

Tender No. EJHS/Admn/111/2020

Tender are invited for selection of an Agency to provide Outsource employees for (12) Wellness Centres in the State on E-Procurement platform.

AAROGYASRI HEALTH CARE TRUST

2020



Aarogyasri Health Care Trust
Door No.8-2-293/a/ahct,
Road No.46, Jubilee Hills,
Hyderabad - 500033.

Phone: 040-23547107
Telefax: 040-23555657
website: <https://tender.telangana.gov.in>

NOTICE INVITING TENDER (Online Version)

S.No	Description	
1.	Department Name	Employees Health Scheme and Journalists Health Scheme, AHCT
2.	Circle/Division	Employees Health Scheme and Journalists Health Scheme
3.	FILE / NIT Number	File No.EJHS/Admn/111/2020
4.	Tender Subject	Selection of an Agency to provide Outsource employees for (12) Wellness Centres under EJHS
5.	EMD Amount (INR)	Rs.5,00,000/-
6.	EMD payable:	In Favour of Chief Executive Officer Aarogyasri Health Care Trust Hyderabad through eportal
7.	Process fee	Rs. 2,000/-
8.	Process fee payable	In Favour of Chief Executive Officer Aarogyasri Health Care Trust
9.	Bid Document Downloading	11:00 Hrs on 09.12.2020 to 15:00 Hrs on 16.12.2020 on e-procurement portal https://tender.telangana.gov.in
10.	Pre-bid meeting	17.12.2020 at 11:00 Hrs Aarogyasri Health Care Trust office, Jubilee Hills.
11.	Online Bids Submission closing date	21.12.2020 at 15.00 Hrs
12.	Last Date and Time for submission of Hard copies of Tender Document	21.12.2020 at 17.00 Hrs
13.	Pre-qualification Bid & Technical Bid Opening Date and Time (Qualification and Eligibility Stage)	22.12.2020 at 11:00 Hrs, Aarogyasri Health Care Trust office, Jubilee Hills.
14.	Commercial Bid Opening Date and Time (Financial Bid Stage)	28.12.2020 at 15:00 Hrs
15.	Place of Tender Opening	Aarogyasri Health Care Trust, Jubilee Hills, Hyderabad
16.	Tender Inviting / Opening authority	Chief Executive Officer, Employees Health Scheme and Journalists Health Scheme
17.	Address/E-mail id	tg_c244@aarogyasri.gov.in website: https://www.ehf.telangana.gov.in
18.	Contact Details /Telephone.	040-23547107,
19.	Procedure for Bid Submission	<p>1. The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.eprocurement.telangana.gov.in by following the procedure given below.</p> <p>2. The bidder would be required to register on the e-procurement market place https://tender.telangana.gov.in and submit their bids online. Offline bids only shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.</p> <p>3. The bidders shall submit their eligibility and qualification details in Pre-qualification bid, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, and signed documents only to be uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.</p>

The system would only authenticate the Encryption certificate uploaded into the e-procurement system at the time of User Registration or updated through User profile. The bidder has to ensure that the uploaded certificate in the e-procurement system is used for the Bid submission and no other certificate though valid will not be recognized by the e-procurement system.

1.Registration with e-Procurement platform: For registration and online bid submission bidders may contact <https://tender.telangana.gov.in>

2. Digital Certificate authentication: The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform.

For obtaining Digital Signature Certificate, **Bidder** may Contact:

Telangana State Technology Services,
2nd floor, HACA Bhavan,
Opp Public Gardens,
Saifabad, Hyderabad - 500004
Contact Helpdesk : 9177769764 (OR)

Bidder may Contact Registration Authorities of any Certifying Authorities in India. The list of CAs are available by clicking the link : ["https://tender.telangana.gov.in/digital-signature.html"](https://tender.telangana.gov.in/digital-signature.html)

3. Submission of Hard copies:

- i) All the bidders shall invariably upload the scanned copies, Proof of online Payment (Remittance) of **EMD** in e-Procurement system and this will be the primary requirement to consider the bid responsive.
- ii) After submission of bid online, the Bidders are required to submit invariably the hard copies of originals of all the documents part of Pre-qualification bid, Technical bid stipulated clause No. 3 and 6 (a) (b) & (c) of Section – II General terms and conditions. The documents to be submitted as per tender Schedule at Aarogyasri Health Care Trust, Hyderabad on or before 05.00 pm on **21.12.2020** either personally or through courier or by post. The receipt of the same within the stipulated time shall be the responsibility of bidder. The department shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the bidder is found to be false/fabricated/bogus, the bidder is liable for black listing, forfeiture of the EMD, cancellation of work.
- iii) The Aarogyasri Health Care Trust shall carry out the technical evaluation based on the uploaded certificates/documents, Proof of online Payment (Remittance) towards EMD in the e-Procurement system and open the price bids of the responsive bidders.
- iv) The successful bidder shall invariably furnish the original Proof of online Payment (Remittance) towards EMD, Certificates/ Documents of the uploaded scan copies to the Tender Inviting Authority before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original Proof of online Payment (Remittance) towards EMD, Certificates/ Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the

Proof of online Payment (Remittance) towards EMD and all other certificates/documents uploaded by the bidder in e-Procurement system, in support of the qualification criteria before concluding the agreement.

4. Deactivation of Bidders :

As per the GO. Ms. No. 174 -I&CAD dated: 1-9-2008, Deactivation of Bidders, if any bidder fails to submit the original hard copies of uploaded certificates/documents, Proof of online Payment (Remittance) towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, the bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.

5. Payment of EMD:

It is mandatory for all participant bidders to electronically pay EMD Online by utilizing the Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking/NEFT payment modes through ICICI Bank and/or Axis Bank Payment Gateways to facilitate the transaction. This is in compliance as per G.O.Ms.No. 14 Dated: 18-09-2017. A GST of 18.00% + Bank charges on the transaction amount payable to TSTS shall be applicable. In addition to this, Bidders can also pay the EMD through Download of PDF format of RTGS Challan for respective Payment gateway and pay the EMD through their Parent Bank account. Once the EMD is received by the EProcurement application, Bidders can automatically continue with their Bid Submission online.

IMPORTANT NOTE REGARDING EMD PAYMENT:

1. Bidders are encouraged to use only Net banking facility for payment of EMDs as far as possible for faster refunds in case of unsuccessful Bids for the Tender.
2. Bidders are advised not to use RTGS Challan downloads at the penultimate hour of Bid submission closing as any delay by their banker would not enable Bid submission on the platform. Please allow a minimum of 60 minutes for enabling Continuation of Bid Submission from the time the Pool Account receives credit of the EMD from the Bidders Bank for both NEFT and RTGS Transfers. For RTGS Transfers, the Pool Account can get immediate credit whereas NEFT transfers would follow RBI Payment Cycle time.
3. Bidders are advised to pay EMD Online at least T-1 or T-2 days before Bid submission closing date (T= Bid submission closing date) to avoid last minute delays and denials of successful Bid submission and to take care of any delays in Banking procedures.

