Ayurvedic Sansthan Aspatal, Pawapuri, Nalanda, keeping any commercial document will render the technical bid unresponsive i.e., will be rejected. As proof of experience; only a work completion certificate or work continuation certificate will be considered. Mere work order does not confirm experience and period of work. This envelope should bear address, contact no. and email of the bidder. After putting all required documents as per Annexure- B i.e., Technical Bid format, this envelope should be sealed from all four sides. Unsealed, tattered, and dilapidated envelope will not be considered.

B. Financial Bid: -

Second envelope of sufficient size to accommodate paper as per Annexure-H should be superscripted, "**Financial Bid for Selection of Agency for Providing Paramedical and Non-technical Manpower on outsourcing basis to Bhagwan Mahavir Ayurvedic Sansthan Aspatal and Bhagwan Mahavir Ayurvedic Sansthan, Pawapuri Nalanda**". addressed to Superintendent, Bhagwan Mahavir Ayurvedic Sansthan Aspatal, Pawapuri, Nalanda. This should contain only rates in the format as per Annexure-H. This envelope should be sealed from all four sides and bear the name, address, contact no. and email of the bidder. Unsealed, tottered, dilapidated envelopes will not be considered.

C. Both Technical Bid and Financial Bid- envelopes should be kept in third envelope sufficient to accommodate both, superscripted "**Tender for Selection of Agency for Providing Paramedical and Non-technical Manpower on outsourcing basis to Bhagwan Mahavir Ayurvedic Sansthan Aspatal and Bhagwan Mahavir Ayurvedic Sansthan (College), Pawapuri Nalanda**". Addressed to Superintendent, Bhagwan

Mahavir Ayurvigyan Sansthan Aspatal, Pawapuri, Nalanda: also, contact no. and email of the bidder and be sealed from all four sides sent to the **Superintendent, Bhagwan Mahavir Ayurvigyan Sansthan Aspatal, Pawapuri, Nalanda, Pin code-803115** by Registered Post/Speed post only and not by any other means like courier, mail, fax, hand to hand etc.

11. **Last date of receipt of Tenders** is 7th July 2022 (07.07.2022) latest by 5.00 p.m. If the date is declared a holiday, then the date of receipt will be the next working day. Date of opening of the tender technical Bid only is 08th July 2022 (08.07.2022) at 12.30 p.m. at conference Room, Superintendent administrative building. Bidders or their representative with proper authorization may be present at the time of opening of tender. Their absence will not be an impediment in opening tenders and it will be opened even in their absence. Date of opening of financial bid will be conveyed later on to all those bidders who will be found technically eligible by Bid evaluation committee by email. Unsuccessful bidders will not be given any information by mobile/email. Their EMD without, t interest will be returned.
12. **Late Bids: -**
Late bids shall not be accepted and no correspondence regarding this will be entertained. However, if the Evaluation committee feels. Superintendent, the chairperson may extend the deadline of submission of bids.
13. **Validity of Bids: -**
Bids shall remain valid for 120 days from the opening of the technical bids. However, with the mutual consent the validity may be extended up to 180 days.
14. **Consortium: -**
No consortium will be entertained. The bidder shall hold the full responsibility of the contract.
15. **Sub Contract: -** The bidder shall not subcontract the awarded contract or part thereof.
16. **Performance security deposit: -**
Selected bidder after getting letter of intent will have to sign an agreement on non-Judicial stamp of Rs. 1000/- (Rs. One thousand only) and submit a performance Security deposit amounting to 10% of the total annual contract value in the form of Demand draft or pay order or Banker's cheque or FDR drawn in favor of Rogi Kalyan Samiti, Payable at Pawapuri or in the form of Bank Guarantee of equivalent amount from any schedule Nationalized Bank. No interest will accrue and paid on this deposit. It shall be effective from the date of the contract to six months after satisfactory fulfillment of the contract for adjustment of any claim of Institution, arising out of terms and conditions pertaining to the tender.
17. **Reservation Policy: -**
Bidder will be required to follow the reservation policy of the state of Bihar, as per the Letter no.23/out sourcing-10/2017 General Administration department 14556 dated 17th November, 2017 and would be required to submit a certificate to this effect to the Institution.
18. **Force Majeure: -**
It shall mean any event beyond the control of Institution or of the contractor as the case may be which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include without limitation, the following: -

- i. War, hostilities, invasion, act of foreign enemy and civil war.
- ii. Riot, Earthquake, strike, sabotage, unlawful lockout, epidemics flood, epidemic & other natural calamities. Within 72 hrs. Of commencement of any such event, the affected party shall notify the other party.
- iii. The measures which the affected party has taken or propose to take to alleviate/ mitigate the impact of the force Majeure and to resume performance of such of its obligations affected thereby.

19. Liquidated damage or penalty for Lack of performance: -

- i. Intentional and consistent delay in payment of wages shall not be tolerated where ever it is in practice i.e., either in college or in hospital and a penalty of Rs. 1000/ day may be levied for delay and shall be deducted from total bill.
- ii. Practicing tautism, taking money from patients or attendants, practicing any unlawful deed or any such work, which in any way tarnishing the image of institution, an amount of Rs. 5000/- (five thousand) will be deducted from the bill on first instance and the accused will have to be replaced immediately by other human resource. This can only be done by strict vigilance. Training and counseling process to be done by best supervisors and time to time interaction with agency representatives.
- iii. The service provider shall ensure that take home money is being paid as per approved rate and statutory deductions like EPF, ESI are being deposited in staff accounts. If it is established that the deployed persons are being exploited by the agency by disbursing less amount, an appropriate penalty as decided by the authority will be imposed on. Payment to workers is strictly to be through RTGS/NEFT/Cheque otherwise the contract is liable to be canceled.
- iv. The agency shall ensure its personnel wear the uniform and identity card at all times while on duty, failing which a fine of Rs. - 100/- person/per day shall be deducted from the monthly bill of the agency.
- v. If any staff is found indulging in smoking, drinking or any unlawful deed, not at place of deployment without valid reason or is found sleeping during duty hours or flaunting duty, a penalty of Rs. 100/- per instance per person will be deducted from the bill.
- vi. If behavior of any deployed man power is found harsh/rude and non-cooperative towards patients/attendants/staffs a penalty of Rs. 500/- per instance will be deducted from the bill.
- vii. Competent authority may decrease, waive off or enhance the penalty prescribed depending on the past performance and the decision of the authority will be final and binding to the agency.

20. Reservation of Rights: -

Bhagwan Mahavir Ayurvigyan Sansthan Aspatal Pawapuri, Nalanda reserve the right to: -

- a. Extend the closing date for submission of Proposals.
- b. Amend the proposal requirements at any time before the last date of submission.
- c. Seek information from the bidders on any issue at any time.
- d. To accept any bid not necessarily the lowest, reject any bid without assigning any reasons and accept bid for all or anyone options to more than one bidder.
- e. Terminate or abandon the entire bidding process whether before or after the receipt of bids.
- f. Make enquiries of any person, company or organization to ascertain information regarding the bidders and its proposals.

21. Right to vary quantity: -

At the time of award of contract the quantity of manpower resources and services originally specified in tender document may be changed. It shall be without any change in the service charge or other terms and conditions of the Bid and bidding documents. If the Institution (College and Hospital or either of the two) does not engage any subject matter of procurement or procure less than the quantity specified in the bidding documents, the bidder shall not be entitled for any claim or compensation.

