



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

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

Dated Falkawn, the 13<sup>th</sup> March, 2024

**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 **10<sup>th</sup> April, 2024 up to 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](http://www.zmc.edu.in)

1	Last Date and time of submission of tender Document	10.04.2024 12:00 Noon
2	Date and Time of opening of tender Document	10.04.2024 1:00 pm
3	Earnest money Deposit	Rs. 3,17,520/-

Sd/- (ESTHER LAL RUATKIMI)

Chairman,  
Procurement Committee  
&

Principal Secretary to  
The Govt. of Mizoram  
Health & Family Welfare Deptt.

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

Dated Falkawn, the 13<sup>th</sup> March, 2024

Copy to:

1. P.S. to the Hon'ble Minister, Health & Family Welfare, Govt. of Mizoram for favour of information.
2. P.S. to the Principal Secretary, Health & Family Welfare, Govt. of Mizoram for favour of information.
3. The Principal Director, Health & Family Welfare, Govt. of Mizoram for favour of information.
4. The Director, Directorate of Hospital & Medical Education, Govt. of Mizoram for favour of information.
5. The Director, Directorate of Health Services, Govt. of Mizoram, for favour of information.
6. The Director, I&PR, Govt. of Mizoram with a request to arrange publications of Simplified Tender Notice (enclosed) in 1 (one) issue each of any 2 (two) Local Newspapers.
7. The Medical Superintendent, State Referral Hospital Falkawn, for favour of information.
8. The Website Manager, ZMC, Falkawn for favour of information and necessary action.

*Jane Ralte*  
13/3/24  
(Dr. JANE R. RALTE)  
Registrar  
Zoram Medical College  
Falkawn, Mizoram.

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**TERMS AND CONDITIONS FOR OUTSOURCING OF MANPOWER (SECURITY)  
FOR ZORAM MEDICAL COLLEGE, FALKAWN.**

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](http://www.zmc.edu.in) with a fee of **Rs. 1500/-**
  2. All Firms/ Agency should deposit 'Earnest Money' @5% i.e. **Rs. 3,17,520 (Rupees three lakh seventeen thousand five hundred and twenty only)** of the fixed remuneration per head in the form of call deposit in any Nationalized bank in Mizoram in favor of the Director, Zoram Medical College, Falkawn, Mizoram.
  3. The selected Firm/ Agency should made 'Security Deposit Money' @5% i.e. **Rs. 3,17,520 (Rupees three lakh seventeen thousand five hundred and twenty only)** of the fixed remuneration per head in the form of *Call Deposit* in any Nationalized Bank in Mizoram in favor of the Director, Zoram Medical College, Falkawn, Mizoram.
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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 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 not more than **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 (*see Annexure*).
  7. All the intending Firms/ Agencies should fulfill the following criteria: -
    - (i) *Must be a citizen of India.*
    - (ii) *Should furnish GST clearance as per the GST Rules.*
    - (iii) *Must be Scheduled Caste/ Tribe (Caste Certificate to be enclosed)*
    - (iv) *Must have Registration Certificate from Firms & Societies, Mizoram.*
    - (v) *Must not have any criminal case (Certificate of proof from the concerned Police Station be enclosed).*
    - (vi) *Must be financially sound to take up the task (financial soundness certificate to that effect from the Bank where the applicant has an account should be furnished).*
  8. 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.
  9. 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.

10. 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**'.
11. 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.*
12. 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
<b>TOTAL</b>	<b>150</b>

13. 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.
14. The Department will reserve the right to commute the quantity of manpower to be outsourced regardless of the quantity indicated on the invitation letter.
15. 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.
16. If the above terms are violated or unfulfilled, bid shall be rejected at the time of opening the Bid.
17. In case any legal dispute/ litigations arising out of this Bid Notice or its terms. The local courts shall have the jurisdiction as per the relevant laws in force.

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**FORM B**

**DEED OF AGREEMENT UNDER**

On this \_\_\_\_ day of 20\_\_\_\_, \_\_\_\_\_ (Name of Department/ Body), Government of Mizoram on the first part and \_\_\_\_\_ (Name of Firm/ Agency/ Society) 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          | : | <hr/> |
| 2. Classification (Group/ Category) | : | <hr/> |
| <hr/>                               |   |       |
| 3. Renumeration                     | : | <hr/> |
| 4. Rate of Commission Charge        | : | <hr/> |
| 5. Place of deployment              | : | <hr/> |

(\_\_\_\_\_  
Head of Department  
Seal

(\_\_\_\_\_  
Head of Agency  
Seal

**WITNESSES**

1. (\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Designation & Office)

2. (\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Designation & Office)

1. (\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Designation & Office)

2. (\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Designation & Office)

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