

**Government of India**  
**Ministry of Health and Family Welfare**  
**O/o the Additional Director**  
**Central Government Health Scheme**  
**2<sup>nd</sup> floor Sangam place civil lines Allahabad**

Dated : 28.05.2014

**Notice Inviting Tenders**

Sealed tenders are invited on behalf of the President of India under **Two Bid System** i.e. **Technical Bid** and **Financial Bid** from reputed, experienced and financially sound Manpower Companies/firms/Agencies for providing **Data Entry Operators** in Central Government Health Scheme Allahabad for a period of 12 months from the date of contract.

**2. Schedule –**

- |      |   |   |
|------|---|---|
| i.   | Start date & time for availability of tender                                    | : 28.05.2014, 1400 hrs.   |
| ii.  | End date & time for submission of tender  | : 06.06.2014, 1500 hrs.   |
| iii. | Date & time for opening of Technical Bid  | : 06.06.2014 ,1500hrs.  |
| iv.  | Place of opening the Tenders  | : O/o Additional Director<br>CGHS,2 <sup>ND</sup> Floor,Sangam<br>Place, Civil Lines Allahabad-211001 |
| v.   | Date and Time for opening of Financial Bids<br>of technically qualified bidders | : to be informed later.   |
| vi.  | Validity of tenders   | : 90 days from the date of<br>opening of tenders.   |

3. The tender documents can be downloaded from the CGHS website **[www.cghsallahabad.nic.in](http://www.cghsallahabad.nic.in)**.

4. The interested and eligible Company/Firm/Agency may submit their tender document completed in all respect along with Earnest Money Deposit (EMD) of Rs.5,000/- (Rs. Five Thousand only) in favour of Additional Director, CGHS Allahabad and other requisite documents by 06.06.2014 upto 15:00 hours in the Tender Box kept in Room No.1, O/o Additional Director CGHS, 2nd Floor Sangam Place Civil Lines, Allahabad - 211001. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

5. This Office reserves the right to amend / withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Additional Director, CGHS ALLAHABAD in this regard shall be final and binding on all.

**( Dr. Kusum Lata)**  
**Additional Director**  
**Tel.0532-2561310**



I. **Scope of Work and General Instructions for Tenderers**

- i. The Central Government Health Scheme, 2<sup>nd</sup> Floor Sangam Place, Civil Lines, Allahabad requires the services of a reputed, well established and financially sound Manpower Company / Firm / Agency for providing manpower to perform **jobs assigned to Data Entry Operators (Contractual)**.
- ii. The contract is likely to commence from first week of July, 2014 and would continue for a period of one year. The period of the contract may be further extended after the completion of contract provided the requirement of the Department for augmenting its present manpower persists at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Company / Firm /Agency or induction of regular manpower in this Office. The Office, however, reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing Company / Firm / Agency in this assigning any reason.
- iii. In this Office's assessment, the requirement would be for **09(Nine) Nos.** Data Entry Operators. The responsibility of Data Entry Operators is given below:-
  - a. Entry of Data of CGHS beneficiaries for preparation of CGHS plastic cards.
  - b. Scanning & uploading to the database of photograph of each individual.
  - c. Issue of signed printout of the Index Cards to the beneficiaries.
  - d. Online enquiry by means of logging in encrypted data bases to provide information's about the status of CGHS Cards to the beneficiaries during the office hours.
  - e. Online mailing of data with Photographs for preparation of duplicate CGHS cards for different reasons.
  - f. Receiving of plastic cards from outsourced Agency and checking as per list & keeping record and distribute/issue it to the concerned beneficiaries.
  - g. Attending VIP enquiries about the status of their CGHS cards through telephonic by means of liaison action with the outsourced Agency.
  - h. Preparation of database of the receipt of the contributions from various beneficiaries and departments for onward deposition in the bank. The concerned Dealing Assistant is supported by a Data Entry Operator.
  - i. Recording of movements of stores.
  - j. Ensure upkeep of Computer System, Network and physical records.
  - k. Facilitate in discharge of the administrative & operation responsibilities.
  - l. To liaison with NIC & outside Allahabad on the Network related problems.
  - m. Look after the problems related with Hardware & Software.
  - n. To look after the operation/maintenance of Bio-Metric attendance machine and take out the attendance sheet for physical record.
  - o. To provide various forms to beneficiaries
  - p. Any Other work assigned by the reporting or/and controlling officer.

