



Tender for Supply/Providing of Para Medical Staff/Administrative Staff/ Technical & Other Staff at AMC MET COLLEGES & its attached Premises

**Tender available on following website:**

[www.amcmet.org](http://www.amcmet.org) and <https://tender.nprocure.com>.

**(Page No.01 to 56)**

**Important Dates:**

- |   |                            |
|---|----------------------------|
| ➤ E -Tender Launching                       | Date : 09/03/2026          |
| ➤ Pre-bid Meeting                           | Date : 16/03/2026 12:30 PM |
| ➤ Tender online Closing Date & Time         | Date : 30/03/2026 3:00 PM  |
| ➤ Tender Physical Closing Date & Time       | Date : 30/03/2026 4:00 PM  |
| ➤ Tender/ Technical Bid Opening Date & Time | Date : 30/03/2026 5:00PM   |

**From**  
**AMC MET**

**Regd. Office**

**Director, AMC MET,**

**GF, Smt. NHL Municipal Medical College, ELLISBRIDGE**

**Ahmedabad 380006**

**Email : dydiramcmet@gmail.com**



### Tender No. : 123/2025-2026 Invitation to Bidder

- 1 AMC Medical Education Trust is desirous to avail service of service provider for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical & other Staff at AMC MET COLLEGES & its attached premises
2. Chairman, AMC MET invites online tender on behalf of AMC Medical Education Trust, only from the qualified and eligible Parties for the following work.

| Sr | Name of Work  | Tender Fee (including GST) (Rs.)                                | EMD (Rs)   |
|----|---|---|--|
| 1  | Supply/Providing Of Para Medical Staff/ Administrative Staff/ Technical & other Staff AT AMC MET Colleges & its attached premises | 21,240/-<br>(Twenty One Thousand Two Hundred Forty Rupees Only) | 36,58,390/-<br>(Thirty Six lakh Fifty Eight Thousand Three Hundred Ninety Rupees Only) |

- 3 Eligible agencies may visit/inspect the site on any working day from between 10.00 AM to 04.00 PM and on Saturday from 10.00 AM to 01.00 PM by contacting office of the Assistant Director/Principal of the respective college
4. After filling online details All relevant information/physical documents as specified in the tender shall be submitted by speed post or RPAD or Courier or by hand delivery with processing fees (Tender Fees, EMD)
5. Bids must be accompanied by the earnest money (Bid Security) and Tender Fee of the amount specified for the work in the table in point 2 of this Notice Inviting Tenders and should be in the name of "AMC MEDICAL EDUCATION TRUST" payable at Ahmedabad. The earnest money will have to be in the form of DD/ Bank Guarantee as specified in the bidding document. This DD/ Bank Guarantee shall be from any of the Approved Bank to AMC Medical Education Trust. The list of the Approved Banks is specified in the Annexure 11. The Tender Fee is non refundable and shall be paid along with the tender submission.
6. Bidder has to attach self-attested copies of all documents mentioned in the bid documents.
7. The bid which does not comprise Bid Security/EMD and Tender Fees shall not be accepted and liable for rejection.
8. The Price Bid of those bidders whose bid meets the eligibility and qualification criteria will be opened.
9. Conditional Bid shall not be accepted and liable for rejection.
10. Before the deadline for submission of bids, the Authority may modify the bidding documents by using addendum. Any addendum thus issued shall be part of the bidding documents and the copy of the same should be signed and attached with tender document. The addendum shall be posted online only. Bidders are required to check for any addendum/ corrigendum before submitting online bid/ tender



11. The decision of authority for selection or rejection of the offers shall be final and binding to all. AMC MET may at its sole discretion reserved the right to form a panel of service providers- manpower outsourcing agencies for execution of the work mentioned in the aforesaid tender to hire professional and competent services from amongst the successful bidders/ agencies, if the authority desires and agencies shows their willingness to work on L1 (or H1) rate per services.
12. All other details can be seen in the bidding documents which can be downloaded from AMC MET website <https://www.amcmet.org/> and <https://tender.nprocure.com/> Bidders are required to submit their bid/ tender online @ <https://tender.nprocure.com/>
13. Bidders are required to submit their Bids in the format along with all necessary documents/Information specified in the Tender only by **speed post or RPAD or Courier or by hand delivery** at following address.

Office of the Director,  
AMC Medical Education Trust  
Smt. NHL Municipal Medical College, SVP HOSPITAL CAMPUS  
Ellisbridge, Ahmedabad – 380 006

14. A prospective bidder requiring any clarification of the bidding documents may notify the Authority by email or through post/courier/Email twenty-four (24) hours before the Due Date of Pre-Bid Meeting at the Authority's address indicated below. **No communication would be entertained after the subject deadline.**

Office of the Director,  
AMC Medical Education Trust  
Smt. NHL Municipal Medical College SVP HOSPITAL CAMPUS,  
Ellisbridge, Ahmedabad – 380 006  
Email Address: - [dydiramcmet@gmail.com](mailto:dydiramcmet@gmail.com)

#### 15. Information for online participation

Internet site address for e-Tendering activities will be <https://tender.nprocure.com>.