22. Risk Clause: -

1. Deployed staff of the agency shall take proper and reasonable precautions to prevent from loss, destruction, waste or misuse the area of responsibility given to them by the institute and shall not knowingly lend to any person or company the effects or assets of the BMAS HOSPITAL under its control.
2. In the event of loss/damage of equipment etc. at the premises of the BMAS HOSPITAL due to negligence/ carelessness of its staff, the agency shall compensate the loss apart from the removal of the responsible person.
3. The agency in performing its part of the Agreement will ensure the safety of the premises and the persons working in or visiting BMAS HOSPITAL premises and shall compensate for any loss or damage caused by any act of the agency or its employees.
4. The agency shall not sublet or subcontract this serape/ work to any other party in any circumstances before or after the execution of contract. In such case, the contract will be terminated and the performance security deposit will be forfeited.

23. Settlement of Dispute: -

- A. If any dispute or difference of any kind whatsoever shall arise between Institution and the agency in connection with or arising out of contract, both the parties shall make every effort to amicably solve such disputes or differences by mutual consultation.
- B. If disputes or differences are not sorted out in 30 days, then the matter will be referred to the higher authority for arbitration.
- C. For all court matters the Judicature will be courts at Bihar Sharif or Honorable High court, Patna.

24. Fraud and Corrupt practices: -

The bidders and their respective representatives shall observe the highest standard of ethics during the bidding process. Not with standing anything to the contrary contained liable in any manner whatsoever to the applicant, if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be, in the bidding process. Such applicants shall not be eligible to participate in any tender issued by Institution either from Superintendent for Hospital or Principal for college or common Tender of Institution during a period of two yrs.

- i. **Corrupt Practice:** - means offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process for avoidance of doubt, offering employment to or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Institution who is or has been associated in any manner, directly or indirectly with the bidding process.
- ii. **Fraudulent practice:** - means a mis presentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process.

- iii. **Coercive practice:** - means impairing or harming or threatening to impair or harm, directly or any person, or property to influence any person's participation or action in the bidding process.
- iv. **Undesirable practice:** - means establishing contact with any person connected with or employed in an institution with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process or having a conflict of Interest.
- v. **Restrictive practice:** - means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a fault and fair competition in the bidding process.

25. Commencement of Contract: -

- i. After finalization of tender and selection of successful bidder/s, the Institution will send the successful bidder/s the letter of Intent on the official email of the bidder.
- ii. The successful bidder shall acknowledge the same and will revert with the letter of acceptance.
- iii. Successful bidder shall arrange the performance Security deposit amount, shall prepare a list of the workers to be deployed with their respective designation, qualification, experience etc. and must have confirmed about their skill, dignity etc. as per requirement of the post as these human resources are to be screened at Institution, so it is advised to provide more than required persons. Staff screening will be done separately for college and hospital and they will have to work as screening per selection for the college or hospital.
- iv. Successful bidder shall execute the contract on non-Judicial stamp paper of Rs. 1000/= denomination within 15 days of issue of LOI. Non fulfillment of the condition of executing a contract by the contractor would constitute sufficient ground for annulment of the award and forfeiture of the EMD.
- v. Agency will be fully responsible for ensuring correctness, genuineness and validity of the documents of its employees deployed in the institution and shall submit attested documents by it as well as undertaking of its employees to be deployed here of the terms and conditions of deployment of each human resource.
- vi. The successful bidder shall produce a certificate of License under Contract Labor Regulation and Abolition Act, 1970 within a period of one calendar month and shall provide its local address and contact person no. at Patna/Bihar.

26. Termination of Contract: -

- i. If the successful bidder is declared insolvent.
- ii. If the company/partnership is dissolved.
- iii. If a director/partner is convicted in any criminal Offense.
- iv. Violation of provisions of Acts, Rules, Schemes or notification issued by the Govt. from time to time, as applicable.
- v. Violation of terms and conditions of tender document/agreement.
- vi. If it is found that in spite of imposition of penalty and instructions, the agency is continuing the contravention of payment of wages act and labor act deliberately, there is no improvement in services, the performance security deposit will be forfeited and contract will be terminated.
- vii. If selected service provider wishes to exit this contract, he will have to give three months prior notice. If Institution is not satisfied, it will give one month notice to service provider. However, in both cases the service provider has to continue its services until next agency starts working.

27. Criteria for Evaluation of Bid

A. Evaluation of Technical Bid:- The selection in the technical bid will be done on the basis of marks, which will have three criteria, the details of which are as follows.

Total Marks – 100

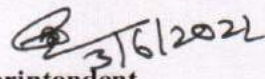
Qualifying Marks (minimum) – 70

Sl. No.	Evaluation Parameter	Marks	Criteria for award of Marks
A	Average annual turnover for last 3 financial Yrs.	35	less than 3 crore - 0 marks 03 crore to 05 crore - 25 marks above 05 crore upto 10 crore - 30 marks above upto 10 crore - 35 marks
B.	Experience in no. of Yrs. From providing Paramedical & Non-technical man power	35	Less than 3 yrs. - 0 marks 03 yrs. Up to 05Yrs. - 25 marks Above 05 yrs. up to 10 yrs. - 30 marks Above up to 10 yrs. - 35 marks
C	Paramedical Manpower deployed at Single place.	30	less than 100 - 0 marks 100 to 200 - 20 marks 201 to 300 - 25 marks Above up to 300 - 30 marks

Note:- Bidder scoring 70 marks or more in the Technical Bid will be eligible for evaluation of Financial Bid. All documents mentioned in Technical Bid must be submitted, otherwise the bidder will not be considered for Technical Evaluation.

B. Financial Bid Evaluation: -

- Financial evaluation will be done by evaluating the total amount of all types of human resources payment for tentative required no. for one year. And whose rate is found lowest will issued to L1 bidder.
- As far as wages payable to the personnel will vary as per change of Rates in minimum wage act of Bihar basic wages and VDA.
- Service charge has to be given in percentage of total payment for one year. This percentage of service charge will not be changed throughout the contract period even if bidder gets extension.
- Bid must be free of correction, overwriting, using corrective fluid etc. There must not be use of eraser. If some alteration is necessary is should be cut by a single line and be attested under full signature of the bidder.
- If there is a tie i.e more than one bidder occupies L1 status then that bidder whose experience of working at providing man power to premium institution will be bidder for LOI.
- Applicable rate of GST will be reimbursed on submission of relevant document.
- If there is discrepancy in amount in words and figure the lowest one will be considered.


Superintendent

Bhagwan Mahavir Ayurvigyan Sansthan Aspatal,
Pawapuri Nalanda.

