

Open Tender for Outsourcing of 42. Nos. of Manpower(Security) 2024

**Zoram Medical College, Falkawn,
Mizoram-796005**



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ZORAM MEDICAL COLLEGE
(An Autonomous Institute under the Government of Mizoram)
FALKAWN - 796005

No. D-21017/2/2022-ZMC/PRO

Dated Falkawn, the 25th November, 2024

A. NOTICE INVITING BID

Sealed tender is hereby invited as per the schedule annexed to this notice on behalf of the Chairman, Executive Committee of Zoram Medical College from reputed and bonafide Firms/ Agencies, for **Outsourcing of 42 nos. of Manpower (Security)** under Zoram Medical College which can be obtained at the office Chamber of the Director with a fee of Rs. 1500 and will be received by the Director, Zoram Medical College, Falkawn, Mizoram on or before **29.01.2025 till 12:00 noon**. Tenders are to be opened by the Technical Committee under the chairmanship of Director, Zoram Medical College (ZMC), Falkawn, or his authorized representatives at **1:00 PM** on the same day. The Tenderers or their representatives may also be present at the time of opening of the Quotations, if they so desire. Details are also available at www.zmc.edu.in

1	Name of Tender	Outsourcing of 42. Nos. of Manpower (Security)
2	Total Estimated Value	Rs. 75,00,000/-
1	Last Date and time of submission of tender Document	29.01.2025 (12:00 Noon)
2	Date and Time of opening of tender Document	29.01.2025 (1:00 PM)
3	Earnest money Deposit	Rs. 3,75,000/- (5% of Total Estimated)

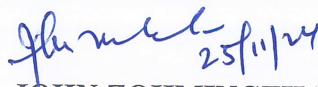
Sd/-(SANGCHHIN CHINZAH)
Chairman,
Procurement Committee
&
Secretary to
The Govt. of Mizoram
Health & Family Welfare Deptt.

No. D-21017/2/2022-ZMC/PRO

Dated Falkawn, the 25th November, 2024

Copy to:

1. P.S. to the Principal Secretary, Health & Family Welfare, Govt. of Mizoram for favour of information.
2. The Medical Superintendent, State Referral Hospital Falkawn, for favour of information.
3. The Website Manager, ZMC, Falkawn for favour of information and necessary action.


(Dr. JOHN ZOHMINGTHANGA)
Director
Zoram Medical College,
Mizoram: Falkawn.

B. INSTRUCTION TO BIDDERS

1. All tenders should be submitted in the prescribed format given in **FORM-A**, which can be obtained at the Office Chamber of the Director, Zoram Medical College, Falkawn, or download at www.zmc.edu.in with a fee of **Rs. 1500/-**
2. All Firms/ Agency should deposit '*Earnest Money*' @5% i.e. **Rs. 3,75,000/- (Rupees three lakh seventy five thousand only)** of the fixed remuneration per head in the form of **Demand Draft/Call Deposit** etc., in any Nationalized Bank of India or **Postal Saving Certificate** duly pledged in favor of the Director, Zoram Medical College, Falkawn, Mizoram.
3. The selected Firm/ Agency should made '*Security Deposit Money*' @5% i.e. **Rs. 3, 75,000/- (Rupees three lakh seventy five thousand only)** of the fixed remuneration per head in the form of **Demand Draft/Call Deposit** etc., in any Nationalized Bank of India or **Postal Saving Certificate** duly pledged in favor of the Director, Zoram Medical College, Falkawn, Mizoram.
4. The remuneration of the casual employees is fixed as per the minimum wages prescribed by the Labour, Employment, Skill Development & Entrepreneurship Deptt., Govt. of Mizoram via Notification No. B.14015/4/2010-LESDE/417, Dt: 16.06.2023 i.e., **Rs.12,600/-** classified as M/R unskilled and its equivalent will be borne by Zoram Medical College which shall be disbursed by the selected firm/ agency.
5. The recruiting agency may take commission charge which is fixed at **5% to 10%** of the total remuneration of the employee which shall be quoted at the time of submission of the sealed quotation and the commission charge will be borne by Zoram Medical College. The GST charge, if any, will also be borne by Zoram Medical College.
6. All persons to be recruited by the registered Firms/ Agencies should have acquire all the qualifications for corresponding posts under the Government of Mizoram prescribed by the relevant approved Service Rules/ Recruitment Rules framed by Government of Mizoram.
7. Selection of Firm/ Agency for outsourcing of manpower will be made by Zoram Medical College from the Firms/ Agencies which submitted sealed quotation within the prescribed period.
8. If the selected Firm/ Agency fails to supply manpower within the stipulated period or if it fails to continue the provision of manpower at any time during the term of the contract agreement, the Security Deposit made by the Firm/ Agency shall be forfeited to the Government as revenue and such Firm/ Agency may be declared as '**Defaulter**' for a *minimum period of 3 (three) months* that may cause ineligibility to enter into any agreement with the Government for the suspension period.
9. A deed of agreement in a non-judicial stamp worth not less than Rs. 50/- (Rupees fifty) shall be signed by Zoram Medical College on the first part and the recruiting Firm/ Agency on the second part in line of the format appended in **FORM-B** of the '*Mizoram Guidelines for Outsourcing of Manpower, 2022*'.
10. Release of '*Earnest Money Deposit*' and '*Security Deposit*':
 - (a) *The Earnest Money Deposited by the unsuccessful Firms/ Agencies may be released after the selected Firm/ Agency deposit Security Deposit and also signs an agreement with the Department.*
 - (b) *The Security Deposit made by the selected Firm/ Agency may be released after satisfactory completion of the contract.*