Interested bidders can view detailed tender notice and download tender documents from the above-mentioned website.

Bidders who wish to participate in online tender have to register with the website through the "New User Registration" link provided on the home page. Bidder will create login id & password on their own in registration process.

Bidders who wish to participate in this tender need to procure Digital Certificate as per Information Technology Act-2000 using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact (n) code Solution at below mentioned address and they will assist them in procuring the same. Bidders who already have a valid Digital Certificate need not to procure the same. In case bidders need any clarification regarding online participation, they can contact



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**M/S (N) code Solution 301, G.N.F.C. Info Tower, Near Grand Bhagwati Hotel, Ahmedabad 380015, India. Tel: +91 79 26857316 / +91 79 26857317/ Tel: +91 79 26857318 E-Mail:URL: <https://tender.nprocure.com>.**

Bidders who wish to participate in e-Tender need to fill data in predefined forms of tender fee, EMD, PQ (Technical) or experience details and Price bid only. Bidder should upload scan copies of reference documents in support of their eligibility of the bid.

**Chairman, AMC MET**



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## 1. DEFINATION

In this Tender, the following word (s), unless repugnant to the context or meaning thereof, shall have the meaning(s) assigned to them herein below:

**“Authority”** means the AMC Medical Education Trust and shall include its authorized successors and assigns at all times.

**“Applicable Laws”** means all statutes and laws promulgated or brought into force and effect by the Central Government of India or any State Government(s) or Local Government(s), including regulations and rules made by them, and judgments, decrees, injunctions, writs and orders of any court of record, as may be in force and effect during the subsistence of this Agreement or Contract.

**“Applicable Permits”** means all clearances, permits, authorizations, consents and approvals required to be obtained or maintained under Applicable Laws in connection with the providing manpower outsourcing services as per the Scope of Work during the subsistence of this Agreement.

**“Bid”** means the proposal submitted by the Bidder(s) in response to this Tender in accordance with the provisions hereof including technical proposal and financial proposal along with all other documents forming part and in support thereof as specified in this Tender.

**“Bidder”** means any partnership firm or a company who submits a Bid along with Bid Security under this Tender within the stipulated time for submission of Bids.

**“Bid Security”** or **“Earnest Money Deposit (EMD)”** means Security furnished by the Bidder of amount specified in Notice Inviting Tender as part of detailed Bid.

**“Bid Process”** means the process of selection of the Successful Bidder through competitive bidding and includes submission of Bids, scrutiny and evaluation of such Bids as set forth in the RFP.

**“Bid Value”** means the aggregated amount quoted for Supply / Providing Manpower outsourcing Services AT AMC MET AFFILIATED COLLEGES and its attached Premises as specified in Scope of Work during the Contract Period.

**“Contract Period”** shall have a meaning specified in clause 4.1 of General Condition of Contract section.

**Equipment/Material** is the Service Provider's instrument brought for providing services as per scope.

**Letter of Acceptance”** or **“LOA”** means the letter issued by Authority to the Successful Bidder to undertake and provide Service in conformity with the terms and conditions set forth in the Tender any subsequent amendments thereof and contract.

**“Parties”** shall mean the parties to this Agreement and **“Party”** shall mean either of them, as the context may admit or require.

**“Performance Security”** shall mean the Bank Guarantee furnished by a successful Bidder for punctual and due performance of its duties as per terms and conditions of this Tender.

**Remedial Period** is the period specified by Authority in which Service Provider shall be required to remedy the breach or offence or damage caused by negligence of its staff as per the direction of Authority.

**Tender** “shall mean this Tender document which comprises of the following sections: NIT, Instructions to Bidders, Scope of Work, General Conditions of Contract, Service Level Agreement.

**“Termination”** shall mean early termination of this Agreement pursuant to Termination Notice or otherwise in accordance with the provisions of this Agreement but shall not, unless the context otherwise requires, include expiry of this Agreement due to efflux of time in the normal course.

**“Termination Date”** shall mean the date specified in the Termination Notice or Notice of Termination as the date on which Termination occurs.

**“Termination Notice”** means communication issued in accordance with this Agreement by one Party to the other Party terminating this Agreement.



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**Successful Bidder**”, shall mean the Bidder who is awarded the work under this Tender

**Scope of Work** is defined as the scope of works defined in clause 3 “Scope of Work” of this Tender elsewhere specified in this Bidding documents, which the Service Provider shall be required to perform during the Contract Period.