4. Un Successful Bidder EMD Refund process: - The bid is declared unsuccessful, under the following circumstances. Bid submitted by the bidder is not the lowest bid. Upon Finalization of the L1 Bid. Technical Disqualification of the Bid. EMD paid but bid not submitted. EMD refund will be initiated by the Tender Inviting Authority directly and through Online only and through the same payment channels as EMD received by the Department. (RTGS / NEFT /Credit Card /Debit Card refund), within 30 days from the date of publishing the Decision / Result. However, AHCT /GoTS will not be held responsible for the delays occurring due to banking channels/procedures/processes of the respective vendor.

6. **EMD REFUND:** The EMD of unsuccessful bidders shall be refunded through online duly utilising the “Refund EMD” available on e-procurement platform.

IMPORTANT NOTE REGARDING EMD REFUNDS: Bidders are requested to use discretion in their choice of payment channel for remittance of EMD. Time taken for Refunds under Ideal conditions:

1. Net Banking / NEFT / RTGS Challan: One (1) Banking Business Day from time of initiation of refund by Tender Inviting Authority subject to RTGS/NEFT timings of RBI.
2. Credit card/ Debit card: 7-10 working days from time of initiation of refund by the Tender Inviting Authority. However, this may be longer in case of certain bank cards. In case of delays, bidders are requested to contact the Card issuing Bank for faster resolution.

7. **Payment of Transaction Fee:** It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to M/s. TSTS , the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. A GST of 18.00% + Bank charges on the transaction amount payable to TSTS shall be applicable.

8. **Corpus Fund:** As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs. 10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 Crores, and Rs. 25,000/- (Rupees twenty-five thousand only) for works with ECV above Rs.50 Crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favor of Managing Director, TSTS . There shall not be any charge towards e-Procurement fund in case of works, goods and services with ECV less than and upto Rs. 10 lakhs

9. **Tender Document:** The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority from time-to- time basis in the E-Procurement platform and department official website. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

		<p>10. Bid Submission Acknowledgement: The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Government of TS and M/s TSTS are not responsible for incomplete bid submission by users.</p>
20.	Transaction Fee Payable to	The M.D., TSTS, Hyderabad (ON LINE)
21.	General Terms and Conditions	As per Tender Document.

**Government of Telangana
Chief Executive Officer
Employees Health Scheme and Journalists Health Scheme
Aarogyasri Health Care Trust, Hyderabad**

**I. Notice Inviting Tenders (NIT)
for Selection of agency to outsource employees
For 12 wellness centres in the state**

Tender ReferenceNo: EJHS/ADMN/111/2020

Dated. 09.12.2020

- 1.** The Chief Executive Officer, Employees Health Scheme & Journalists Health Scheme, Government of Telangana, Hyderabad (hereinafter called “Tender Inviting Authority”) hereby invites sealed Tenders (under three envelope system) from eligible Manpower Agencies to outsource employees in the various categories to (12) Wellness Centres, Trust Office being established at various districts in Telangana State under EHS and JHS scheme.
- 2.** Bid documents shall be uploaded through e-procurement only.
- 3.** Hard copies of Tenders must be submitted / delivered to the address given below on or before 17:00 hrs on 21.12.2020. All bids must be accompanied by an Earnest Money Deposit (EMD) and Tender Processing Fee as specified in Tender Document.
- 4.** Tenders will be opened in the presence of the Bidders/Representatives who choose to attend at address given below and at the time and date given in tender document.

Name and Address of Tender Inviting Authority

**Chief Executive Officer,
Employees Health Scheme and Journalists Health Scheme
Aarogyasri Health Care Trust,
Door No. 8-2-293/82/a/ahct,
Road No. 46, Jubilee Hills,
Hyderabad-500033, Telangana.**

Website: <https://tender.telangana.gov.in>

Email: tg_c244@aarogyasri.gov.in

Disclaimer

The information contained in this Bidding document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Trust or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Trust to the prospective Bidders or any other person. It may not be construed as the agreement under any circumstances. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers (Bids) pursuant to this RFP. It includes statements, which reflect various assumptions and assessments arrived at by the Trust in relation to the IT Infrastructure needs of the trust. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Trust, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Trust accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Trust, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidders under any law, statute, rule or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, arising in any way for participation in this Bidding Stage.

The Trust also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The RFP document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient

The Trust may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

Costs to be borne by bidder(s)

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Trust or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Trust shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

No Legal Relationship

No binding legal relationship will exist between any of the Bidder(s) and Employees Health Scheme and Journalist Health Scheme, Aarogyasri Health Care Trust until execution of a contractual agreement.

Bidder's Obligation to Inform Itself

The Bidders must conduct their own investigations and analysis regarding any information contained in the Bidding Document and the meaning and impact of that information.

Evaluation of Offers

Each Recipient acknowledges and accepts that Aarogyasri Health Care Trust may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible Bidders.

The issue of this notice inviting tender does not imply that the Trust is bound to select a Bidder or to appoint the Selected Bidder, for this Service. The Trust reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

Acceptance of Selection Process

Each Bidder having responded to this Bidding document acknowledges to have read, understood and accepts the selection and evaluation process mentioned in this Bidding Document. The Bidder ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this Bidding Document.

Errors and Omissions

Each Bidder should notify Aarogyasri Health Care Trust about any error, omission, or discrepancy found in this Bidding Document.

Acceptance of Terms

Bidder will, by responding to Aarogyasri Health Care Trust for Bidding Document, be deemed to have accepted the terms of this Introduction and Disclaimer.

Government of Telangana
Chief Executive Officer
Employees Health Scheme and Journalists Health Scheme
Aarogyasri Health Care Trust, Hyderabad

**Tender call for selection of an Agency to outsource employees of various categories of
Posts for (12) Wellness Centres in the State**

SECTION – I : INVITATION TO BIDS

1. **Introduction to Bidders**

Sealed Bids are invited from the registered/licensed reputed and experienced Manpower Agency/Consultancy agencies or their authorized Agencies/institutes (channel partners/franchises) to outsource employees of various categories of posts to (12) Wellness Centres i.e. (3) Centres at Hyderabad & Secunderabad, (9) Centres at erstwhile District Headquarters viz., Adilabad, Nizamabad, Karimnagar, Warangal, Khammam, Nalgonda, Mahabubnagar, Sangareddy and (1) Centre at Siddipet Town, for a period of one year from the date of award of contract.