General Terms & Conditions

1. All the manpower deployed by the successful bidder will be the employee of the agency. **No manpower deployed by the agency will claim for permanent /regular/ contractual service or absorption by any means inclusive of another agency** which may come in future as service provider. There will be no relation of Employer and Employee” between the deployed manpower by successful bidder and institution (BMAS Hospital/ College) whether they are providing their services in college or Hospital. As and when a regular/permanent/contractual employee for the post will be recruited by Government/ Institution (College or Hospital), related post on which the manpower deployed by the Agency will be treated as canceled. In a situation where BMASA do not need all or some of the manpower; Principal and/superintendent will decide the required number and trade of the personnel as well as individuals to be retained for work under the outsourced agency.
2. Any person cannot claim any personal employment, or any financial claim to the BMAS Hospital/ College authorities.
3. All their grievances, claims and disputes have to be addressed to the executives of the service provider agency.
4. BMAS Hospital/ College authorities will negotiate with the executives of the agency only for settlement of any such dispute. The man power provider agency will be responsible for the acts of its manpower and a suitable action will be taken by the institute as it is meant for serving humanity and engaged in treatment of the Patients.
5. Service providers are advised to get the police verification for all the manpower deployed by them and ensure that the deployed bear good moral character.
6. Outsourced employees shall be registered under the biometric/Iris Scanner system and their attendance and payment of wages will be strictly as per biometric attendance/Iris Scanner marked by them.
7. The agency shall appoint supervisors for monitoring outsourced staff provided by them round the clock with no additional cost. i.e., payment of supervisors will be done by the vendor from its service charge. At least four to five supervisors for the Hospital and one for the college should be deployed.
8. All the grievances and payment related issues of the outsourced staff shall be taken care of by the agency through its supervisor or the agency. No grievance shall be entertained by the Hospital/College authority.
9. There shall be a contract for service instead of contract of service for all practical purpose. The contractor shall make this clear to the staff to be deployed by him for the institution and get an under taking/affidavit; that he/she shall not have any claim for permanent/contractual service in the institute as a consequence of his/her engagement and no representation on this behalf shall be entertained by the institution in any case.
10. Agency should ensure that the deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the college and Hospital. Agency shall be fully responsible for the conduct of his staff. Such person will have to be immediately replaced at his own costs, risks and responsibilities with written intimation to the concerned authority i.e., in case of college to the principal and in case of Hospital to the Superintendent.
11. Man power has to work as per required duties as per roster/ responsibility. As hospital works round the clock on all 365 days including Sundays and holidays, the agency will have to provide uninterrupted services through its man power even if extra man power for duties is to be made available so that any work is not hampered, the agency will have to provide and it will be the duty of the supervisor to arrange human resource on off days/ holidays and in special condition as and when needed.

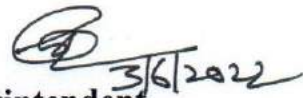
12. Persons deployed by the contractor should be properly trained, have requisite experience and the agency will provide experienced supervisors who may have to give them proper training as and when needed rather training should be the part the duty of supervisors. Training of different kind will also be arranged from time to time by the hospital and college, in where deployed persons will have to attend to improve their skill for carrying out the work assigned to him/her. College and Hospital administration shall have the right to ask for removal/replacement of any person of the agency, so deployed, who is not found proper in discharge in discharge of his/her duties.
13. The personnel provided by the agency, should be polite, humble, cordial, positive, efficient and fully aware of their Job while handling assigned work and their actions should promote goodwill and enhance the image of the institution. The service provider shall be responsible for any act of omission or commission indiscipline on the part of the personnel deployed by the agency.
14. The service provider shall provide bio-data of all the persons engaged by it. Personnel will have to face the screening committee in which all their papers with three passport size photos of within six month and qualification, experience, Aadhar card etc. along with their skill will be verified. So, the agency is advised to provide only those persons whom it has screened in his best manner as they have to render their service in a tertiary health care institution. The agency should also provide extra than required personnel so that the best one is selected for the work. The agency shall be fully responsible for the correctness and genuinity of the documents submitted by the persons for personal for respective jobs.
15. The agency shall submit undertaking obtained from each employed person that he is fully acquainted and knows that it is **completely temporary engagement and he will not claim at any point of time for contractual or regular absorption on the post or join any pressure group or union of the persons for same.**
16. The contractor will have to abide by all statutory laws whether labor or ESIC or EPF or minimum wage act or whatsoever applicable. Institution will not own any responsibility in this regard. He has to maintain all statutory registers under the law and shall produce the same on demand to the authority or any other authority under law.
17. The manpower agency should endeavor to deploy suitable and eligible candidates by following a transparent procedure such as, proper publicity through its website/ newspaper, mass media etc. without mentioning the name of the institution.
18. The service provider shall provide manpower strictly as per the eligibility criteria.
19. Persons deployed by the service provider should be properly trained have requisite, valid and genuine qualification certificates and experience as well as skills for carrying out of the work assigned to him/her.
20. Service providers has to provide proper uniform with their identity card properly displayed different job responsibilities e.g. O.T. Asstt., Lab-Tech. etc. on their ID. Color and design will be decided by the mutual interaction with institution authority, soon after issuance of letter of Intent. (LOI),
21. Any personnel engaged by the agency, found indulging in any illegal activities is liable to be handed over to the police and/ or any punitive action deemed fit will be taken against the agency. The agency is advised to be vigilant on the activities of its employees.
22. Bhagwan Mahavir Ayurvigyan Sansthan Aspatal/ Bhagwan Mahavir Ayurvigyan Sansthan will not provide any accommodation, Transportation or allowance for the same other than their monthly payment to the agency as per which contract the agency will responsible for providing is staffs for duty in time for full time.
23. The service provider will not allow or permit his/their employees to participate in any union activities or obstacles in the premises of the Institution. It will be the responsibility of the

service provider that the institution may run smoothly and there is no hindrance created by its employee. In case of any legal implications arising due to contract, the agency will be solely responsible and shall bear all the expenses to settle up the dispute, and pay for any loss of property by its employees.

24. As this is a hospital and medical teaching institution, so many times the personnel have to wear PPE Kit and work with it for their safety. So, they have to wear the PPE Kit as it is a measure safety for themselves as well as for the society.
25. Washing of uniforms and its maintenance will not be borne by the institution.
26. Training on behavior aspects, ethics and skill development must be done regularly.
27. If any person is found to be indiscipline or not performing duties properly in opinion of the authority, he/she has to be removed and replaced by another efficient one for that work.
28. Service providers shall meet the authority regularly to take feedback regarding manpower services.
29. CEO or the authorized executive of the agency shall meet the BMAS Hospital/ College authority every month to have feedback and provide attendance statement for payment of the month.
30. The institute shall not be liable for any damage and/ or compensation payable to any worker of the agency or to the contractor in case of financial loss, theft or any fatal injury/death caused to or by manpower or machine while performing/ discharging their duties or otherwise. The service provider will indemnify the institution for all such damages, compensation and expenses whatsoever in respect thereof or in relation there to...
31. The agency should not have default in the payment of the statutory dues like EPF/ESI/other Tax. It will be wholly responsible to provide all the benefits admissible as per labor law to its employees.
32. The service provider shall be responsible for timely payment of wages/ salaries remuneration and other obligatory dues/ benefits under any law for the time being in force or which may come enforce during the tenure of contract. The agency shall comply all the provisions of applicable laws and other acts for which such personnel are subjected to and shall keep the institution whether college or Hospital, indemnified from all such acts, omissions, faults, breaches and/ any claims, payments, loss demands. Injuries and expenses etc.
33. Screening for skills etc. and payment of the personnel working in the BMAS Hospital will be done by the superintendent and BMAS College will be done by the principal. Payment will be done as per availability of the funds in both establishments.
34. Services provider shall pay its employees in the first week of the month and the institution will reimburse it. Payment will be made by the service provider as per absentee sent to him from the authorized authority of the institution. The Service provider shall raise the monthly bill in triplicate, will furnish the complete list of employees deployed with EPF and ESI challan and attendance certified by appropriate authority. Payment will be made as per fund availability of allotment in proper head. If reimbursement is delayed no interest will be paid to the agency.
35. The service provider shall maintain appropriate records of his employees deployed to carry out the jobs.
36. The contractor has to provide a distinct uniform to its employee after discussion with the authority. Uniforms shall be in neat, tidy and in wearable condition and maintained by themselves not by the BMIMS.
37. In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all its employees and its equipment, if any, from the establishment of Bhagwan Mahavir Ayurvigyan Sansthan Aspatal and college, Pawapuri, Nalanda.
38. The age of the any employed person by the agency should not be below 21 and above 60years.

