

**O/O THE MEDICAL SUPDT. DR.R.P.GOV.T.MEDICAL COLLEGE & HOSPITAL
KANGRA AT TANDA**

No.HFW-H(DRPGMC)outsourcing/-

TENDER NOTICE

- (A) Sealed tenders are hereby invited for installation and commissioning of 6 No computer registration & fee collection counters in the Dr.R.P.Govt.Medical College & Hospital Kangra at Tanda. Prescribed Tender Forms may be had from the office of the undersigned on or before 13-11-2013 up to 5-00 PM.
- (B) The tender document containing detailed terms and conditions can be obtained from the office of the undersigned on any working day between 10-00 AM to 5-00 PM upto 13-11-2013 against cash payment of Rs.2000/-(non-refundable) duly filled in tenders must reach in the office of the undersigned on or before 15-11-2013 upto 12-00 noon and the tender shall be opened on the same day at 3:00 PM in the presence of the tenderers.Tenders sent by post or courier shall be entertained if received within the stipulated period. Tenders received after the scheduled time shall not be entertained.
- (C) The tender must be accompanied with an earnest money for the installation of computer counters as specified above Rs, 1,00,000/- (Rs. One lac only) in the form of Demand Draft drawn in favour of Medical Superintendent Dr.R.P.Govt.Medical College Kangra at Tanda. The earnest money of the unsuccessful tenderers will be returned immediately and earnest money of the approved tenderer will returned only after completion /satisfactory working. Tenders without earnest money or short or not on the prescribed format will be rejected straightway.
- (D) In case any date mentioned above happens to be a holiday, the next day will considered as due date.

Medical Superintendent
Cum-Member Secretary
Rogi Kalyan Samiti
Dr.RPGMC,Kangra at Tanda.

**TECHNICAL BID FOR OUTSOURING OF THE REGISTRATION
COMPUTER COUNTERS**

Sr.No.	Particulars	Attached	Not attached
1.	EMD of Tender		
2.	Signed tender documents		
3.	Certificate of acceptance of terms & conditions		
4.	Certificate of Himachali Bonafide		
5.	Performance/Experience Certificate from Govt./Semi Govt. at least for three years.		
6.	Labour llicence /EPF/ESI code service tax/Pan Number copies of registration.		

Signature_____

(Name & full address)

PROFORMA FOR SUBMISSION OF PRICE BID FOR FIVE COMPUTER COUNTER

Sr.No.	Description	Rate offered for five computer per month (in figures & words)
1.	Financial bid quoting rates for five computer counters to be installed on the reception and Radiology department which will work 9-00 AM to 4-00 PM on all working days except Sunday and Gazetted holidays.	

Signature_____

(Name & full address)

PROFORMA FOR SUBMISSION OF PRICE BID FOR CASUALTY BLOCK

Sr.No.	Description	Rate offered for Casualty Block Computer Counter per month (in figures & words)
1.	Financial bid quoting rates for Casualty Block which will work 24 hrs.x7 for Registration of patients/collection of user charges and to guide the patients.	

Signature_____

(Name & full address.

**ROGI KALYAN SAMITI DR.RAJENDRA PRASAD GOVT.MEDICAL COLLEGE
KANGRA AT TANDA.**

**TENDER FOR OUTSOURCING COMPUTER COUNTER FOR THE
REGISTRATION OF PATIENTS/COLLECTION OF USER CHARGES .**

1. Name & address of the party_____
2. Earnest Money Rs. 1,00,000/- (Rs.One lac only)
3. Cost of tender Rs.2,000/- (Rs.Two thousand only)
4. Particulars of receipt R/No._____ dated_____
5. Tender due for submission : 15-11-2013 upto 12-00 Noon.
6. Last date of purchase of tender documents : 13-11-2013 upto 5-00 PM
7. Tender due for opening on : 15-11-2013 at 3-00 PM.

All the terms and conditions are mentioned in the tender documents.