**Essential Qualification for Data Entry Operators**

- Educational Qualification (minimum): 10+2 with proficiency in Computer work & working knowledge of English and Hindi.
- Knowledge to work on Linux Operating System.

- iv. **Retired personnel** - The retired personnel may be engaged who could be of significant help due to their long experience in the Government services. The upper age limit for retired personnel shall be 65 years.
- v. The nature of services shall include carrying out all the functions generally performed in the CGHS as **Data Entry Operators** such other duties as may be assigned to him/her. A glimpse of nature of works given below which is only indicative but not exhaustive.
- vi. **The preference will be given to the candidates having work knowledge in CGHS as Data Entry Operator.**
- vii. The interested Company/firm/Agency may submit the tender document, complete in all respects, along with Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only) in favour of Additional Director, CGHS, Allahabad and other requisite documents by 06/06/2014 upto 15:00 hours in the Tender Box kept at O/O ADDITIONAL DIRECTOR, CGHS, 2<sup>nd</sup> Floor, Sangam Place, Civil Lines, Allahabad 211001..
- viii. The various crucial dates relating to “**Tender for providing Data Entry Operator etc. to Central Government Health Scheme 2<sup>nd</sup> Floor, Sangam Place, Civil Lines, Allahabad**” are cited as under :-
- |      |   |  |
|------|---|--|
| i.   | Start date & time for obtaining tender form                                   | : 28.05.2014, 1400 hrs.  |
| ii.  | Last date & time for submission of tender form                                | : 06.06.2014, 15:00 hrs.   |
| iii. | Pre-Bid Conference  | : 02.06.2014, 1400 hrs.  |
| iv.  | Place of opening the Tenders  | : O/o Additional Director<br>CGHS, 2 <sup>nd</sup> Floor Sangam<br>Place, Civil Lines Allahabad. |
| v.   | Date and Time for opening of Financial Bids for technically qualified bidders | : to be informed later.  |
| vi.  | Validity of tenders   | : 90 days from the date of opening of tenders.   |
- vii. **The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid.** The interested Agencies are advised to submit two separate sealed envelopes super-scribing “Technical Bids for providing manpower to perform jobs assigned to Data Entry Operators to Central Government Health Scheme 2<sup>nd</sup> floor Sangam Place, Civil Lines Allahabad 211001. and “Financial Bid” for providing manpower to perform jobs assigned to Data Entry Operators to Central Government Health Scheme 2<sup>ND</sup> Floor Sangam Place, Civil Lines ALLAHABAD 211001”. Both sealed envelopes should be kept in a third sealed envelope super-scribing “**Tender for providing manpower to perform jobs assigned to Data Entry Operators to Central Government Health Scheme, 2<sup>ND</sup> FLOOR SANGAM PLACE, CIVIL LINES ALLAHABAD. 211001**”
- viii.
- ix. The Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only), refundable (without interest), should be necessarily accompanied with the

Technical Bid of the Agency in the form of Demand Draft/Pay Order from any of the Commercial Bank drawn in favour of **ADDITIONAL DIRECTOR CGHS ALLAHABAD** valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount with proper validity will be summarily rejected.

- ix. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 2.5 (Rupees Two lakh & Fifty Thousand only) subject to the revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of **ADDITIONAL DIRECTOR, CGHS, ALLAHABAD** or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider Company/firm/Agency but hypothecated to the **ADDITIONAL DIRECTOR, CGHS, ALLAHABAD**.
- x. The performance security should remain valid for a period of 6 months beyond the date of completion of all the contractual obligations of the contractor.
- xi. The tendering Company/Firm/Agency is required to enclose photocopies of the following documents, duly attested by Gazetted Officers, also self-attested along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:
- xii.

PAN/GIR No. (Attach attested copy)

ServiceTax Registration No. (Attach attested copy)

E.P.F. Registration No. (Attach attested Copy)

E.S.I. Registration No. (Attach attested copy)

Documents showing completing at least one service of value not less than Rs.25 Lakh per annum or at least two services of value not less than Rs.13 Lakh per annum related to providing human resources in a single contract. (Attach attested copy)

Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs and Government Departments during the last three years in the following format. (Attach attested copy)

Affidavit stating that the agency is/has not been black listed by Centre/ State Government/ PSU (Attach attested copy)

Number of similar assignments; Manpower provided to public/private/PSU in last 5 years by the Agency (Attach attested copy)

- xiii. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
- xiv. All entries in the tender form should be legible and filled clearly. If the space for Furnishing information is insufficient; a separate sheet may be attached.

**overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.

- xiv. The envelope containing Technical Bid shall be opened first on the scheduled date and time (At 15:00 hrs on 06/06/2014), at the O/o Additional Director CGHS Allahabad in the presence of the representatives of the Company, Firm / Agency, if any, who wish to be present on the spot at that time. Performance on Technical Bids shall be evaluated by a Technical Evaluation Committee. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.
- xv. The competent authority of Additional Director, CGHS, Allahabad reserves the right to annul any or all bids without assigning any reason.
- xvi. The bidder shall quote the technical & financial bids as per the format enclosed at **Annexure I & I**
- xvii. **TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY / FIRM/ AGENCY**

The tendering Service Provider Company / Firm / Agency should fulfill the following technical specifications:

1. The Registered Office or one of the Branch Offices of the Service Provider Firm / Agency should be located in Allahabad.
2. The Service Provider Firm/ Agency should be registered with the appropriate registration authority.
3. Service Provider Company / Firm/ Agency should have at least **five years experience** in providing manpower to private and/or public sector Company/ Banks and Government Departments etc. **preferably in the health and/or development sector.**
4. Service Provider Company / Firm / Agency should have its own Bank Account.
5. Service Provider Company/ Firm/ Agency should be registered with Income Tax and Service Tax departments.
6. Service Provider Company/ Firm/ Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

7. The Service Provider Company/ Firm/ Agency should have completed at least one service contract of value not less than Rs.25 lakh per annum or completed at least two services of value not less than Rs.13 lakh per annum related to providing human resources in a single contract.
8. The Service Provider Company / Firm / Agency must have a turnover of Rs.50.00 lakh per year during the last three financial years.
9. The Service Provider Company / Firm / Agency to submit affidavit stating that the agency is not been black listed by Centre / State Government / PSU.

**Non compliance of any of the above condition by the Service Provider / Firm / Agency will amount to non-eligibility for the services for which tender has been floated and there tender will be ignored summarily.**

### **III. TERMS AND CONDITIONS**

#### **A. General**

- i. The contract is likely to commence from 01/07/2014 and shall continue for a period of **1 year**, unless it is curtailed or terminated by this Office owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.
- ii. The contract shall automatically expire after 6 months from commencement of the contract unless extended further by the mutual consent of contracting Agency and this Office.
- iii. The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of this Office.
- iv. The tenderer will be bound by the details furnished by his/ her to this Department, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
- v. Financial bids of only those tenderers who are technically responsive shall be evaluated.
- vi. The **Additional Director, CGHS, Allahabad** reserves right to terminate the contract during initial period also after giving a week's notice to the contracting Agency.
- vii. The contracting Agency shall ensure that the manpower deployed in the **O/o the Additional Director Allahabad** conforms to the technical specifications of age and language skills prescribed at page No. 2 of the Tender Document.
- viii. The manpower employed by the Agency shall be required to work normally as per the CGHS Allahabad's Addl. Director, Office/Wellness Centers working.
- ix. The contracting Company/ Firm/ Agency shall furnish the following documents in

respect of the individual Applicant/Candidate who will be deployed by it in this Department before the commencement of work.

- a) List of Applicant/Candidate shortlisted by Agency for deployment in Central Government Health Scheme Allahabad containing full details i.e. date of birth, marital status, address etc.
  - b) Bio-data of the persons.
  - c) Character certificate from a Gazetted officer of the Central / States Government.
  - d) Certificate of verification of antecedents of persons by local police authority.
- x. In case, the person employed by the successful Company/ Firm/ Agency commits any act of omission/ Commission that amounts to misconduct / indiscipline/ incompetence and security risks, the successful Company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the Additional Director, CGHS, Allahabad within 2 days of being brought to their notice.
  - xi. The tendering company shall provide identity cards to the personnel deployed in the CGHS, ALLAHABAD carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
  - xii. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters are not divulged or disclosed to any person by its personnel deployed in CGHS Allahabad.
  - xiii. The service provider shall ensure proper conduct of his/her personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
  - xiv. The person deployed shall be required to report for work at 9:30 hrs to the o/o Additional Director CGHS and would leave at 18:00 hrs.in case posted at the o/o Additional Director. In case the person is posted in Wellness Centre he/she should report to MO In-charge of Wellness Centre at 8.00hrs & would leave at 15.00 hrs. In case, person deployed is absent on a particular day or comes late/ leaves early on three occasions, one day's wage shall be deducted. In case of repetition of such instances in a month, clause (xvii) will be applicable.
  - xv. **The Agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the CENTRAL GOVERNMENT HEALTH SCHEME, ALLAHABAD so that optimal services of the persons deployed by the agency could be availed without any disruption.**
  - xvi. The selected Agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons. **The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs. 200 per day ( per such case) on the service providing Agency, besides deduction in payment on pro-rata basis.**