Interested bidders may view and download the tender document containing the detailed terms & conditions, from the website <https://tender.telangana.gov.in> from 11:00 hours on 09.12.2020 upto 15:00 hours on 16.12.2020. Tender process fee of Rs. 2000/- (Rupees Two Thousand only) in the form of account payee Demand Draft has to be enclosed with the Pre-qualification Bid of Tender and no tender will be accepted without processing fee to tender.

Bidders are advised to study the Tender document and Terms & Conditions carefully and completely. Submission of Bids shall be deemed to have been done after careful study of Tender document and examination of Terms & Conditions with full understanding of its implications.

2. **Scope of Work**

This tender aims to engage an Agency which can outsource employees of various categories of posts on consolidated remuneration to Employees and Journalists Health Scheme for a period of one year.

The manpower should be deployed in Wellness Centres at various locations in the State which are under the administrative control of the Chief Executive Officer, Employees Health Scheme and Journalists Health Scheme.

3. **Eligibility criteria:**

- a) The prospective bidders should have experience of having successfully provided manpower services in State/Central Government Depts., Autonomous bodies and PSUs during the last three (3) years.

- b) Consortium bids are not accepted
- c) Should have executed three (3) similar work orders earlier, each costing not less than Rs.10.00 crores and at least one order per year during the last three years.
- d) The turnover of the Agency /company must not be less than Rs.10.00 Crore during the last three financial years.
- e) Should have been registered with Income Tax, Goods and Services Tax (GST), ESI, EPF Departments and others statutory bodies.
- f) The Prospective bidder should hold a valid contract labour license for supply of manpower to the Principal employer and should have paid necessary fees and deposits into Government Treasury as per provision of the Contract Labour (Regulation and Abolition Act, 1970) and Rules, 1971. The Agency is required to deposit a valid Labour license from the competent Authority under the provisions of the Contract Labour (Regulation and Abolition Act, 1970) and Rules, 1971.
- g) The Bidder shall submit the existing Labour License available with the agency. The successful bidder may submit the new license within 30 days from the date of award of contract.

4. Clarification of Tender Document

Bidders may request clarifications with regard to terms & conditions or any part of the Tender document up to 11:00 AM on or before 17.12.2020. Any request for clarifications may be sought from O/o the Chief Executive Officer, EHS & JHS, AHCT, Road No.46, Jubilee hills, Hyderabad or by email to tg_c244@aarogyasri.gov.in

5. Amendments to bid document:

At any time prior to the deadline for submission of bids, EHS & JHS for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.

All prospective bidders those have received, the bidding documents will be notified of the amendments in the e-procurement portal and such modifications will be binding on all bidders.

In order to allow prospective bidders, reasonable time in which to take the amendment into account in preparing their bids, EHS & JHS, at its discretion, may extend the deadline for the submission of bids.

SECTION – II :: GENERAL TERMS AND CONDITIONS

1. Requirement of Manpower Posts:

The requirement of Manpower along with minimum qualification /experience for each category of post to EHS and JHS scheme, AHCT is furnished in Annexure – I.

2. Bid Security (EMD)

- A. The bidder/firm shall deposit the amount as mentioned below towards Bid Security (Earnest Money Deposit) as online payment by utilizing the payment gate way service on e-procurement platform as described, for an amount of Rs.5,00,000/- (Rupees Five Lakhs only) in favour of the “Chief Executive Officer, Aarogyasri Health Care Trust, Hyderabad” and attach the e-challan in PDF format with Pre-qualification Bid document. The EMD should be valid for a period of (3) months. No tender will be accepted without EMD.

The earnest money of the successful bidder shall be returned after the receipt of Performance Security /Guarantee as called for in the contract. The earnest money of the successful bidders shall be discharged within 30 days upon the bidder executing the Agreement/Contract and furnishing the Performance Guarantee.

B. Forfeiture of the bid Security

If a bidder withdraws his bid during the period of bid or in case successful bidder fails---

- I. To sign the contract within the stipulated period or
 - II. To furnish Performance Guarantee within stipulated period; or
 - III. If at any stage, any information /Declaration is found to be false.
- C. The firms / Agencies / Enterprises registered under National Small Industries Corporation Ltd. and MSME are exempted from payment of EMD on submission of documentary evidences issued by the Government.

3. Procedure for submission of bids

The Tender shall have three parts i.e. “**Pre-qualification bid**”, “**Technical Bid**” and “**Commercial Bid**”. **All three bids should be submitted in duly sealed separate envelopes, by keeping all in one sealed cover.**

The prospective bidders shall submit hard copies of the bid documents submitted in the e-procurement platform along with DD for Tender processing fee in a sealed cover superscribed with “**TENDER No. and “TENDER FOR SELECTION OF AN AGENCY FOR OUTSOURCING EMPLOYEES IN WELLNESS CENTRES, EHS & JHS,** should be submitted to the Chief Executive Officer, Employees Health Scheme & Journalists Health Scheme, Aarogyasri Health Care Trust, Door No. 8-2-293/82/a/ahct, Road No. 46, Jubilee Hills, Opp: Ambedkar Open University, Hyderabad-500033, Telangana.

The Tender documents complete in all respects duly sealed should reach not later than 17.00 Hrs on **21.12.2020** (Note: it is mandatory for the bidders to submit hard copies of tender documents complete in all respects in the Tender Box kept at the reception of this Office before due time & date). However, the last date and time for submission of online bids shall be on or before 15.00 Hrs. on **21.12.2020**.

4. Delay in submission of Bids

In case of belated receipt of tender documents EHS & JHS, Aarogyasri Health Care Trust shall not be responsible for any delay caused either by the vendor or by any other source/mode of transmission.

5. Procedure for opening of Bids

The Tender Evaluation Committee shall open all the bids in the presence of the Bidders or their authorized representatives on dates & time indicated above (Notice Inviting Tender (Online Version)). Persons carrying authorization letter from bidders only shall be permitted to attend the meetings. The technical bids of those, who are not qualified in Pre-Qualification bids shall not be opened and considered for technical evaluation.