Medical Superintendent
Cum-Member Secretary
Rogi Kalyan Samiti
Dr.RPGMC,Tanda

TERMS & CONDITION

1. Four computer counters shall be installed in reception area of the hospital for the registration of patients/collection of user charges and one computer counter in Radiology department from 9.00 AM to 4.00 PM on all working days except Sunday and Gazetted holidays shall be provided. One computer counter shall be installed and operated in the Casualty Block which will work 24 hrs. x 7 for Registration of patients/collection of user charges ,reception of visitors for guiding the patients and attendants. It will remain available in reception area from 9.30 AM to 4-00 PM and after that in the Casualty Block till morning upto 9-30 AM. **The upkeeping and maintenance of the computers will be the entire responsibility of the contractor.**
2. That the contractor shall provide six computers counters along with all accessories which is required for the computers at his own cost.
3. That the contract for installation of six multipurpose computer counters for the collection of user charges/registration in the hospital and these six multipurpose computer counters shall be **run/operated by the contractor to the satisfaction of the hospital authorities.**
4. That the requisite space, electricity and stationery will be provided by the hospital.
5. That the software to be used will be provided by the principal employer and overall control of the computer counter will be in the office of the undersigned so that the registration /cash receipt could be compiled and reconciled accordingly.
6. That the Contractors/bidders are required to submit their proposal in two separate envelops i.e. one containing the technical bid and other containing the financial bid. Initially the technical bids shall be opened by the committee and the financial bids of only those tenderers shall be opened who will qualify in the technical evaluation. The amount should be quoted in both figures and words
7. That the financial bid quoting rates for five computer counters to be installed in the reception and Radiology department shall be submitted. A separate financial bid for the 24x7 computer counter to be operated in the Casualty Block shall be submitted separately.
8. That the cash collected up to 4.00 PM by the employees deployed by the contractor shall be deposited with the cashier of the Rogi Kalyan Samiti by 4.30 PM daily by the supervisor alongwith the receipt/statement of collection.
9. That contract shall be awarded initially for a period of one year ,extendable annually upto a maximum period of 3 years (including the initial period of one year) on the same rate , terms & conditions subject to satisfactory performance of the services and statutory compliance of all the terms and condition of the service agreement. This extension, however, be further subject to the approval of the competent authority. No enhancement in rates under any circumstances shall be allowed.
10. That the payment shall be made on or before 7th of the subsequent month. The Income tax, as applicable, shall be deducted at source from the payment.

11. The bidder must have performance/experience from Govt./Semi Govt.Private at least for one year.
12. That the Agency/contractor should be registered with the concerned Govt. Authority under contract Labour (Regulation & Abolition) Act 1970 and the rules framed there under and should be in possession of valid Labour license/EPF/ESI code service tax /Pan number copies of relevant registrations will have to submitted along with the tender.
- 13 That an Earnest Money deposit of Rs.1, 00,000/- (Rs. One lac. only) in a form of demand draft drawn in favour of Medical Superintendent-cum-Member Secretary RKS Dr.RPGMC Kangra at Tanda shall be submitted alongwith the technical Bid, failing which the bid will not be considered.
- 14 That the Minimum wages as notified by the HP Govt. from time to time shall be paid by the contractor to his workers. However , the tender shall be decided on the basis of the service charges quoted by the contractor. The EPF/ ESI and any other liabilities payable to the persons engaged by the contractor shall be at the end of contractor. The service charges should include each & every type of provisions/expenditures to be incurred by the contractor.
- 15 The Persons employed/ deployed by the service provider should be Bonafide of Himachal Pradesh and qualified in performing the services under reference.
- 16 That the conduct of the persons engaged by the contractor shall always be worth a civilized person. Any indecent behavior shall be viewed seriously and punitive action taken accordingly.
- 17 That the persons on **duty shall bear a uniform as decided by the Hospital Administration** on their own cost and shall be invariable display their identity cards (to be got issued by the Medical Superintendent) while on duty.
- 18 That the contractor shall provide data pertaining to the hospital and departments, stored by him, as and when required by the hospital authority.
- 19 That the service provider shall maintain and provide department wise record of the patients.
- 20 That the persons deployed by the contractor shall not claim any Master & Servant relationship against this institution/ Hospital.
- 21 The Successful bidder shall have to deposit a sum of Rs.2.00 lac (Two lac.) in the shape of FDR duly pledged in the name of Medical Superintendent, Dr.R.P.Govt.Medical College Kanga at Tanda towards security . It shall be over and above the EMD already deposited by the bidder.
- 22 In case of violation of any terms and conditions the contract will be cancelled and the amount deposited towards performance guarantee shall be forfeited.
- 23 That penalty @ 1000/- per day per counter shall be imposed if the counter is not made operational/functional and such an amount shall be deducted from the monthly payment.

- 24 That in the event of any loss to the hospital property caused by the workers deployed by the contractor the hospital authority shall have the absolute right to recover the loss from the contractor.
- 25 Tender documents having cutting/overwriting shall not be entertained and rejected.
- 26 That in case of a holiday on the scheduled date receipt of the tenders, the tender shall be received and opened on the next working day at the same hours.
- 27 That the Authority reserves the right to reject any or all the tenders without assigning any reason.
- 28 The Jurisdiction for settlement of any dispute arising out of this contract shall be within the territory of District Kangra.

Note: Contractor must go through these terms & conditions very carefully and put his signature in token of acceptance of these terms & conditions.

Medical Superintendent
Cum-Member Secretary
Rogi Kalyan Samiti
Dr.RPGMC,Tanda.