39. In Exceptional circumstances, at its option, the Superintendent may consider extending the due dates for the tender openings for reasons such as (but not limited to) paucity of offers etc. However sufficient notice would be given for such extension.
40. Institute reserves the right to increase/ decrease the number of personnel.
41. If the bidder has not quoted the service charge, it will be considered as incomplete tender and will not be accepted.
42. The similar works executed in the own name of the bidder only will be considered for eligibility.
43. Agency will provide only those personnel who have integrity and possess the desire to serve the sick. They should be competent, have proper adequate valid qualifications and experience, can carry assigned work diligently and honestly and also report any problem they encounter in discharging their duties to authority, they should be competent to handle machines and equipment of their field, computer etc. As it is a tertiary hospital; many a times work pressure, patient pressure and other pressures may have to be faced. So, they should be well prepared and mentally sound. They are required not to argue with patients or superiors and in no case misbehave with patients or persons accompanying them.
44. TDS and GST as per law will be deducted from the bills. In case, the Agency fails to comply with any liability under appropriate law and as a result if the Institution has to face any loss/obligation, monetary or otherwise, Institution will be entitled to get itself reimbursed out of the outstanding bill or performance security deposit to the extent of loss or obligation in monetary terms.
45. The agreement is liable to be terminated because of the non-performance, deviation of terms & conditions of the contract, nonpayment of the remuneration of employed persons & nonpayment of statutory dues. The institute will have no liability towards nonpayment of remuneration to the person deployed by the agency and the outstanding statutory dues to the authority. If any loss or damage is caused to the institution by the person deployed, the same will be recovered from the unpaid bills or adjusted from the Performance Security Deposit.
46. To assist in the analysis, evaluation and computation of the bids, the competent authority may ask bidders/individually for clarification and the response in writing, but no change in the price or substance of the bid offered shall be permitted.
47. In case two or more agencies are found to have quoted the same rates, the selection committee shall decide whom to choose or all to choose. But it will be strictly under purview of the committee. If the awarded agency fails to make agreement and deposit performance security deposit in stipulated time, then its EMD will be forfeited and the L2 will be negotiated to work on L1 rate. Apart from it, the previous agency who failed to sign agreement and deposit performance security deposit, will be blacklisted and debarred for three years for taking part in any other activity in this institution.
48. Accommodation, transportation, food, medical and other requirements will NOT be the liability of Institution. It will all be the liability of the agency, providing services at the working place is a matter between the service provider and its employees. The personnel deployed will have to do shift duty as per cadre and need, may have to sit and work late hours and can also be called on any holiday as it is a hospital and emergency services run round the clock.
49. No advance payment will be made. No incentive will be paid unless otherwise announced by the Health department.
50. Leave, of any kind, any off, will not be given by the institute as the deployed persons will not be the employee of the institution and all these will be under the jurisdiction of their employer i.e., the agency. In case of any personnel being on leave/absent, the agency shall ensure suitable arrangement to make up for such absence so that work is not hampered. For it supervisor must be vigilant and prepare for replacement of the (absent/off/holiday) manpower.

51. Institution may require additional manpower of some other category. In that condition the agency will have to provide such a person on rates decided by the institution.
52. Training on behavior aspects, skills, ethics and firefighting etc. must be done regularly by the agency and its report should be submitted regularly.
53. The service provider or its representative shall meet the Principal and Superintendent with the feedback of its services. Employer's monitoring is a must for proper and disciplined functioning of manpower. Fortnightly visit by a senior representative of the agency is advised.
54. Agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to personal reasons.
55. Agency and its deployed human resources shall take proper and reasonable precautions to prevent from loss, destruction, waste or misuse the areas of responsibility given to them by the institution. In case of any personnel being on leave/absent, the agency shall ensure suitable arrangement to make up for such absence so that work is not hampered.
56. Bid should be unconditional. Any conditional bid and offer will NOT be entertained.
57. The agency shall fully indemnify Bhagwan Mahavir Ayurvigyan Sansthan Aspatal, Pawapuri, Nalanda both college and Hospital against all payments, claims and liabilities whatsoever incidental or accidental or directly arising out of, or for compliance with or enforcement of any of the provisions of any of the labor or other laws to the extent they are applicable to the institution premises/facility.
58. In case of any theft or pilferages, loss or other offense, the agency will investigate and submit a report and act accordingly. It will ensure that employed persons are law abiding and assist administration.
59. Institution will not be responsible for any financial or any injury or miss happening to any deployed person by the manpower agency during the course of their functions/duties or for payment towards any compensation.
60. Manpower provided by the agency may be screened for their skill as well documents, so the agency is advised to come with more persons should have more persons in its panel for particular work so that requirement and replacement of the manpower for the work in the eve hour of contingency like absence, leave can be met. If the institution finds that persons sent for deployment by the agency are not suitable for the assigned work they will be turned back to the agency and the agency has to provide a competent person. VOCATIONAL COURSE & DISTANCE COURSE QUALIFICATION WILL NOT BE CONSIDERED.
61. As the institution is a government institution and comes under Right to Information Act, so whenever some information document is required, the agency has to provide it.
62. Manpower selected for college may have to work in Hospital or vice-versa by the order of competent authority which cannot be denied.