**Service Provider**” shall mean the Successful Bidder for providing cleaning housekeeping Services with whom AMC MET shall enter into the Agreement/Contract.

**“Locations”** Locations have generally followed meaning but it is not limited to this only, AMC Medical Education Trust may avail the service at any other location also.

| Sr. | Name of Institution   |
|-----|---|
| 1   | AMC MET Head Office   |
| 2   | N.H.L. Medical College and it's attached premises                 |
| 3   | NARENDRA MODI Medical College and it's attached premises          |
| 4   | AMC Dental College and it's attached premises AMC Dental Hospital |
| 5   | SBB College of Physiotherapy                                      |
| 6   | AMC MET Nursing college   |
| 7   | SVP Hospital  |

Any other term(s), not defined here in above but defined elsewhere in this Tender shall have the meaning(s) ascribed to such term(s) therein and shall be deemed to have been included in this Section.

“Such entity” shall mean any govt. or public or private sector or trust run hospital/ college/ education institution/health department

“Manpower” shall mean excluding housekeeping and security services.



## **2. INSTRUCTION TO BIDDERS FOR BID PREPARATION AND SUBMISSION**

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### **2.1 Eligibility of Bidder**

The Bidder must meet eligibility criteria specified below

- A. The bidder shall have the following registrations and details of the same be provided in the Technical Bid: Agency should furnish the copies of the following documents.
- B. Registration Certificate under:
  - i. Contract labour (R&A) Act 1970
  - ii. ESI
  - iii. EPF
  - iv. Income Tax
  - v. G.S.T.
  - vi. Profession Tax (EC & RC)
  - vii. Audited Balance sheet, Income & Expenditure Account, Profit & Loss Account for last seven financial years. (i.e., 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24, 2024-25)
- C) Only the bidders which are constituted as Companies under the Indian Companies Act, 2013, or are Partnerships under the Indian Partnership Act, shall be eligible to apply, as a single bidder. No proprietorship firm and/or foreign national is eligible for this Work. (Companies or partnership firm which are constituted on or before 01/04/2018 and meeting eligibility and qualification criteria will be eligible for tender).
- D) Consortium/ joint venture is not allowed to bid.
- E) Only single entity bidder is allowed to participate in Bidding Process. Bids can be submitted by single entities only. There shall not be more than one bid from a one bidder for one package.
- F) The bidder should not be currently under debarment / black listed by any of the institute / organisation covered under State or Central Govt. For which and other necessary declaration the bidder is required to submit notarized affidavit on Stamp Paper having value of Rs. 300/- (As per Annexure-7)
- G) Valid labor license requirement of Minimum 500 Manpower.



## 2.2 Qualification Criteria

To be qualified for award of contract, bidders shall have to fulfill following requirements, only those bidders which meet the following minimum criteria will be considered for technical and financial evaluation.

- a. The bidder must have experience and satisfactory work completion certificate for providing manpower outsourcing staff (except housekeeping and security) in any such entity having provided atleast 500 manpower outsourcing staff (except housekeeping and security) for at least any two years out of last five years i.e. 2020-21, 2021-22, 2022-23, 2023-24, 2024-25
- b. The bidder must have successfully completed or be currently engaged in contracts with any such three entities, each having an annual contract value of Rs. 5.25 Crores, over a period of any three years within the last 5 years. [Notarized Work order and agreement and detailed BOQ required as proof]
- c. The Bidder should have achieved an average Annual Financial Turnover from manpower supply (Excluding Housekeeping & Security Staff) to any such entity of at least Rs. 25 Crores in any 5 Years out of last 7 years, starting from FY 2018-2019. [Year wise turnover certificate from the CA is required as a proof in notarized form]
- d. The bidder should not have been currently blacklisted by any government agency/hospital clients/private companies. The information will be primarily short from the notarized affidavit submitted by the bidder on the legal stamp paper of Rs. 300. However, employer reserves his right to explore the information from the market if required. [Currently black listed bidder will be straight away disqualifying without further assessment.]
- e. Self-declaration from bidder about information work done, proof of finances, History of Litigation and other information which is asked for the information should be given correct and notarized. However, employer reserves his right to explore the information from the market if required. [Vendor has to provide self-declaration on INR 300 stamp paper and notarized it.]

| <b>Document details required for Qualification Criteria</b><br><b>(Experience and other details will be considered only, It is supported by the work order)</b> |                              |                       |                                    |   |   |
|---|------------------------------|-----------------------|------------------------------------|---|---|
| <b>Sr. No.</b>  | <b>Hospital/ Client Name</b> | <b>No of Manpower</b> | <b>Duration (From FY _ TO FY_)</b> | <b>Average Annual Contract Value in INR</b> | <b>Reference page number of tender in documents submitted</b> |
| 1   |                              |                       |                                    |   |   |
| 2   |                              |                       |                                    |   |   |
| 3   |                              |                       |                                    |   |   |
| 4   |                              |                       |                                    |   |   |
| 5   |                              |                       |                                    |   |   |
| 6   |                              |                       |                                    |   |   |
| 7   |                              |                       |                                    |   |   |
| 8   |                              |                       |                                    |   |   |