- xvii. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Office and this Office will have no liabilities in this regard.
- xviii. For all intents and purposes, the service providing Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this CGHS. **The persons deployed by the Agency in the CGHS Allahabad shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against CENTRAL GOVERNMENT HEALTH SCHEME, ALLAHABAD.**
- xix. The service providing Agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to persons deployed. This Office shall, in no way, be responsible for settlement of such issues whatsoever.
- xx. This Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Agency in the course of their performing the functions/ duties, or for payment towards any compensation.
- xxi. The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular/ confirmed employees of this Office during the currency or after expiry of the contracts.
- xxii. In case of termination of this contract on its expiry or otherwise, the persons deployed by the serviced providing Agency shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ otherwise capacity.

**B. FRAUD AND CORRUPT PRACTICES**

- i. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the CGHS Allahabad may reject an Application without being 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 in the Bidding Process.
- ii. Without prejudice to the rights of the CGHS Allahabad under Clause i. hereinabove, if an Applicant is found by the CGHS Allahabad to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ issued by the CGHS Allahabad during a period of 2 (two) years from the date such Applicant is found by the CGHS Allahabad to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.
- iii) For the purposes of this clause 1, the following terms shall have the meaning hereinafter respectively assigned to them:
  - a) “Corrupt practice” means(i) the offering, giving, receiving, or soliciting,

directly or indirectly of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any concerning the Project;

- b) "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, on order to influence the Bidding Process;
  - c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;
  - d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
  - e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process;
- i. The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees States Insurance etc. In respect of the persons deployed by it in this Office.
  - ii. The Service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to CGHS(HQ) to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
  - iii. The Service provider shall maintain all statutory registers under the applicable Law. The Agency shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.
  - iv. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.
  - v. In case, the selected Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the CGHS is put to any loss,/ obligation, monetary or otherwise, the CGHS Allahabad will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

#### **D. FINANCIAL**

- i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of ADDITIONAL DIRECTOR, CENTRAL GOVERNMENT HEALTH SCHEME, ALLAHABAD, **failing which the tender shall be rejected out-rightly.**
- ii. The EMD in respect of the Agency which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them

without any interest. **Further, if the selected Agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**

- iii. Bids, offering rates which are lower than the minimum wages (as applicable for Uttar Pradesh) for the pertinent category, would be rejected.
- iv. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs.5 lakh (Rupees Five Lakh only) at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of **ADDITIONAL DIRECTOR, CGHS, ALLAHABAD** or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider Company/ Firm/ Agency **but hypothecated to the ADDITIONAL DIRECTOR, CGHS, ALLAHABAD.**

The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

- v. In case of breach of any terms and conditions attached to this contract, the performance security Deposit of the Agency will be liable to be forfeited by this CGHS besides annulment of the contract.
- vi. The Agency shall raise the bill, in triplicate, along with attendance sheet to the Division under whom the outsourced personnel has been deployed in the first week of the succeeding month. The division concerned will send the bills duly verified to Additional Director for pass and payment as far as possible the payment will be released by the second week of the succeeding month.
- vii. The Claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/ whole of the bill amount shall be held up till proof is furnished, at the discretion of this CGHS.
- viii. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and Venue will be the O/O the ADDITIONAL DIRECTOR, CENTRAL GOVERNMENT HEALTH SCHEME, IIND FLOOR SANGAM PLACE, CIVIL LINES, ALLAHABAD.
- ix. The Central Government Health Scheme Allahabad reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- x. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

#### **E. EVALUATION CRITERIA**

- a) The evaluation committee will be constituted by the CGHS, Allahabad to evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

- b) Financial Proposals will remain unopened for those Agencies which would not fail to achieve the minimum technical scores indicated in the Data Sheet. Financial Proposals shall be opened for those agencies who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- c) The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times F\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