3/6/2022

Superintendent

**Bhagwan Mahavir Ayurvigyan Sansthan Aspatal
Pawapuri Nalanda.**

1. Category tentative requirement Eligibility, Scope of work & tender.

Sl. No.	Services	Qualification & Skill	Scope of work	Rg. Tentative No. in College	Reg. Tentative No. in Hospital
1	Clerk cum store keeper	Qualification: -10+2 from recognized board, good knowledge of MS office Excel, PDF etc. computer typing wpm 35/mns. In English and 30/mn in Hindi. 2yrs. Experience.	Day to day office work maintain store responsible for entering and maintaining inventory effectively and ensure that the records of the item issued are updated, entering store data, issuing materials against authorized requisitions, ensuring safety and cleanness of store any other duty that may be assigned by authority from time to time. May have to work in isolation in PPE kit.	-	23
2.	Lab. Technician	Qualification: -10+2 With Science and DMLT/B.Sc. Course from any recognized Central/ State Govt. Institution course must be Regular one. At least 1 yrs. experience in any reputed hospital, Technicians having working experience in Blood Bank and having good knowledge of component separation and other specialized lab will be preferred. Degree/Diploma in DMLT / B.Sc. MLT through vocational and distant educational course will not be valid. Skill: - Proven experience as Laboratory Technician experience in operating electrical and non-electrical laboratory equipment, quality work and control, phlebotomy, patient case, date entry.	Day to day lab work, collection, labeling and analyzing samples of blood, urine, stool, toxic, tissues etc. designing and executing Laboratory testing as per standard operating Procedures, Organizing and store all chemical substances, etc. according to safety instruction Record all data and results in specified forms/ (paper and electronic) with accuracy and responsibility, working in Roster duty and as and when required working in PPE kits in isolation wards, Maintenance and cleanliness of work space, equipments accessories etc.	20	35
3.	ECG Technician	Qualification: -10+2 with science with Degree/Diploma Course in ECG/Cardiac technology, additional Certificate in CPR/Echo/ICU preferable. Two years working experience in hospital	Responsible for educating patients on all testing procedures, properly positioning patients, placing electrodes at right places and getting ECG tracing Judging quality of tracing, attaching various arrhythmia monitoring devices, facilitating stress testing under the supervision of physician cleansing and maintaining machines, any other duty assigned by authority. Responsible for overall efficient functioning of ECG/Echo/TMT/Holder monitoring machines.	2	8
4.	Dietician	Qualification: -B.Sc./B.A. Nutrition/Post graduate diploma in dietetics and public health nutrition/Master degree in food & Nutrition. Skill- Patience, excellent verbal and written communication skill.	Co-ordinates all dietary activities in the facility, Monitoring, directing and supervision of Kitchen, dining room as well as transportation of food following safe practices, ensuring variety menu planning adequate seasoning, visual appeal. Proper temperature, develop diet as appropriate for patient, providing education on food to patients, develop meal and nutritional plan in OPD Dietician clinic appropriate for patient.	-	1
5	Pharmacist	Qualification: -Degree/Diploma in pharmacy, Registered with Bihar state pharmacy council 2 yrs. Experience in reputed hospital or big drug house. Good knowledge of MS. office with computer typing.	Indenting, dispensing, distribution of Medicine on the basis of prescription, inventory, procure items, stock entry, balance, Roster duty, has to come up with any other service related to pharmacy as assigned by medical officers. Another related/relevant assigned duty.	-	7
6	O.T. Assistant	Qualification: -10+2 from recognized board, Diploma in OT Technician course fully acquainted with ICU procedures and handling of machines & equipments. Minimum Two years' experience in	Maintenance and upkeep of all surgical equipment, instruments, endoscopes, theater lights, operation table, general and other specialized instruments, ICU equipments,	-	7

		Reputed Hospital/OT/ICU	handling of ICU machines. Any other work assigned by authority.		
7.	X-ray Technician	Qualification: -10+2 from recognized board or its equivalent qualification. Two years diploma in radiography from a central/state/ govt. AICTE recognized institution. Minimum two years' experience in radiography deptt. of any reputed hospital.	Taking diagnostic radiography of patients as advised by doctors, operating C-arm in OT, Fluoroscope, IITV operation contrast Radiography CT-Scan, MRI, Sonography, Mammography etc. advising attendant or ward staff for preparation of pt. If needed, developing, drying the exposed x-ray film loading cassettes with x-ray film, storing unexposed films, keeping account of supply, expenditure, maintain records of reports, sending radiographs and the opinion of radiologists to the deptt. Good knowledge of MS office and computer typing as hospital will soon be online.	4	4
8	Optician	Qualification: -B.Sc. in optometry (Bachelor of clinical optometry) (B.Optom) Skill: - Patience, good interpersonal skills, precise measurements & tests, a good grasp of mathematics as working with complex measurements and figures	To perform vision screening, performing radioscopy of patients, prescribing glass to patients, checking power of the glass, to assist ophthalmologist in contact lens clinic, to perform gonimetry, Automated perimeter, keratometry and Biometry, to maintain register refraction spectacle prescription: any other relevant duty assigned by the authority.	-	2
9	Occupational Therapist	Qualification: -Master/Bachelor degree in occupational therapy with two-year experience in reputed hospital required Skill: - should have strong sense of compassion and empathy in order to work with their patient's best interest in mind. He should have communication skill both written and verbal in order to effectively understand the needs of patients and explain the treatment process. He must be able to clearly document treatment plans and progress, as well as collaborate with other health care professionals, excellent problem-solving skills, He should have patience and flexibility when dealing with high and low points throughout the process.	Evaluating pt's conditions & needs, developing treatment plans to address pt's need and help them meet specific goal, assessing a patient's home and/or work environment and recommending adaptations to fit patients need and improve independence, training patients and their care givers to use special equipment, assess and document progress for evaluation and reporting purposes.	-	2
10	Physiotherapist	Qualification: -Bachelor degree/Master in physiotherapy from a recognized institute/university. Two yrs. Experience in reputed hospital.	Providing physical therapy to patients based on doctors' advice, perform test, assist, patients in use of supportive devices, prescribe remedial exercises, muscle strength evaluation & quantification. Physical treatments by electrotherapy modalities like diathermy, ultrasonic therapy contrast bath, cryo therapy etc: trans electric muscle stimulation, infra-red therapy, ultra violet therapy etc. and also different therapeutic exercise by automated machine. evaluating balance in neurologically affected patients, apply manual therapy, mobilization, manipulation of soft tissue techniques etc, wheelchair & gait training with or without ambulatory gait maintenance of machines and any other work assigned by authority.	-	2
11	Speech Therapist	Qualification: -M.SC. Audio speech therapy/B.SC. Audiology and speech language pathology (BASLP) Should have excellent enter personal skills, organization skills, communication skills, initiative, empathetic flexibility & adaptability.	To understand the nature of disability or problem of the patients to find out the root cause which may be injuries, autism swallowing difficulties, Parkinson disease etc, able to set ground work for communication with patients, use of receptive or	2	-

			expressive languages e.g. sign language to communicate with patient initially. To prepare therapy session according to pts. age, severity of disorder, frequency of treatment and any other medicinal condition, knowledge of various techniques such as languages activity (using books, objects, pictures), exercises to reduce speech latency of the pt, follow up sessions according to response of the pt. to the treatment, focus on building up vocabulary, expressing more complex ideas, increasing the phonological awareness and building up social interaction skill, acquainted with uses of various speech therapy apps e.g. Sapling, Delayed auditory feedback, DAF, Pro apraxia therapy etc. so that the family can continue sessions at home educate patients and family about speech disorder so that they keep their expectation of recovery realistic.		
12	EMG & NCV	<p>Qualification: -10+2 in science, and certificate course in EMG & NCV from a recognized university/institute of one year. Two years' experience of this work in any reputed hospital/Neurological clinic.</p> <p>Skill: - Pt. care, good communication with pt. and doctors, able to provide, excellent care in adverse situation, educating regarding sleep disorder, knowledge of CPR, knowledge of vital signs monitoring, good knowledge of computer.</p>	To receive patients and record details concerning the patient which includes name, sex, age, diagnosis, previous history etc. to prepare pt. for EMG and operate the recording parameters, to perform nerve conduction study by applying electrodes at proper muscle and recording from them, to perform evoked potential study or nerve conduction study pertaining to sensory, visual or auditory system to adhere safety norms of both patient and self.	-	1
13	Ophthalmic Asstt.	<p>Qualification: -10+2 with science from a recognized board and two yrs. Diploma in Ophthalmic assistant course/Degree in ophthalmology. Two Yrs. Experience as ophthalmic assistant with good computer skills.</p> <p>Skill: - Cool and patience, computer knowledge, Compassionate.</p>	Review patient chart to ensure completeness and accuracy of information, is able to take an ocular and systemic history, accurately record visual acuity able to perform lensometry, refractometry, application gonimetry basic muscle balance testing, assess pupils, anterior chamber confrontation visual fields and gross external exam, administer diagnostic test, assistance in office procedure, assisting ophthalmologists, updating pt. record, counseling patients, experience with IOP, perform OCT, HVF test (Humphrey visual field), FA/FP test perform OCT scan and others, assisting ophthalmologist in providing treatment and management of glaucoma, cataract, eye bank procedures, OT procedures. Any relevant duty assigned by authority.	-	4