### 2.3 QCBS Scoring Sheet

| Quality Cost Based Scoring System  |  |  |                          |                               |
|--|--|--|--------------------------|-------------------------------|
| Sr. No.  | Criteria   | Qualification  | Minimum Qualifying Score | Maximum Score can be obtained |
| 1  | Experience in providing manpower in any such entity as per RFP Qualification Criteria Point 2.2(a) | 0 Marks if Experience < 2 Years<br>10 Marks if Experience = 2 Years<br>20 Marks if Experience > 2 Years and < 5 Years<br>30 Marks if Experience >= 5 Years   | 10                       | 30                            |
| 2  | Maximum No. of manpower provided in any such (single) entity                                       | 0 Marks if max. manpower provided is < 500<br>10 Marks if max. manpower provided is >= 500<br>15 Marks if max. manpower provided is >= 1000<br>20 Marks if max. manpower provided is >=1500  | 10                       | 20                            |
| 3  | Ongoing/ Completed Contracts Valuation - RFP Qualification Criteria Point 2.2(b)                   | 0 Marks if < 3 Clients<br>10 Marks if 5.25 Crore each Contract Value and = 3 Clients<br>15 Marks if 5.25 Crore each Contract Value and = 4 Clients<br>20 Marks if 5.25 Crore each Contract Value and > = 5 Clients   | 10                       | 20                            |
| 4  | Annual Turnover of Company - RFP Qualification Criteria Point 2.2(c)                               | 0 Marks if Average Annual Turnover is < 25 Crore<br>10 Marks if Average Annual Turnover is >= 25 Crore<br>15 Marks if Average Annual Turnover is >50 Crore<br>20 Marks if Average Annual Turnover is >75 Crore<br>25 Marks if Average Annual Turnover is > 100 Crore<br>30 Marks if Average Annual Turnover is > 125 Crore | 10                       | 30                            |
| <b>Negative Scoring: -</b>   |  |  |                          |                               |
| There will be deduction of 1 mark each from score obtains for each litigation history and final scores will be calculated accordingly.<br>The bidder who scores less than minimum technical qualification scores which is 40 marks will be treated as disqualified for the bid and shall not be further evaluated for price bid. |  |  |                          |                               |
| <b>Total</b>   |  |  | <b>40</b>                | <b>100</b>                    |



## 2.4 Financial Scoring System

Technically qualified bidder will get a financial score for further evaluation of bid.

The Comparison of Financial Score shall be done by the formula as under;

Financial Scoring of the Bidder (FS) =  $\frac{LB \text{ (Service charge rate of Technically Qualified Bidder with Lowest Bid)}}{\text{(Service charge rate of the Bidder)}} * 100$

The lowest service charge bidder will receive the maximum score of 100 marks however, it will be given weightage of 30 %.

Participated Bidder final Score = (70% of Technical Score + 30% of Financial Score)

### ***Bid Submission Format***

After filling online details, The Bidders are required to submit the Bid in two envelopes, the details for which are specified below:

#### **a) Envelope 1: Tender Fee and EMD**

- (1) The Tender Fee for the amount specified in the Notice Inviting Tender in form of a Demand Draft/ Pay order from an approved List of Banks (As per Annexure-11) in favor of “AMC Medical Education Trust, payable at Ahmedabad. The tender fee is non refundable.
- (2) The Bid Security /EMD of the amount specified in the Notice Inviting Tender only in form of a Demand Draft or Bank Guarantee from an approved List of Banks as specified in Annexure 11 in favor of “AMC Medical Education Trust, payable at Ahmedabad.

The envelope shall be super scribed as “**Envelope 1: Tender Fee and EMD**”.

#### **b) Envelope 2: Bidder Information and Qualification Bid**

- (1) Letter of Bid, General information, Legal Status including MOA, AOA and Partnership Deed in case of Bidder being a Partnership Firm.
- (2) The Bidder is required to submit the annual income/ turnover for last seven financial years (i.e., 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24) and as certified by Chartered Accountant.
- (3) Evidence in terms of necessary supporting documents i.e Satisfactory Work completion certificate etc.
- (4) Copy of Registration certificates as per clause 2.1 C.
- (5) Notarized Power of Attorney to authorized signatory of Bidder as per Annexure 5
- (6) Affidavit on stamp paper stating that Bidder has provided true information as per Annexure 6.
- (7) Anti- Blacklisting information as per annexure 7
- (8) All other Annexures form Annexure 1 to Annexure 15, as applicable
- (9) This Tender and amendment issued there of duly signed by Authorized signatory.