6. Contents of Bids

The Bids submitted by the bidder shall comprise of the following components:

a) Documents to be enclosed with “Pre-qualification Bid”:

- i) Tenders process Fee of Rs. 2000/- (Rupees Two Thousand only) in the form of Account Payee Demand Draft drawn in favour of “Chief Executive Officer, Aarogyasri Health Care Trust, Hyderabad”.
 - a) The firms / agencies / Enterprises registered under National Small Industries Corporation Ltd. and MSME are exempted from Tender Fee on submission of documentary evidences issued by the Government.
- ii) No tender shall be accepted without process fee of Tender Document. The Application fee is not refundable.
- iii) Earnest Money Deposit (EMD) of Rs. 5,00,000/- (Rupees Five Lakhs only) as explained in Clause 2 (A) above.
- iv) Certificate of Registration of the company/firm, partnership deed (in case of partnership).
- v) Copies of Income Tax returns for the last three (3) Assessment years 2017-18, 2018-19, 2019-20 and audited financial statements showing the turnover from services for the last three years (Annexure- PQ I). If 2019-20 IT returns are not available 2016-17 will be accepted. Annual turnover of the Agency/company should not be less than Rs.10 Crores (per year) during the last three (3) financial years.
- vi) Copies of authorized current documents in connection with registration of the firm under Goods and Services Tax (GST). Copy of Certificate of Registration of ESI. Copy of Certificate of Registration of EPF.
- vii) Copy of the PAN Card showing the PAN number of the Agency allotted by the Income Tax authorities.
- viii) An undertaking on the letter head of Agency that the bidder is following all directives of the Government, applicable to itself (bidding firm) and its

employees.

- ix) Letter of understanding on letter head of Agency stating that they have not been blacklisted by any State Government / Central Government / PSU for any reason in the last five financial years, which is duly signed by the Officer competent and having the power of attorney.
- x) Since the terms & conditions in tender document get converted into contract, it is necessary for **the Authorized Signatory to sign in each and every page of the tender document with seal and return the same as part of the Pre-qualification Bid.**
- xi) The Bidder should submit Service Satisfactory Performance Certificates from the existing Principal Employer.

b) Documents to be enclosed with “Technical Bid”:

- i) Bidders Particulars (Annexure-T1)
- ii) Statement of deviation from Tender Terms and Conditions (Annexure-T2).
- iii) List of Customers to whom similar services rendered / are being provided. Legible copies of documents of work orders, service agreements etc. in support of agency's experience for the last three years in providing such services in Govt. / Public Sector Undertaking / Autonomous bodies / Reputed Private Companies / Organizations. Documentary evidence showing three similar completed works, each costing not less than Rs. 10.00 Crores and at least one order per year during the last three years have to be submitted. (as Annexure-T3).
- iv) Agency / Vendor Profile (as Annexure-T4)
- v) Any other document required as per various clauses and terms and conditions mentioned in the tender document (as Annexure-T5).
- vi) Check List (as Annexure-T6).

c) “Commercial Bid” comprising of the following to be filled in accordance with the formats provided in the Tender Document:

- i) Bid Letter(Annexure-C1)
- ii) Price Schedule (Annexure-C2)
- iii) Contract Form (Annexure-C3)
- iv) Any other document required as per various clauses and terms & conditions mentioned in the tender document (Annexure-C4)
- v) Check List(Annexure-C5)

7. Corrections in the Tender

Bids shall contain no interpolation, erasers or overwriting. Corrections, if any, shall be initiated by the person signing the bid.

8. CEO,EHS&JHS,AHCTreserves right to accept any bid and to rejectanyor all bids:

- a) Chief Executive Officer, Employees and Journalists Health Scheme, Aarogyasri Health Care Trust reserves the right to accept any bid, and / or annul the Tender Process and /or reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the effected bidders(s) of the ground for such action.
- b) Bids from any bidder who has not accompanied by tender document process fee or bid Security amount or bids without required documents / information is liable to be summarily rejected.
- c) All relevant Annexure of this Tender document should be furnished by the bidder and signed (with company seal). Failure to do so will result in summary rejection of the bid.
- d) Bids by Telex / Fax / Email and incomplete bids will be summarily rejected.

9. Tender Evaluation Committee reserves Rights to Negotiate

The TEC reserves the right to negotiate after opening the “Commercial Bids” with one or more of the short-listed bidder(s) with regard to outsourcing of employees on contractual basis.

10. Period of validity of Bids.

Bids shall be remain valid for 3 (Three) months from the date of commercial bids. Any bid from the date valid for a shorter period may be rejected by the Tender Evaluation Committee as non-responsive.

11. Quotation of Prices

The Prices should be quoted in percentage as per the format given at **Annexure-C2**. Price quoted should be only service charges (Commission rate) of the Agency. CEO, EHS & JHS, Aarogyasri Health Care Trust will pay Taxes, EPF, ESI as per applicable rules in vogue.

The minimum percentage of service charges (Commission rate) shall be more than 2.00% on gross remuneration only (more than Two percent).

12. Period of contact:

The Contact shall be initially awarded for a period of one year from the date of award of contract. However, EHS & JHS at its discretion may extend the contract for a further period of one year as per rate, terms and conditions agreed upon.

13. Award of contract:

Generally the least quoted will be awarded the contract. In case more than one Agency quotes the same service charges, the length of service of the Agency in the same field / business and turnover of the recent past 3 years will be considered for awarding the contract. The successful Agency will be intimated by the CEO, EHS & JHS, Aarogyasri Health Care Trust through a formal letter of acceptance. The Agency is required to give confirmation of their acceptance which will automatically be considered as part of the contract concluded with the successful bidder as selected by the CEO, EHS & JHS. Failure to do so may result in rejection of Bid submitted by the Agency.

14. Signing of Contract

The successful Agency shall be required to sign a Contract / Agreement with the Aarogyasri Health Care Trust to comply with all the provisions of the Tender.

15. Performance Guarantee

Within 7 days of the receipt of notification of award of contract from CEO, EHS & JHS, AHCT, the successful Agency shall furnish the performance guarantee in accordance with the conditions of Contract the performance guarantee should be in the form of DD (Demand Draft)/Bank Gurantee in favour of the Chief Executive Officer, Aarogyasri Health Care Trust which shall be 10% of the total contract value, valid for the entire contract period from a Nationalized / Scheduled Bank.

General conditions:

16. Subletting

Selected bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of contract and forfeiture of Security Deposit. During the period of contract, if the Agency provides such services to any other user at lower price, it has to extend such lower rates to EHS & JHS, AHCT.

17. Refund of Security Deposit (EMD)

In case of unsuccessful bidders whose tenders are not considered for placing order, the Earnest Money Deposit will be refunded without any accrued interest within three months of the final decision for selection of Agency / Firm.

Aarogyasri Health Care Trust, reserves the right to forfeit part or full security deposit amount without assigning any reason, if bidder is found in violation of all / any of the tender conditions.