11. As prescribed under Rule 77 (ii) of the 'Mizoram Public Procurement Rules, 2020', Evaluation of bid and points will be as awarded as –

<u>Details</u>	<u>Max. Points</u>
(1) Experience of the Firm	20
(2) Methodology, work plan and understanding of firms	25
(3) Suitability of the key personnel for the assignment	45
(4) Capability of Transfer of knowledge/ training	10
(5) Rate of Commission charge	50
TOTAL	150

Note: Sl. No (5) is included by the department for better clarification of evaluation of bids

12. The offer shall remain valid for a period of 90 days from the date of opening of bid and the Bidder(s) shall have no right to withdraw the offer or alter any terms and conditions during the period of validity. In case the bidder withdraws or alters any terms and conditions during the period of validity, EMD submitted by the bidder shall be forfeited.
13. As prescribed under rule 54 (1) of the "Mizoram Public Procurement Rules, 2020", Zoram Medical College reserve the right to vary the quantity of manpower to be outsourced (up to 20%) regardless of the quantity indicated on the invitation letter.
14. As prescribed under Rule 49 (1) (a) (b) (c) (d) of the Mizoram Public Procurement Rules, 2020, the Department will have the right to reject any quotation or to annul the bidding process and reject all bids at the discretion of the competent authority.
15. If the above terms are violated or unfulfilled, bid may be rejected at the time of opening the Bid.
16. In case any legal dispute/ litigations arising out of this Bid Notice or in connection with that agreement between the parties shall be referred to a single arbitrator. The arbitrator shall be selected by both the parties.

C. ELIGIBILITY OF FIRMS/ DOCUMENTS TO BE ATTACHED

All the intending Firms/ Agencies should fulfill the following criteria (unfulfilling the criteria may result in rejection of bid at the time of Bid Opening): -

- (i) Receipt of Tender Documents must be furnished.
- (ii) Original Copy of Earnest Money Deposit.
- (iii) Should furnish GST clearance as per the GST Rules.
- (iv) Must be Scheduled Caste/ Tribe (Caste Certificate to be enclosed)
- (v) Must have Registration Certificate from Firms & Societies, Mizoram.
- (vi) Must not have any criminal case (Certificate of proof from the concerned Police Station to be enclosed).
- (vii) Must be financially sound to take up the task
(The bidders/ firms must have a positive net worth, and a certificate issued by a Chartered Accountant for this purpose must be enclosed).

D. FORM-A

FORM FOR SUBMISSION OF QUOTATION

1. Name of Firm/ Society/ Agency : _____

2. Registration No. and date : _____

3. Full Address : _____

5. Contact No. 1) Mobile No. : _____

2) Landline No. : _____

3) e-mail I. D. : _____

6. Rate of Commission charge offered (in %) : _____

Dated: _____

Place: _____

Signature : _____

Name of proprietor : _____

(in block letters)

Seal : _____

E. FORM B

DEED OF AGREEMENT

On this ____ day of 20____, _____ (Name of Department/ Body), Government of Mizoram on the first part and _____ on the second part hereby enter into agreement for outsourcing of manpower as specified below for a period of 1 (one) year as per the Terms & Conditions from the date of signing this agreement extendable for appropriate period with the approval of the competent authority.

- 1. Designation of employee : _____
- 2. Classification (Group/ Category) : _____
- 3. Remuneration : _____
- 4. Rate of Commission Charge : _____
- 5. Place of deployment : _____

(_____)
Head of Department
Seal

(_____)
Head of Agency
Seal

WITNESSES

1. (_____)

(Designation & Office)

1. (_____)

(Designation & Office)

2. (_____)

(Designation & Office)

2. (_____)

(Designation & Office)