The envelope shall be super scribed “**Envelope 2: Qualification Documents.** The Bidder is required to submit two copies of Envelope 2. One is marked as “Original” and another “Duplicate”.”



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**c) Financial bid and Bid Security**

**(1) The Price Bid:**

**(To be submitted online only)**

**2.5 Language of Bid**

The bid and all correspondence and documents related to the bid exchanged between the Bidder and the Authority shall be written in the English language. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the bid, the English translation shall prevail.

**2.6 Bid Validity**

- (1) Bids shall remain valid for a period of 180 days (one hundred and eighty days) from the Bid submission date specified in Notice Inviting tenders. A bid valid for a shorter period shall be rejected by the Authority as non-responsive. If any bidder withdraws his bid/ tender during the Bid Validity Period or makes any modifications in the terms and conditions of the bid, the said earnest money/Bid Security shall stand forfeited.
- (2) In exceptional circumstances, prior to expiry of the original bid validity period, the Authority may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting his Bid Security. A bidder agreeing to the request will not be required or permitted to modify his bid but will be required to extend the validity of his Bid Security for the period of the extension, and in compliance with all other conditions.

**2.7 Bid Security**

- (1) The bidder shall furnish as part of its Bid, a Bid Security in the amount as stipulated in the Notice Inviting tenders for this Work. The Bid Security shall be drawn in favour of AMC Medical Education Trust, and may be in one of the following forms:
  - a. Bank Guarantee from any Approved Bank to Authority. The list of Approved Banks to Authority is specified in Annexure 11.  
The format of Bank Guarantee shall be in accordance with the sample form of Bid Security included in the Annexure-8 of Bid Document.
  - b. Demand Draft issued by any Approved Bank.
- (2) Bank Guarantees issued as security for the bid shall be valid for 180 days beyond the validity of the bid.
- (3) Any bid not accompanied by an acceptable Bid security as required, shall be rejected by the Authority as non-responsive and Bid shall be considered rejected.
- (4) The Bid Security of the technically unsuccessful bidders will be returned as promptly.
- (5) The Bid Security of the successful bidder, along with second and third lowest bidder, will be returned when the successful bidder furnished the required Performance Security as per clause 2.20 and signed the agreement.
- (6) Bid security is a non-interest-bearing deposit.
- (7) The Bid Security may be forfeited-



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- a) In case of unclear offer and/or conditional offer, such bid is not acceptable by the Authority and so the Bid Security shall be forfeited.
- b) In case of a fraudulent offer where information provided is found to be forged or misleading.
- c) In case of revision and/or modification of terms of bid or withdrawal of bid during the validity period.
- d) if the bidder withdraws his bid during the period of Bid validity;
- e) For the successful bidder, if the Performance Security is not deposited within the stipulated time period.
- f) If the Agreement is not executed within the time period specified in the LoA or as specified by the Authority, even though Performance Security has been paid. (In this case, both Bid Security and Performance Security will be forfeited and LoA will be cancelled).
- g) If the successful bidder wants to withdraw before signing of Agreement.
- h) In the event, bidder, after the issue of communication of acceptance of his bid by the Authority, fails/ refuses to start/ execute the work as herein the bidder shall be deemed to have abandoned the contract and such an act shall amount to and be construed as the bidder's calculated and willful breach of contract, the cost and consequences of which shall be to the sole account of the bidder and in such an event the Authority shall have full right to claim damages thereof in addition to the forfeiture of the Bid security deposited in terms of this bid documents.

**2.8 Bid Signatory**

The bidder will appoint an authorized signatory for signing the bid and acting as representative. The requisite authorization of this person in the form of Board Resolution/Partners Resolution or Power of Attorney will be required to be attached with the qualifying bid.

**2.9 Deadline for Submission of Bids**

- (1) Bids must be received by the Authority at the address specified in NIT (Notice Inviting Tenders) not later than the time and due date specified in the Notice Inviting Tenders section.
- (2) The Authority may, at his discretion, extend the deadline for submission of bids by issuing an amendment in accordance with Clause 2.11, in which case all rights and obligations of the Authority and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

**2.10 Amendment of Bidding Documents**

- (1) Before the deadline for submission of bids, the Authority may modify the bidding documents by using addendum.
- (2) Any addendum thus issued shall be part of the bidding documents and signed copy of the same should be submitted with the Bid. The addendums shall be posted online only. Bidders are required to check for any addendum / corrigendum before submitting online bid/ tender.
- (3) To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Authority may in its sole discretion extend as necessary the deadline for submission of bids.