**Criteria, Sub-criteria, and point system for the evaluation of Full Technical Proposals are:**

	<u>Points</u>
i) Specific experience of the Agency	} 20
	}
ii) Number of similar assignments; Manpower provided to public/private/PSU in last 5 years by the Agency	} 40
	}
iii) Objective Testing and Assessment of Professional Skills of Candidates / Manpower: Agency's process of Scrutinizing candidates before providing to the CGHS; Number and type of tests / examinations proposed / conducted by the Agency to ensure that suitable candidates / manpower are going to be provided to the CGHS	} 40
	}

**The minimum Technical Score (St) required to pass is: 70 Points out of 100**

The formula for determining the financial scores is the following:

$Sf = 100 \times Fm / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are,  
**Technical (T) = 0.6, and Financial (P) = 0.4**

(DR. Kusum Lata)  
 Additional Director, CGHS,  
 2<sup>nd</sup> Floor, Sangam Place,  
 Civil Lines, Allahabad.

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

**For providing manpower to perform jobs assigned to DATA ENTRY OPERATORS to Central Government Health Scheme Allahabad**

1.	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	
2.	Name of proprietor/Director of Company/Firm/Agency	
3.	Full Address of Registered Office with Telephone No., FAX and E-Mail	
4.	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail.	
5.	Banker of Company/Firm/ Agency with full address (Attach certified copy of statement of A/C for the last three years)	
6.	PAN/GIR No. (Attach attested copy)	
7.	Service Tax Registration No. (Attach attested copy)	
8.	E.P.F. Registration No. (Attach attested copy)	
9.	E.S.I. Registration No. (Attach attested copy)	
10.	Documents showing completing at least one service of value not less than Rs.25 Lakh per annum <b>or</b> at least two services of value not less than Rs.13 Lakh per annum related to providing human resources in a single contract.	
11.	Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs and Government Departments during the last three years. Attested copies of work orders may also be attached.	
12.	Affidavit stating that the agency is not black listed by Centre / State Government / PSU (Attach copy)	
13.	Number of similar assignments; Manpower provided to public/private/PSU in last 5 years by the Agency (Attach Copy)	
14.	Objective Testing and Assessment of Professional Skills of Candidates / Manpower: Agency's process of Scrutinizing candidates before providing to the CGHS; Number and type of tests / examinations proposed / conducted by the Agency to ensure that suitable candidates / manpower are going to be provided to the CGHS, Allahabad (Attach Copy)	
15.	Additional information, if any, (Attach separate sheet, if required)	
16.	List of other clients.	

Signature of authorized person

Name:

Seal:

Date:

**DECLARATION**

I, \_\_\_\_\_ Son / Daughter /  
Wife \_\_\_\_\_ of  
14

Shri \_\_\_\_\_ Proprietor/Director,  
authorized signatory of the Agency/ Firm, mentioned above, is competent to sign this  
declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide to them;

3. The information / documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the  
fact that furnishing of any false information/ fabricated document would lead to rejection  
of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:  
Seal:

Date:  
Place:

**FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

**For providing manpower to perform jobs assigned to DATA ENTRY OPERATORS` to Central Government Health Scheme, Allahabad.**

1. Name of tendering Service Provider Company / Firm/ Agency:
2. Details of Earnest Money Deposit  
Amount :  
D.D. / P.O & Date :  
Drawn on Bank :

3. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable for central govt.as on 1.04.2014 **Matriculate but not Graduate Daily wage Workers on per month basis** and other by-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.)

	Component of Rate	Total Amount for one DEO
1	Monthly Rate (As per Minimum Wages Act, 1948 applicable for central govt.as on date of submission of proposal)	
2	Employers Provident Fund @ % of 1 above	
3	Employers State Insurance @ % of 1 above	
4	Service Tax liability @ % of	
5	Any other liability (pl. indicate)	
6	Contractors Administrative /Services Charges	
	Total (Column 1 to 6)	

4. The manpower employed by the Agency shall be required to work normally as per the working days, i.e. from Monday to Friday from 09.30 hrs. to 18.00 hrs. with a lunch break of ½ hour from 1300hrs to 1330 hrs or at Wellness Centre from 8.00am to 15.00hrs.with lunch break of 30 mts.13.00hrs to 13.30 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other Gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays.

Signature of authorized person

Full Name:

Seal:

Date:

Place:

Notes:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month.

**Declaration about Fraud and Corrupt Practices**

We certify that in last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

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We declare that:

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
- b) We hereby certify the have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages that moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/ managers / employees.

Signature; Name & Designation with office Seal