18. Deployment of services

The successful Agency shall deploy only qualified, experienced, competent and appropriately trained manpower as per the job requirements and qualification indicated at **Annexure-I** for providing required services. The Agency shall provide details of qualifications and experience of manpower to CEO, EHS & JHS, AHCT before deployment. If CEO, EHS & JHS, AHCT finds that manpower being deployed does not have required qualification and experience, the Agency shall be informed for taking appropriate corrective measures immediately by providing an alternate competent employee immediately after due approval of CEO, EHS & JHS, AHCT. The Agency shall provide a substitute after due interview and approval of CEO, EHS & JHS, AHCT, well in advance, if there is any probability of person leaving the job due to his/her own personal reason. The payment in respect of overlapping period of the substitute shall be the responsibility of the Agency.

19. Conditions and responsibilities to be adhered to by Outsourcing Agency:

- i) The successful Agency shall recruit and deploy qualified and experienced personnel as per the requirement of EHS & JHS as specified in Annexure – I. The number of vacancies in each category of post is subject to increase or decrease as per the necessity.
- ii) Since the establishment of Wellness Centres is in the process, the staff has to be deployed where the Wellness Centres are already opened. And subsequently the staff has to be deployed as and when new Wellness Centres are opened. Staff of suitable existing employees will be given preference.
- iii) The manpower proposed to be deployed by the Agency shall be on its pay rolls for all purposes. The Agency should deploy the manpower whose names are selected after interview by the Committee and approved by the CEO, EHS & JHS, AHCT or its Authorised Officer.

The Agency shall ensure that payment to deployed employees is made in time every month by 5th without linking to the payment receivable from CEO, EHS & JHS, AHCT. The payments shall be made to all employees through direct transfer to their respective bank accounts. It is the responsibility of the agency to obtain the performance-cum-attendance report from the Authorized Officer by 5th of the succeeding month.

- iv) The Agency shall take a declaration from every employee deputed, that he/she is not involved in any police case of Government of India / respective State of habitat. Their antecedents should be verified suitably by the Agency.
- v) The Agency shall keep with him, the present and permanent address, contact numbers (phone/Mobile number), e-mail address, educational and technical qualification, specimen signature, two passport size Photographs in respect of each person deployed and furnish these details/information to CEO, EHS & JHS, AHCT as and when called for. The Agency shall supply valid identity cards to all the personnel deployed to the EHS & JHS.
- vi) The Agency / his deployed personnel to EHS & JHS shall not develop any direct / in direct business/commercial relationship with the user / client organizations of EHS & JHS, AHCT.
- vii) The deployed persons shall maintain office decorum. They shall be courteous, polite co-operative with the staff members / officials and be committed to the work assigned to them.
- viii) The deployed persons should not be in an inebriated condition while on duty at EHS & JHS, AHCT and should not be a smoker, tobacco/pan masala chewer.
- ix) The Department may require the service provider to dismiss or remove from site of work, any persons employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
- x) The period of contract will initially be for a period of one year from the date of award of contract subject to review of performance every year thereafter and will be extendable for one more year on the rates and terms & conditions agreed upon, at the discretion of Trust after expiry of contract. The hiring of the manpower through this tender shall have no employment obligation whatsoever on EHS & JHS, AHCT.
- xi) The Agency shall replace immediately any of its personnel, if they are deemed unacceptable to the office because of security risk, incompetence, conflict of interest, breach of confidentiality or improper conduct, upon receiving written Notice from Trust.
- xii) The Agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of overlapping period of the substitute shall be the responsibility of the Agency.
- xiii) That on the expiry of the agreement as mentioned above, the Agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non – employment by the personnel of the Agency, it shall be the entire responsibility of the Agency to pay and settle the same.

- xiv) The Agency's personnel shall not claim any benefit / compensation / absorption / regularization of services in the Trust under the provision of Industrial Dispute Act, 1947 or contract labour (Regulation & Abolition) Act, 1970. Undertakings from the person to this effect will be required to submit by the Agency to this office.
- xv) The Agency will indemnify EHS & JHS, AHCT of all legal obligations to its employees deputed to work on sites of EHS & JHS, AHCT.
- xvi) The Agency shall be contactable at all times and message(s) sent by email / fax / Special Messenger / phone from the Department shall be acknowledged immediately on receipt of the same day.
- xvii) The individual sent by the outsourcing Agency are eligible for 15 days Casual Leave per year or proportionately to the actual outsourcing period and there shall not be any reduction from the remuneration due to availing of such Casual Leave.
- xviii) The Women employees are eligible for 120 days Maternity Leave without paying remuneration for the said period. The outsourcing agency is responsible to see that the remuneration for the Maternity Leave period shall be claimed from ESIC.
- xix) If for any reason a personnel deployed by the Agency, proceeds on absence he/she should properly intimate the Authorized officer & the concerned Administration before such absence or in case of medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she would be absent. The Agency shall provide a substitute after due interview and approval of CEO, EHS & JHS, AHCT in case the absence period is (07) days or even earlier.
- xx) It is the responsibility of the outsourcing agency to remit statutory remittances such as Employees Provident Fund Contributions, ESI Contributions, GST, Professional Tax, etc. as per rules. The employer contribution of EPF, ESI and GST will be released by CEO, EHS & JHS, AHCT. No additional amount other than the commission will be paid to the Agency. However, a certificate and paid challans as proof of payments should be produced by the Agency regarding proper remittance of EPF, ESI, GST, Professional Tax etc. for release of payment for subsequent month.
- xxi) The Invoice raised /claim for work bill should be on actual.
- xxii) The successful Bidder has to deploy one candidate who knows all statutory provisions and day to day activities to monitor employees.
- xxiii) The employees of the Agency would have to work 6 days a week except Week Off from 9.00 am - 5.00 pm. However, CEO, EHS & JHS, AHCT may stagger the working hours or direct the employees to work on Sundays/holidays duly granting them compensatory off.

- xxiv) The employee shall be governed by the usual office secrecy rules and regulations and under any circumstances shall not disclose to any unauthorized person any information/data that he/she may have by virtue of his/her position in the office/Centre. This is also applicable after leaving EHS & JHS, AHCT.
- xxv) All employees to be sponsored shall be locals of Telangana State. The nativity certificate from 4th class to 10th class/standard needs to be enclosed with resumes.
- xxvi) Rule of Reservation should be followed. Hence, SC/ST/BC/OC certificates have to be enclosed with the resumes while sponsoring the employees.
- xxvii) Professional Indemnity Insurance should be covered to the Doctors by the Agency.
- xxviii) Any damages occurred to equipment, furniture, etc. due to negligence on the part of any employee, the Agency should bear the loss on the damage.