**2.11 Pre Bid Meeting and Clarification of Bidding Documents**

- (1) There shall be pre bid meeting on **16/03/2026 at 12.30 P.M.** at the Regd. office of Authority. A prospective bidder requiring any clarification of the bidding documents may notify the Authority in person during the pre bid meeting or by email or through fax / post/ courier at the Authority's address indicated in the Notice Inviting Tenders on or before the date of pre bid meeting. The Authority shall provide response to the queries raised by prospective Bidder to the extent possible.



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The Authority retains rights to not to respond to any query which if found non relevant. Copies of the Authority's response will be uploaded on the website. Bidder are requested to post their queries before 24 hours of the date of pre bid meeting at the following email address: **"dydiramcmet@gmail.com"**

***No queries would be entertained afterwards.***

**2.12 Late Bids**

- (1) Any bid received by the Authority after the deadline for submission of bids prescribed in Table in Notice Inviting Tenders will be returned unopened to the bidder.

**2.13 Modification and Withdrawal of Bid**

No bid may be withdrawn in the interval between the bid due date and the expiration of the validity period.

**2.14 Right to call for more information /documents**

If during bid evaluation, the Authority finds certain information or documents not having been submitted by the bidder, of being made available partially only, the Authority, at its sole and absolute discretion retains the right to

- a. evaluate the bid based on submitted documents only or
- b. ask for the missing information or documents from the bidders. The Authority's decision in this case would be final and binding.

**2.15 Bid Opening Process**

On the day of bid opening, Envelope 1 would be opened first and the Tender fee and EMD/Bid Security shall be verified. Then Envelope 2 will be opened thereafter and its contents noted and assessed. The Technical Evaluations of each Bidder shall be carried out. Technical assessment of the Bid may then take place in absence of the bidders. The bidders qualifying as per the criteria specified in Clause 2.1 and 2.2 shall be considered qualified. Price bid of only qualified bidders shall be opened.

**2.16 Bid Evaluation Method and Award Criteria**

The Bidders are required to submit the Bid as per the subject clauses of this Tender. The Bid Evaluations shall be carried out for each envelope. The Bids of the Bidders not submitting the Demand Draft for Tender Fees and Bid Security shall be rejected. The detailed Bid Evaluations process is described below.

- a) **Envelope 1:** Demand Draft of Tender Fees and Bid Security as per clause 2.4 (a)  
The Envelope 2 of only those Bidders shall be opened who provided Tender Fee and EMD as specified in as specified in the subject clause
- b) **Envelope 2:** Assessment of Eligibility and Qualification.  
Assessment of eligibility and qualification of the bidder as against the criteria specified in clause 2.1 and 2.2. The bidders shall have to submit all documents as per the subject clauses. In order to qualify



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for next stage of Price Bid opening, Bidders are required to meet each of the eligibility and qualification criteria. The Bidders meet all eligibility and qualification criteria shall be considered as qualified bidder for technical bid.

**c) Evaluation of the technical bid**

1. The initial technical evaluation will be purely based on the technical minimum qualification criteria mentioned
2. The Committee will select the highest scoring bidder by giving 70% weightage on the technical methodology/Technical Score and 30% weightage to the Financial Score.
3. Comparison of Financial Score shall be done by the formula as under;

Financial Scoring of the Bidder (FS) = LB (Lowest "total bid amount" as per annexure 10 of Technically Qualified Bidder / ("total bid amount" as per annexure 10 of the subject Bidder) \* 100

The lowest "total bid amount" as per annexure 10 bidder, of all the technically qualified bidders will receive the maximum score of 100 marks; however, it will be given weightage of 30 %.

**Example 1:-**

Bidder 1 Technical Score = 75 (As per the QCBS System), "total bid amount" as per annexure 10 = 5%+1% "6%" (Price Bid)

Bidder 2 Technical Score = 80, (As per the QCBS System), "total bid amount" as per annexure 10 = 5% + 0% "5%" (Price Bid)

Bidder 3 Technical Score = 85, (As per the QCBS System), "total bid amount" as per annexure 10 = 5% +2% "7%" (Price Bid)

So the Lowest bided technically qualified vendor is "Bidder 2"

The FS (financial score) of the "Bidder 1" will be =  $5/6 * 100 = 83.33$

The FS of the "Bidder 2" will be =  $5/5 * 100 = 100.00$

The FS of the "Bidder 3" will be =  $5/7 * 100 = 71.42$

The bidder score will be calculated like;

Bidder 1 (70% of 'Technical Score' + 30% of 'Financial Score') =  $(75 * 70\% + 83.33 * 30\%) = 77.49$

Bidder 2 (70% of 'Technical Score' + 30% of 'Financial Score') =  $(80 * 70\% + 100.00 * 30\%) = 86.00$

Bidder 3 (70% of 'Technical Score' + 30% of 'Financial Score') =  $(85 * 70\% + 71.42 * 30\%) = 80.92$

The highest scoring vendor (H1) is "Bidder 2" with final score of 86.00

**d) Assessment of Price Bid**

The Bidder shall have to furnish its offer online in the price bid format.