14	Audio-metrician	<p>Qualification: -Master degree in Audiology/Bachelor of science in Audiometric and speech language pathology (BASLP) Two years' experience in this field in any reputed hospital</p> <p>Skill: - Should be compassionate supportive have patience, good communicative skill, supportive to the patient and family, good concentration capacity when testing hearing and be able to analyze each patient's situation to offer best treatment.</p>	Examine patients having hearing, balance or related problems. Perform and interprets diagnostic test e.g. audiometric (pure tone air/bone conduction testing, basic speech testing, acoustic impedance testing), BERA, develop treatment plans and help aural rehabilitation, suggest specific hearing assistive technology/device to patient, collaborate with other medical professional, advice patients and their family about home to listen and communicate for example lip-reading or other technology, to work with patients suffering from tinnitus, Vertigo and other balance disorder and provide them knowledge of exercise/positioning etc that might relieve their symptoms.	-	2
15	Dissection Hall attendant	<p>Qualification: -10th pass with minimum three yrs. Of experience in Anatomy/Forensic Med. Of handling dead bodies</p>	Handling dead body in deptt. Of Anatomy Forensic Medicine and other works as assigned by authority.	6	-
16	Laboratory attendant	<p>Qualification: -12th pass.</p> <p>Desirable- Certificate course in lab.</p> <p>Experience- 2 yrs. as lab attendant in any reputed hospital.</p>	He/she is the key player in laboratory setting, to maintain and clean the working space store, equipments, accessories, glass wares disposal of laboratory waste into colored bins for further disposal, shifting of small equipments materials, samples accessories, reagent bottles, receive samples, assign laboratories identity marks, prepare vials, staining etc. as required deliver reports to the place, any other work assigned by authority.	18	-
17	Dark Room Assistant	<p>Qualification: -10+2 with science from recognized board diploma/certificate course in radio diagnosis. Two yrs. experience in dark room work.</p>	Processing x-ray film through the use of automatic developing machine or a mixture of chemicals and water, reloading of film and plate holders, delivering developed film to medical professionals as per protocol, help in technicians in procedures, maintaining cleanliness of all equipments, tanks etc: any other duty assigned by authority.	3	2
18	Modeler	<p>Qualification: -Diploma/certificate course in fine arts/ commercial Arts/Modeling from recognized institution with at least 1 yrs. Experience in illustration and modeling preferably in a teaching institution</p> <p>Skill: - Should be a professional artist able to create illustrations of complex organs for educational, treatment and research purposes. Should be capable to prepare models with POP as well as print life like models or organs Etc.</p>	Responsibility: - Use techniques like painting, drawing and sculpting, create sketches, templates, models etc. for teaching purposes as directed by concerned deptt.	2	-
19	Artist	<p>Qualification: -Diploma/certificate course in fine arts/ commercial Arts/Modeling from recognized institution/University knowledge of graphic design, 3D & creative illustration.</p> <p>Skill: - Should be a professional artist able to create illustrations of complex organs for educational, treatment and research purposes. Should be capable to prepare models with POP as well as print life like models or organs Etc.</p>	Responsibility: - Use techniques like painting, drawing and sculpting, create sketches, templates, models etc. for teaching purposes as directed by concerned deptt.	1	-
20	LIBRARIAN	<p>Qualification: -Bachelor in library science with good knowledge of information science with 3 yrs. Experience of Asstt Librarian.</p> <p>Skill: - experience using computers and working with electronic database, familiarity with information management system, effective communication, e-library ability to multitasking.</p>	Developing and updating library updating, implementing new information system, organize library database and help people to find material and resources, ensuring running of library smoothly and daily, oversee the library to ensure cleanliness, orderly placement of	1	-

			books and journals, protection of library resources, cataloging, oversee the checkout process for books and other resource materials, supervising other staffs and control.		
21	Assistant Librarian	<p>Qualification: -Bachelor degree or Diploma course in library science with Two-year experience in this field.</p> <p>Skill: - Excellent verbal and written communication skills working knowledge of computer e.g. Ms. Office or related software.</p>	Assist librarian in checking-in checking out and circulation of library materials, process new books, maintain circulation records, make reserves on requested books manage library data and reports utilizing library software system issuing new library cards, checking out library materials, receiving reports, prepares purchase request order, support, complete routine descriptive cataloguing, examine book for damage, repairs or facilitate repairs, assists in display, perform other roster duties as assigned.	1	-
22	Library Assistant	<p>Qualification: -10+2 from any recognized board with certificate course in library science</p>	Follow library protocols and procedures, checking out items, ability to work with computers, photo copiers, add new items to catalogue, helping librarian and Assistant librarian in their day to day work, helping library visitors, organize and other reshelve returned items as books, magazines and resource materials, performing routine tasks such as answering phone calls, organizing files, use and maintain computer library database to help locate library materials handling correspondence and cataloging new resources keeping premises stacks Almirah clean, any other duty as assigned.	2	-
23	EEG Technician	<p>Qualification: -10+2 with science and two yrs. Diploma course in EEG/certificate course in EEG with Two Yrs. Experience of this Job.</p>	Apply electrodes to a patient's scalp, connected to the EEG machine by wires: observe measure and record the electrical activity and brain wave patterns by using an encephalogram, monitor patients during sleep cycles to diagnose sleep disorders, perform pretest consultation and prepare patient for testing, take patient medical history, explain procedures to the patient, maintain accurate records and documentation, report test results to the physician who requests the test.	-	1
24	ECHO Technician	<p>Qualification: -Bachelor degree in sciences with diploma in echo cardiography, Technician course (Bachelor degree in ECHO cardiography).</p> <p>Skill: - Capable of managing echo imaging during produces utilize 2D, 3D mode and lotor Doppler, perform ECG and trad will stress test, Experience with m mode, 2D Doppler calculations perform stress echo and other studies.</p>	Responsibility: - Preparing pt. and equipments for examination taking inventory of supply, managing patient stress by properly explaining examination procedure, apply gels, electrodes, connect, adjust equipment, verifies wave signals to give accurate position of transducers, observe all safety measures.	1	-
25	Ward attendant/ Multitasking worker	<p>Qualification: -10+2 with experience of minimum two years in hospital working.</p>	Physical maintenance or records of section, bed making, general cleanliness i.e., cleaning of lockers, beds almirah, furniture's, windows, getting diet for non-ambulatory patients, feeding, taking care, assist in routine work of the pt. attending personal hygiene of patient such as sponging, combing hairs, nail cutting	-	50 Male 20 Female