20. Force Majeure:

If at any time, during the existence of this contract, the performance in whole or in part by either party under obligation, as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, restriction, strike, lockout or acts of any kind of natural calamity (herein after referred to “eventuality”), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the state of occurrence of thereof, neither party shall be reason of such an “eventuality” be entitled to terminate their contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such “eventuality” has come to an end or ceases to exist. In case of any dispute, the decision of the CEO, EHS & JHS, AHCT shall be final and conclusive, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days either party may at its option, terminate the contract.

21. Termination of contract:

The designated officer of EHS & JHS, AHCT reserves the right to terminate the contract with an advance notice of one month without assigning any reason. The contract can also be terminated at the request of Agency, with an advance notice of three months failing which agency is liable to pay liquidated damages besides forfeiture of Security deposit or Performance Bank Guarantee.

22. Termination for Default:

The CEO or the designated officer of EHS & JHS, AHCT may, without prejudice to any other remedy for breach of contract, shall send a notice to the Agency to terminate this contract whole or in part under the following circumstances:

- a. If the Agency fails to deliver any or all the services mentioned in the contract, or any extension thereof granted by EHS & JHS, AHCT.
- b. If the Agency fails to perform any other obligations under the contract.
- c. If the Agency, in either of the above circumstances, does not remedy its failure within a period of 15 days (or such longer period as EHS & JHS, AHCT may authorize in writing) after receipt of the default notice.
- d. In the event, EHS & JHS, AHCT terminate the Agency in whole or in part pursuant to above points, the EHS & JHS, AHCT may hire the Agency at the risk and cost of working Agency as EHS & JHS, AHCT deems appropriate. However, the Agency shall continue the performance of the contract to the extent not terminated.

23. Right to Black List:

CEO, EHS & JHS, AHCT reserves the right to blacklist an Agency for a suitable period in case it fails to honour its bid without sufficient grounds.

24. Submission of Invoices and payment:

Remuneration of each and every employee will be fixed category-wise by the CEO, EHS & JHS as per rules and the same will be released to the Agency.

The successful agency has to pay remuneration to the employees by 5th of every month.

The employees who are eligible under coverage of EPF i.e. the employees who are drawing salary below Rs.15000/- will be paid employer share of EPF contribution along with administrative cost @ 13.00% on gross amount. The employees who are drawing remuneration above Rs.15000/- will not be covered under EPF as per EPF rules in vogue.

The employees who are eligible under coverage of ESI i.e. the employees who are drawing salary below Rs.21000/- will be paid employer share of ESI contribution @ 3.25% on Gross Amount. The employees who are drawing remuneration above Rs.21000/- will not be covered under ESI as per ESI rules in vogue.

The CEO, EHS & JHS will release applicable GST on the gross amount to the agency.

The ceiling amount in respect of EPF and ESI will be changed as per the rules as and when modified by the concerned authority.

As above the total payment shall be calculated as below;

- a. Gross Remuneration of the employees Plus +
- b. Commission of agency on Gross Amount Plus +
(Gross Remuneration amount only)
- c. EPF employer share (for eligible employees) Plus +
- d. ESI employer share (for eligible employees) Plus +
- e. GST on Gross Amount (as per rules).

The Agency has to pay the remuneration to each employee released by the EHS & JHS without any further deductions. The net amount of employee shall be paid as below:

A	Gross Remuneration	As released by EHS & JHS
B	Less : EPF Employee Share	12% on gross remuneration (employees drawing less than Rs.15000/- remuneration)
C	Less : ESI Employee Share	0.75% on gross remuneration (employees drawing less than Rs.21000/- remuneration)
D	Less : Professional Tax	As per rules
	Net Amount	A – B – C – D
	Employer Share of EPF (released by EHS & JHS for eligible employees)	To be remitted to EPFO along with Employee Share
	Employer Share of ESI (released by EHS & JHS for Eligible employees)	To be remitted to ESIC along with Employee Share

Payment: EHS & JHS, AHCT shall pay on monthly basis within 30 working days after submission of bills with necessary enclosures. However, in case of delay in any particular month due to valid reasons, the Agency should ensure the payment to its employees deployed. In exigency the agency should be able to pay (2) months remuneration without waiting for payment from EJHS.

The successful Agency should submit pre-receipted bills in triplicate for each month at the end of the month along with certificate from the concerned officers regarding satisfactory performance related to the deployed employees.

EHS & JHS, AHCT shall process the payment expeditiously and try to release payments within 30 working days. Payments shall be subject to deductions of applicable penalty amount where the bidder does not fulfill agreed terms & conditions, as the case may be. All payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the Income Tax Act, 1961 and any other applicable taxes, from time-to-time.

The successful Agency is required to produce the acknowledgements of receipt of wages by employees duly indicating the earnings, deductions towards EPF and ESI of previous month while submitting bill for payments. Documents/receipts /counter folios/ECRs/Paid Challans for having paid/remitted the EPF, ESI, Service Tax or any other tax levied by Government of previous month shall also be furnished, while submitting bill for payments.

25. Penalty Clauses

- i. The successful Agency shall start providing manpower from the date of intimation. Any unjustified and unacceptable delay in deployment of manpower by the bidder will have for penalty @ Rs.200 per day per person.
- ii. In case the manpower deployed is not performing satisfactory services, the Agency will have to replace the manpower within 7 days of intimation after due approval of competent authority, failing which 2% will be deducted from the amount payable for the current month or security deposit or performance guarantee.
- iii. The successful Agency shall ensure that payment is given to the deployed employee in time and that the Agency shall be responsible for all and any of eventual default or violation of labour laws applicable to such cases. If the successful Agency does any malpractice in payment to any deployed employee its security deposit or performance Guarantee will be forfeited and his job order will be cancelled.
- iv. The other form of Penalty not mentioned in the Tender Document will be decided by the appropriate authority on case to case basis.

26. Arbitration

If any difference arises concerning this agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a sole arbitrator. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under Law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the Claimant. The arbitration proceedings shall take place at Hyderabad and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

27. Applicable Law

The successful Agency shall comply with Governments Labour Laws & Acts, Regulations and directives in force. All the registers as required by the applicable Act / Rules should be maintained and produced when demanded by the competent authority.

28. Miscellaneous

Any other terms & conditions, mutually agreed to, prior to finalization of the contract shall be binding on the Agency and CEO, EHS & JHS, AHCT during the period of the contract. Default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD /Security deposit, accordingly.