Based on this exercise, the highest scoring bidder will be selected and the committee will further negotiate and finalize the price for contract.

**Notification of Award**

- (1) Prior to expiration of the period of bid validity prescribed by the Authority, the Authority will notify the successful bidder by cable/ fax/ email and confirmed by registered letter that his bid has been accepted. This letter (called "the Letter of Acceptance") shall name the sum which the Authority will pay the Service Provider in consideration of the providing services as specified in scope and terms of contract ( "the Contract Price"/"Bid Price"). On receipt of LOA, agency may start work as per date mentioned in LOA, delay in start of work will cause penalty for delayed period.
- (2) The notification of award will constitute the formation of the Contract.



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**2.17 Signing of Agreement**

- (1) At the same time that the Authority notifies the successful bidder that his bid has been accepted, the Authority will direct him to submit the Performance Security and attend the Authority's office on a date determined by the Authority for signing the Agreement with Concern Authority
- (2) Both the parties agree to enter into a detailed Agreement which shall consist of the Tender terms and conditions and additions, if any. Authority reserves the right to incorporate such terms and conditions in the Agreement in addition to those in the Tender, which are deemed to be necessary by it and which do not materially affect the cost and revenues of the Licensee. The Agreement shall constitute a contract between the Authority and the Licensee under the Indian Contracts Act, 1872.
- (3) The cost of agreement and duties such as stamp duty, registration charge if applicable any shall be borne by the Service Provider.

**2.18 Submission of Performance Security**

- (1) Within 30 (Thirty) days of the date of receipt of the Letter of Acceptance, the successful bidder shall deliver to the Authority, a Initial Performance Security in the form of D.D./Pay order or Bank Guarantee as specified in Annexure 9 from Approved Bank for an amount equivalent to 5% (Five percent) of the Contract Price.
- (2) The Performance Security shall be valid for a period not less than sixty (60) days after the end of Contract Period.
- (3) Failure of the successful bidder to comply with the requirements of Performance Security and Signing of Agreement shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security including restriction on future participation in Authority's projects for a period as decided by the Authority.

**2.19 Failure to agree with the terms and conditions**

Failure of the successful Bidder to agree with the Terms & Conditions of the Tender, shall constitute sufficient grounds for the annulment of the award, in which event Authority may award the contract to the next best value Bidder or call for new proposals. Understanding Terms

By submitting a proposal, each Bidder shall be deemed to acknowledge that it has carefully read all parts of this Tender, including all forms, Appendix and annexes hereto, and has fully informed itself as to all existing conditions and limitations.

**2.20 Authority's right to accept any proposal and to reject any proposal**

Authority reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Authority's action.

**2.21 Corrupt or Fraudulent Practices**

- (1) The Authority will reject a proposal for award if he determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The Authority will declare the firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by AMC MET MEDICAL EDUCATION TRUST if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for the contract, or during execution.



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- (2) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
  
- (3) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.



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**3. SCOPE OF WORK**

The numbers given in Annexure "C" are tentative. The contractor shall provide resources, to meet the Contractual obligations and /or as per requirement of concerned Colleges or AMC-MET