			etc. wiping and dusting of all equipments, of wheel of equipments, getting medicines from dispensary/stores, helping staff nurses to give medicines to the patients, washing of syringe, trays and other equipments in wards, helping nurses in their work, assisting nurses during round and carrying out nursing procedure etc. Assisting doctors in their procedures like tapping. LP etc. transporting patients on wheelchair/stretchers etc, to give enema with the guidance of running staff, folding and arranging line washed by housekeeping washing of Ryle's tube, stomach wash tube, catheter gloves.		
26	Dresser	Qualification: -Matriculation or equivalent from a recognized board with Dresser course of one Yr. from any recognized institution. Minimum Two Yrs. Working experience in a reputed hospital. Skill: - Hard working, good listener, patience.	Dressing boils wounds, sores cuts and cleaning with antiseptics etc. as prescribed, preparing pt. for surgery, giving first aid in case of medical emergency, pre-operative preparation, post operative care, bandaging wound, apply liniment, paint, ointment etc. on injury, and wounds, plastering, assisting doctors in routine pt. consultation and other related procedures, any other duty assigned by authority.	-	11 Male 3 Female
27	Dental Technician	Qualification: -10+2 with Dental Technician 2 yrs. Diploma course. Skill: - Ensure pt. feel as comfortable as possible before. Should be reliable and able to build trust with patients of all age group.	Assisting the dentist, encompasses a wide range of procedures from preparing various materials required and ensuring proper instrument and equipment are available cleansing and sterilizing the used instrument, prepare dental prosthesis including bridges, crown, dentures, to follow dentist written and oral instruction, conduct initial patient screening cleansing teeth, advising on oral hygiene, sterilization of dental instruments, taking x-ray operation of RVG, taking dental impression, maintain documentation, monitor supply.	-	2
28	Medical Social Worker	Qualification: -MA (Social work) /MSW with specialization medical social work from a recognized university/Institution, with minimum two years' experience in a Govt./Private sector hospital working as psychiatric social worker. Should have knowledge of computer and Ms office to screen.	Patients with a history of mental illness or who meet other high risk comprehensive assessment of patient and their families to cope with the emotional and social responses to illness and treatment provide individual counseling.	7	-
29	Medical Rehabilitation Worker	Qualification: -Bachelor degree in physiotherapy from a recognized institute/university/Diploma in Rehabilitation with 2yrs. Experience. Registered with physiotherapy council. Skill: -Should have temperament opt work with other professionals such as social worker, occupational therapist etc. to make sure people to get right help. Should have common medical, mental health, neurological condition etc.	Responsibility: - To work with different people with learning disabilities, physical disabilities including sight or hearing loss, mental health condition drug or substance abuse issues. Providing advice about have to use specialist equipment teaching daily life skill, reading rail etc. provide rehabilitation support.	4	-
30	O.T Technician	Qualification: -B.Sc. in Paramedical Technology (operation theatre & Anesthesiology. 3yrs. Course 1 yr. work experience in any govt./private hospital.	Transport patient preparing OT for surgery setup, check, connect and adjust surgical equipments technical assistance to surgery clean and restock the operating room, arranging instrument, supplies and equipment according to the instruction follow	8	-

			infection operative procedure, provide intra operative equipment and technical support Assist anesthesia in handling emergencies outside of OT Room, follow biomedical waste disposal protocols.		
31	Anesthesia Technician	Qualification: - 3 yrs. B.Sc. Anesthesia technology/Medical technology Anesthesia and O.T. technology/2yrs. Diploma in Anesthesia technology/Diploma in OT and Anesthesia Technology. With 1 yr. minimum experience of working in govt. private reputed hospital.	Setting up, checking and maintaining anesthetic equipment, life supporting machines e.g. vent, Bipap defibrillator etc. and associated equipments. Assisting anesthetization to administer anesthesia, monitoring and recording pts. Vitals before, during and after procedures, assisting with basic life support post operative care, assisting anesthetic in emergency, I.C.U.	8	-
32	Radiology Technician	Qualification: -B.Sc. Radiology Technology with minimum two years' experience in the field. Skill: -Analytic, keeping patients as comfortable as possible during tests which can be sometimes frightening and stressful for those undergoing them, inter acting effectively with patients, good knowledge of computer and safety knowledge.	Responsibility: - Apart from X-ray tests, will have to work CT-Scan, MRI, Mammography, Sonography and other imaging equipments prepare patients and equipment for procedures; perform tests, maintain equipments, any other task assigned by the authority.	1	-
33	Audio-Visual (AV) Technician	10+2 Diploma/ Degree in related field. Skill: -In depth working knowledge of camera & Lighting as well as sound system projectors audio visual editing equipments and software Computer and trouble showing skill.	Responsibility: - To run like streaming of live events and for the post production of these events, cut and edit video from different video savers, record meeting and presentation with video cameras, repair of equipments used for live events microphones & other equipments.	2	-

Note: - All the above posts are tentative. Superintendent Bhagwan Mahavir Ayurvigyan Sansthan Aspatal Pawapuri Nalanda has power to relax/amend /change any of the above-mentioned parameters i.e., post/No.of posts/ eligibility/qualification/scope of work etc. as per Institution Requirement. The agency shall ensure that the engaged manpower, as per the description, not only performs within the requisite scope of work but also ensure maintenance, upkeep & safety of the Complex, stores, furniture's etc. as well as harmonious to patients and their attendants or any other persons within the premises of the institution. The requirement of manpower in above mentioned categories or in additional categories may increase or decrease or not required at all during the period of contract.

Technical Bid Checklist

Sl. No.	Description	Attach (Yes/No)	Page No.
1	Name address, contact no. email id. Of the organization		
2	Name of Proprietor/Director with contact no. and email-id		
3	Status of the organization i.e. proprietor ship, partnership/private limited/public limited company/ registered under societies Registration Act (attach document of proof i.e. certificate of Registration)		
4	Name, Designation, address, contact no. and email id of contact person		
5	If claim for exemption from EMD furnish valid MSME certificate doing work CA certificate for last financial year		
6	Details of Tender document fee (Nonrefundable) with original Bank Demand Draft/photocopy in case of purchase of document from the office		
7	Details of EMD DD (enclose original DD)		
8	GST No. (enclose certificate)		
9	PAN card (enclose copy)		
10	EPF NO. (enclose document)		
11	ESI No. (enclose document)		
12	Whether ISO quality management & occupational health & safety management for paramedical service (If yes attach document)		
13	Whether agency registered under Bihar shop and Establishment Act 1953. If yes enclose Registration certificate		
14	Whether agency registered under contract Labor (Regulation and Abolition) Act 1970 if so, mention Registration no. and enclose Registration Certificate		
15	Declaration from bidder for submission of labor license and to follow reservation policy annexure-C		
16	Details of EPF contribution of the men power/ employees in one month for last three months as per annexure-D. (Attach copy of EPF challan as documentary proof)		
17	Attach character certificate from competent authority		
18	Annual turnover for last three yrs. as per Annexure-E (Attach copy of audited balance sheet, Profit and Loss account)		
19	ITR of last three yrs. With matching PAN No. of Agency/ Firm		
20	Attach an Affidavit from the Executive Magistrate as per Annexure-F		
21	Undertaking on its letter pad that if bidder will get letter of intent (LOI), he/she will open an office/branch office at Patna within forty-five days		
22	Experience certificate as per Annexure-G		
23	Any other relevant information, bidder wants to submit		
24	Each page of the submitted documents page numbered and signed / self attested (if necessary whether Technical or Financial) Yes or No		

Signature of authorized person

Name: -

Designation

Seal

Declaration From Bidder for Labor License and to follow reservation policy.
(To be submitted on bidders' letter head)

We hereby declare and confirm that we will submit Labor License within 30 (thirty) days if work is allotted to us. We further declare that we shall follow the reservation policy of the state of Bihar, as per letter No. 23/outsourcing-10/2017, General Administration department, Dated.-14556, Dated- 17th November 2017, if work is allotted to us.