29. Canvassing

Bidders are here by warned that canvassing in any form for influencing the process of Notification of Award would result in disqualification of the Bidder.

**Chief Executive Officer (FAC)
Employees Health Scheme and
Journalists Health Scheme
Aarogyasri Health Care Trust**

ANNEXURE - I**Staff Requirement for (12) Wellness Centres & Remuneration Details**

Sl. No.	Particulars	Qualifications	for Each Centre			For(12)Centres	
			No. of Emp.	Consolidated Remuneration per Month	Total Remuneration	No. of Emp	Total Remuneration
1	Medical Officer MBBS	MBBS	3	45000	135000	36	1620000
2	Medical Officer Specialists (Ortho/Cardiology/Any other)	PG in subject specialization	3	45000	135000	36	1620000
3	Ophthalmologist	MBBS/ PG in subject specialization	1	45000	45000	12	540000
4	General Medicine	PG-General Medicine	1	45000	45000	12	540000
5	Gynaecologist	MBBS(DGO) / PG (Gynec)	1	45000	45000	12	540000
6	General Practitioner	MBBS	1	45000	45000	12	540000
7	Dental Doctors	BDS/MDS	4	45000	180000	48	2160000
8	Paediatrician	MBBS (DCH) / PG (Paediatric)	1	45000	45000	12	540000
9	Radiologist	PG in Radiology	1	45000	45000	12	540000
10	Bio Chemist	Degree/PG in Bio-Chemistry	2	25000	50000	24	600000
11	Micro Biologist	PG in Micro Biology	2	30000	60000	24	720000
22	Senior Executive HR	MBA HR / Any PG with IT Skills	1	20000	20000	12	240000
12	Physiotherapist	Bachelor of Physiotherapy	2	23100	46200	24	554400
13	Lab USG(Ultra Sound)	Inter + DMLT USG	1	17500	17500	12	210000
14	Pharmacist	D-Pharmacy/ B-Pharmacy	3	17500	52500	36	630000
15	Lab Technician	Inter + DMLT	4	17500	70000	48	840000
16	Radiographer	BSc(Radiography)	1	17500	17500	12	210000
17	GNM (Nurse)	Inter + Nursing	3	17500	52500	36	630000
18	Computer Data Entry	Any Degree + Computer skills	4	15000	60000	48	720000
19	Dental Assistant	Intermediate	2	12000	24000	24	288000
20	Ward Boy / Office Assistant	SSC	3	12000	36000	36	432000
21	Electrician	SSC / ITI / Experience in Electrical works	1	15000	15000	12	180000
Grand Total			45		1241200	540	14894400

Note: Doctors who are registered with Medical Council of India only eligible for Doctor Posts.

The Posts are tentatively shown above likely to be decrease depending on the need of the WC.

CHECK LIST FOR PRE-QUALIFICATION BID

Sl. No.	Documents attached	Details	Compliance (Y/N)
1	Tender Process Fee of Rs.2000/- in the form of Account Payee Demand Draft/Banker's Cheque		
2	EMD amount of Rs.5,00,000/- has to pay online by utilizing Payment Gateway Service on e-procurement platform		
3	Copy of Certificate of Registration of the Company / Partnership Deed (in case of Partnership Firm)		
4	Copies of Income Tax Returns for the last three years 2016-17, 2017-18 & 2018-19 duly authenticated.		
5	Copy of audited Balance Sheets for the last three years 2016-17, 2017-18 & 2018-19 (Turnover should not be less than Five crores) (Annexure-PQ1)		
6	Copies of authorized current documents in connection with registration of the under GST		
7	Copy of Certificate of Registration of ESI		
8	Copy of Certificate of Registration of EPF		
9	Copy of the PAN Card		
10	Copy of Contract Labour License for supply of Man power as Contract Labour (R&A Act, 1970 and Rules, 1971)		
11	An undertaking on letter head of agency that the bidder is following all directives of the Government, applicable to itself (bidding firm) and its employees		
12	Letter of undertaking on letter head of Agency stating that they have not been blacklisted by any Statement Government / Central Government / PSU for any reason in the last five financial years		
13	Copy of terms and conditions duly signed by the bidder with seal of the firm, in token of acceptance of terms and conditions		
14	Copy of service satisfactory performance certificate from the existing principal employer		

**Signature of the Bidder,
Seal of Agency.**

Annexure - PQ1

Particulars of turnover of vendor in Revenue

(To be enclosed with Pre- qualification Bid)

Financial Year	Total Turnover on providing outsourcing services in Rs.
2017-2018	
2018-2019	
2019-2020	

The Audited Balance Sheets for the last three Years are enclosed herewith.

(Signature & seal of the Bidder)

Annexure-T1

**BIDDER PARTICULARS
(To be enclosed with Technical bid)**

SNo	Description	
1	Name of the Company / Institute / Agency / Firm	
2	Registered Postal Address	
3	Year of establishment	
4	Registration or license No.	
5	Ownership (Company / Agency / Firm / Partnership Firm)	
6	Name of the Proprietor(s) with Designation Contact Nos. / Email Address	
7	Name, Designation & Address of the officer to whom all references shall be made regarding this tender enquiry Contact Nos. / Email Address	

Annexure-T2

STATEMENT OF DEVIATIONS FROM TERMS AND CONDITIONS
(To be enclosed with Technical Bid)

Sl. No	Terms and Conditions	Deviation in the offer	Brief Reasons

Date

**Signature of Bidder
& Seal of Agency**

Annexure-T3

**LIST OF CUSTOMERS TO WHOM SIMILAR SERVICES RENDERED
(To be enclosed with Technical Bid)**

Date

**Signature of Bidder
& Seal of Agency**

Tender No. EJHS/ADMN/111/2020

Annexure-T4

**AGENCY / VENDOR PROFILE
(To be enclosed with Technical Bid)**

Date

**Signature of Bidder
& Seal of Agency**

Tender No. EJHS/ADMN/111/2020

Annexure - T5

**ANY OTHER DOCUMENT REQUIRED AS PER VARIOUS CLAUSES
AND TERMS AND CONDITIONS MENTIONED IN THE TENDER
DOCUMENTS**

(To be enclosed with Technical Bid)

Date

**Signature of Bidder
& Seal of Agency**

Annexure – T6**Check List for Technical Bid
(To be enclosed with Technical Bid)**

Sl. No	Annexure No.	Description	Enclosed (Y/ N / NA)
1	T1	Bidder Particulars	
2	T2	Statement of Deviation from Tender Terms and Conditions	
3	T3	List of Customers to whom similar services rendered/ are being provided. Legible copies of documents of work orders, service agreements etc. in support of agency's experience for the last three years in providing such services in government/ public sector undertakings / autonomous bodies / reputed private companies/ organizations. Documentary evidence three similar completed works, each costing not less than Rs.5.00 Crores, at least one order per year during the last three years have to submitted.	
4	T4	Agency / Vendor Profile	
5	T5	Any other document required as per various clauses and terms and conditions mentioned in the tender document.	
6	T6	Check List for Technical Bid	

**Signature of the Bidder,
Seal of Agency.**

Annexure – C1

BID LETTER

(To be enclosed with Commercial Bid)

To,
The Chief Executive Officer,
Employees Health Scheme and
Journalists Health Scheme,
Aarogyasri Health Care Trust,
Road No.46, Jubilee Hills,
HYDERABAD-500033.