Signature of authorized person

Name: -

Designation

Seal

EPF Contribution Details

Name of the month	No of manpower of the required category	EPF attached/ attached challan
December-2021		
January-2022		
February-2022		

Signature of authorized person**Name: -****Designation****Seal**

Annual Financial Turnover Details

Financial Year	Annual Turnover Amount (Rs. In crore)	Remarks if any
2018-19		
2019-20		
2020-21		

Additional information, if any

N.B.- To be considered only if audited balance sheet and Profit/Loss Account statement is furnished.

Signature of authorized person

Name: -

Designation

Seal

Declaration (Affidavit)**To be executed on Rs. 100/ Non-Judicial Stamp paper before Executive Magistrates.**

I/we proprietor/Partner(s)/ Director of M/s..... hereby declare the following: -

- a) That I/we confirm that I/we have understood the works as per tender document and acquired full knowledge and information about the total work involved.
- b) That no agent, no middle men or any intermediary has been or will be engaged to provide any services, or any other items or work related to the award and performance of this contract. IT is further confirmed and declared that no agency commission or any payment which may be construed as an agency commission or any payment has been paid or will be paid. If it is found at any time the tender/contract will be null and void
- c) That I/we or any of our director(s) Proprietor (s) are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/declared in eligible by any entity of Gov. of Bihar or by any entity of State Government. Govt. of India or any local Self-government body or PSU in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason and from participating in Project(s) during the last 3yrs. From the date of submission of bids/tenders as on the (Date of signing of Application)
- d) That it is certified that neither EMD nor performance security Deposit of us has been for feinted while participating or executing any work order from any office.
- e) That no criminal/vigilance case relating to cheating, forgery, Criminal breach of trust, theft and prevention of Corruption Act is pending in any court of law against us.
- f) Further, we are annexing a certified copy of litigations with this affidavit (if applicable)
- g) That I/we confirm that I/we are aware that our bid for the captioned project would be liable for rejection in case any material mis presentation is made or discovered at any stage of the Bidding process or thereafter during the contract period, the amount paid till date shall stand forfeited without further intimation and the undersigned will be personally liable for Civil/Criminal obligation.
- h) That I/we hereby agree and fully understand that notwithstanding anything contrary contained in tender document and without prejudice to any of the rights remedies of Superintendent Bhagwan Mahavir Aayurvigyan Sasthan Aspatal (Hospital), pawapuri, shall be entitled in its sole discretion determine that a bidder is to be disqualified at any stage of the bid process and its participation in Tender process and/or its Technical proposal/or Financial bid dropped from further consideration for any reasons, reserves the right in absolute sense to reject any or all bids or any of the services specified in the tender document/at any stage of the bidding process.
- i) That I/we will not raise any claim of any nature due to lack of knowledge of works and tender condition.
- j) It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as other document, which may be required in this connection.

Your's sincerely

Authorized signature.

Name-

Address-

Stamp.

Note: -. Work completion certificate/continuation certificate is mandatory. Agreement as well as work order is not sufficient, though if bidder wants to attach it, he/she can.

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Proforma of Financial Bid

(In financial bid envelop)

Sl. No.	Name of work	Category	Rate per person per month 26 days			Total cost per person per month	Tentative No.	Total amount for one (1) month
A	B	C	D			E	F	G (E × F)
			Basic Salary + VDA	EPF	ESI			
1	Clerk cum store keeper	Clerical					23	
2	Lab Technician	Skilled					55	
3	ECG Technician	Skilled (diploma) Highly skilled (Degree)					10	
4	Dietician	Highly skilled-					1	
5	Pharmacist	Skilled-(diploma) Highly skilled-(Degree)					7	
6	OT Asstt.	Skilled					7	
7	X-Ray Technician	Skilled					8	
8	Optician	Highly skilled					2	
9	Occupational therapist	Highly skilled					2	
10	Physiotherapist	Highly skilled					2	
11	Speech therapist	Highly skilled					2	
12	EMG + NCV Tech.	Skilled					1	
13	Ophthalmic Asstt.	Skilled					4	
14	Audiometrician	Highly skilled					2	
15	Dissection Hall Attendant	Skilled					4	
16	Laboratory attendant	Semi-Skilled					18	
17	Dark Room Asstt.	Skilled					2	
18	Modeler	Skilled					2	
19	Artist	Skilled					1	
20	Librarian	Highly skilled					1	
21	Assistant	Highly skilled					1	

	Librarian							
22	Library Assistant	Skilled					2	
23	EEG Technician	Skilled					1	
24	ECHO Technician	Skilled					1	
25	Ward attendant/ Multi-tasking worker	Semi-skilled					Male-50 Female-20	
26	Dresser	Skilled					14	
27	Dental Technician	Highly skilled					2	
28	Anesthesia Tech.	Highly skilled					6	
29	Radiology Technician	Highly skilled					1	
30	OT Technician	Highly skilled					8	
31	Medical Social worker	Highly skilled					7	
32	Medical Rehabilitation worker	Highly skilled					4	
33	Audio-Visual (AV) Technician	Highly skilled					2	
Total amount for 1 month of tentative manpower (H) -								
Rate Percentage of service Charge (I) -								
Total Amount with service charge (J)- (H x I %)								
Grand Total (K) - (H +J)								
Annual payment (L) - (K x 12)								

Signature of authorized person

Name: -

Designation

Seal

NOTE: -

1. Financial evaluation will be done on the basis of total amount which comes in column "K" which is the sum of Total amount of tentative human resource monthly payment and service charge and the lowest "K" will be declared as L1 Bidder.
2. Successful bidder has to deposit 10% of the amount of "L" (i.e is the annual payment amount) as Performance security deposit.
3. Each and every column must be filled properly and highly calculated.

4. Amount should be written both in figures and words. In case of discrepancy less quoted amount will be accepted and vailed.
5. Service charge quoted NIL will not be considered.
6. Bidders are advised to visit the locality and assess area for accommodation, transportation etc. Services charge should encompass expenditures like uniform, I card, and other liveries, administerial charges for providing managerial/supervisory services, other amenities to the manpower, provision of manpower on holidays, Sundays, managing person on absence and other conditions. Must keep in mind that Hospital's most services except OPD run 24x7x365, so many categories manpower has to work. GST will be provided as per Govt. prevailing rates on the amount 'I' and the agency will have to submit GST challan.
7. The basic wage and other amenities as are guided by Govt. Labor law, so when there is change in wage that will be paid to the agency and the agency has to pay its employee as per prevailing minimum wages. However, service charge will be constant throughout the period of contract and even after extension of contract, if so.
8. Bid should be free from correction, over writing, using corrective fluid etc. any interlineations, cutting erasure or overwriting shall be valid only if they are attested under full signature of person signing the bid, else bid will be rejected.
9. Contract will be awarded to one bidder only. Evaluation of offer shall be done on the basis of delivered cost to institution (Total cost for tentative no + Service charge for one month). In special case if some required category manpower's rate is not given by any bidder, for that job only, and he is not selected, then he can be offered to supply that human resource for that work. However, all the decision will be taken by the evaluation committee and their decision will be binding.
10. In case of Tie i.e., more than one bidder happens to occupy L1 status, the agency which has supplied more no. of paramedics in one institution will be awarded L1.

THIS IS A TERTIARY CARE HOSPITAL WHICH NEEDS BEST QUALITY OF MAN POWER TO DELIVERY BEST SERVICES.

Bidders are advised to understand our moto and do accordingly.