Sir,

Sub:- Tender for providing of outsourcing servicing at (12) Wellness Centres in the State under EHS and JHS scheme – Regarding.

Ref:- Your Tender No. EJHS/Admn/111/2020 dt. -12-2020

-oOo-

1. We are Agency / Consultant of repute.
2. We do hereby undertake that in the event of acceptance of our bid, the required services shall be started at designated places within 10 days from the date of Award of Contract.
3. We enclose the complete Bid enclosing Documents / information as required in the tender document.
4. We agree to abide by our offer for a period of 180 days from the date fixed for opening of the tenders and that we shall remain bound by a communication of acceptance within that time.
5. We have carefully read and understood the terms and conditions. The deviations from the above services, Terms & Conditions are only those mentioned in **Annexure – T2** (Terms & Conditions).

6. Certified that the Bidder is:

A sole proprietorship firm and the person signing the tender is the sole proprietor/
constituted attorney of the sole proprietor.

or

A partnership firm, and the person signing the tender is a partner of the firm and he
has authority to refer to arbitration disputes concerning the business of the partnership
by virtue of the partnership agreement / by virtue of general power of attorney.

or

A company and the person signing the tender is the constituted attorney.

NOTE: Delete whatever is not applicable. All corrections/deletions should invariably
be duly attested by the person authorized to sign the tender document.

7. We do hereby undertake, that until a formal Contract is prepared and executed, this
bid, together with your written acceptance thereof and placement of letter of intent
awarding the Contract, shall constitute a binding Contract between us.

Date: this ___ day of _____, 2020.

Signature of Bidder & Seal:

Details of Enclosures:

Full Address:

Telephone No:

Fax No:

E-Mail Address:

Annexure – C2
PRICE-SCHEDULE

(To be enclosed with Commercial Bid)

To,
The Chief Executive Officer,
Employees Health Scheme and
Journalists Health Scheme, Aarogyasri Health Care
Trust, Road No.46, Jubilee Hills,
HYDERABAD-500033

Sir,

Sub:- Tender for providing of outsourcing servicing at (12) Wellness Centres in the State
under EHS and JHS scheme – Regarding.

Ref:- Your Tender No. EJHS/Admn/111/2020 dt. -12-2020

-oOo-

Name of the Agency (Firm) : _____

Bidding Agency's commission : _____ Percentage (in number)

: _____ (in words)

Note

1. The employer share of EPF including administrative charges will be released by CEO, EHS & JHS as per prevailing EPFO rules, for the eligible employees only (as per EPFO rules).
2. The employer share of ESI will be released by CEO, EHS & JHS as per prevailing ESIC rules, for the eligible employees only (as per ESI rules).
3. Applicable GST shall be worked out on Gross Remuneration Amount as per prevailing government rules by CEO, EHS & JHS.
4. The Bill amount will be released by CEO, EHS & JHS as below :

Total Amount to be released to the Agency	=	Total consolidated remuneration + EPF employer Share + ESI employer Share + GST + Agency commission
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5. The Agency has to deduct Employee share of EPF, ESI from the remuneration of each employee and remit the Employee and Employer share to the EPFO and ESIC through challans in web portals.
6. Professional Tax has to deduct from gross amount of employee as per applicable rules.
7. All payments will be made subject to deduction of TDS as per Income Tax Act, 1961 and any other taxes levied by Government from time to time.

Dated: - -2020

(Signature of Bidder
& Seal of Agency)

Annexure – C3

CONTRACT FORM

(To be enclosed with Commercial Bid)

This Agreement made on the _____ day of _____ 2020 between the Chief Executive Officer, Employees Health Scheme & Journalists Health Scheme, Aarogyasri Health Care Trust, Hyderabad (herewith referred to as the Employer) of the one part and [name of agency] of [Address, City, State] (herewith referred to as the 'Agency' which term shall include its representatives, successors and assignees) of the other part.

WHEREAS AHCT is desirous that employees on outsourcing basis should be provided by [Agency] and has accepted a bid bearing No. EJHS/Admn/111/2020 by the [Agency] for the provision of those services on a commission of _____ percent (In words _____) (hereinafter called the Contract Rate).

Now this Agreement witness as follows:

1. In this Agreement words and expression shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this document viz.
 - a) The Price Schedule submitted by the Agency;
 - b) The Schedule of requirements;
 - c) The Services;
 - d) The Terms and Conditions mentioned in the Tender Document;
 - e) The Employers letter of award of Contract and any amendments thereto;
3. In consideration of the payment to be made by the Employer to provide the services and to remedy defects therein in conformity in all respect with the provisions of the Contract.
4. The Employer hereby covenants to pay the Agency in consideration of the provision of the services at the Contract rate, of such other sum as may become payable under the provision of the Contract at the times and in the manner prescribed by the Contract subject always to applicable conditions of Contract.

In witness whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws, the days and year first above written.

Signed, Sealed and Delivered by the

Said _____ (for the Employer)

For and on behalf of Chief Executive Officer, EHS & JHS, Aarogyasri Health Care Trust, Hyderabad.

In the presence of _____

Signed, Sealed and Delivered by the

Said _____ (for the

Agency) For and on behalf of _____ [Agency]

In the presence of _____

Tender No. EJHS/ADMN/111/2020

Annexure – C4

ANY OTHER DOCUMENT

(To be enclosed with Commercial Bid)

**Signature of the Bidder,
Seal of Agency.**

Annexure – C5

CHECKLIST FOR COMMERCIAL BID

(To be enclosed with Commercial Bid)

Sl. No	Annexure No.	Description	Enclosed (Yes/No)
1	C1	Bid Letter	
2	C2	Price Schedule	
3	C3	Contract Form	
4	C4	Any other document required as per various clauses and terms and conditions mentioned in the tender document	
5	C5	Check List for Commercial Bid	

(Signature of Bidder &
Seal of Agency)