**Providing Para Medical /Administrative / Technical & Other Staff for Colleges**

| Staff Plan of AMC - MET HR Services |   |   |
|-------------------------------------|---|---|
| S/No                                | Designation                                       | Qualification & Experience  |
| 1                                   | Assistant Laboratory Tech / Phlebotomist          | Graduate from recognized university with chemistry / microbiology subject, Medical Lab. tech. course from recognized institution  |
| 2                                   | Assistant Librarian                               | Library Management Course Passed from recognized Institute or Graduate having Expertise   |
| 3                                   | Attendant Lab/ Library/ Office/ X-Ray/ Engg. Etc. | Knowledge of reading & writing having Expertise in the work   |
| 4                                   | Biomedical Engineer                               | Graduate from recognized University with degree in BIOMEDICAL ENGINEER having 3 years' experience   |
| 5                                   | Carpenter   | Knowledge of reading & writing having Expertise in the work   |
| 6                                   | Chair Side Attendant                              | 8 <sup>th</sup> standard examination passed having knowledge of cleaning and housekeeping.  |
| 7                                   | Clinical Physiotherapist                          | Bachelor Of Physiotherapy from recognized University  |
| 8                                   | Dental Technician                                 | Dental TECHNICIAN Course Pass from recognized Institute or 8th Pass having knowledge and experience of Dental Work  |
| 9                                   | Deputy Librarian                                  | Degree in Master of Library & Information Science (M. Lisc) First preference for experience of Medical/Para Medical Library   |
| 10                                  | Dissection Assistant                              | Having Expertise in the field   |
| 11                                  | Chauffer / Driver                                 | Having Valid HCV/LCV Driving License for More than 2 Years.   |
| 12                                  | Electrician                                       | ITI Electrician with 2 Years' experience  |
| 13                                  | Gardener  | Knowledge of reading & writing having Expertise in the work   |
| 14                                  | Helper /Peon                                      | 8 <sup>th</sup> standard examination passed, having expertise   |
| 15                                  | Jr. Pharmacist/ Jr. Dispensary Pharmacist         | Degree or Diploma in Pharmacy from recognized university  |
| 16                                  | Jr. Clerk /Computer Operator / DEO                | Graduate of any faculty from recognized university having basic knowledge of computer operating, M.S Office and (knowledge of cash collection and office work is desirable) |
| 17                                  | Liftman   | SSC passed with 1 year experience of lift operation   |
| 18                                  | Mason   | Knowledge of reading & writing having Expertise in the work   |
| 19                                  | Executive Assistant/Office Sup. /A.M.             | For Executive Assistant : Post Graduate with 3 years' experience with CCC pass, or MBA from recognized institute<br>For O.S. /A.M. : Retired Employee of AMC (Age limit 62) |
| 20                                  | Plumber   | Knowledge of reading & writing having Expertise in the work   |
| 21                                  | X-Ray Technician                                  | HSC with X-Ray tech. Course from Any recognized institute or HSC with experience of 2 years   |



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|    |                           |   |
|----|---------------------------|---|
| 22 | System Engineer           | B-Tech. in computer Science or B-Tech. in IT/ M.Sc. IT/Diploma in computers with the experience of Two years /MCA/BCA with 2 years' Experience  |
| 23 | Rector Female             | Graduate of Art/ Commerce/ Science from recognized university.<br>Reading, Writing & Speaking ability in English-Hindi-Gujarati having good nature and Co-operative with good Character |
| 24 | Rector Male               | Graduate of Art/ Commerce/ Science from recognized university,<br>Reading, Writing & Speaking ability in English-Hindi-Gujarati having good nature and Co-operative with good Character |
| 25 | Asst. Rector Male/Female  | 12th Pass   |
| 26 | Sanitary Sub Inspector    | Sanitary inspector Course in recognized Institute with 1 Year Experience  |
| 27 | Staff Nurse               | Registered Nurse and registration in Midwife (registration in Gujarat Nursing Council) having computer knowledge  |
| 28 | Technical Asst. Civil     | Degree/Diploma Engg. in Civil   |
| 29 | Technical Asst Electrical | Degree/Diploma Engg. in Electrical  |
| 30 | Telephone Operator        | 12th Pass   |
| 31 | Valve Man                 | ITI Fitter Exam Passed  |
| 32 | Watchman (Male/Female)    | 8 <sup>th</sup> std. passed with 2 years' experience  |
| 33 | Wireman                   | ITI in Wireman/Electrician  |
| 34 | Audio Video Operator      | ITI Wireman/Electronics having 3 years experience in Audio video management experience in the auditorium  |
| 35 | Oxygen Plant Operator     | One Year Experience as an Oxygen Plant operator/ PSA plant operator. Knowledge of Medical gases supply system.  |
| 36 | Oxygen Plant In charge    | Degree/ Diploma in any branch having one year experience in MGPS/ Oxygen plant operator / PSA plant operator. Knowledge of Medical gases supply system.                                 |

Age Limit : 45 Years



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**Annexure- C**

**Tentative Manpower Requirement for AMC MET Affiliated Colleges**

| Staff Plan of AMC - MET HR Services |  |                |             |                       |                           |                   |                 |         |       |
|-------------------------------------|--|----------------|-------------|-----------------------|---------------------------|-------------------|-----------------|---------|-------|
| S/No                                | Designation  | AMC MET Office | NHL College | Narendra Modi College | Dental College + Hospital | SBB Physiotherapy | Nursing College | SVPIMSR | Total |
| 1                                   | Assistant Laboratory Tech / Phlebotomist           | -              | 12          | 22                    | 1                         | -                 | -               | -       | 35    |
| 2                                   | Assistant Librarian                                | -              | -           | 1                     | -                         | -                 | 1               | -       | 2     |
| 3                                   | Attendant Lab/ Library/ Office/ X- Ray/ Engg. Etc. | -              | -           | 14                    | 7                         | -                 | 5               | -       | 26    |
| 4                                   | Biomedical Engineer                                | -              | 1           | -                     | 1                         | -                 | -               | -       | 2     |
| 5                                   | Carpenter  | -              | -           | 2                     | 1                         | -                 | -               | -       | 3     |
| 6                                   | Chair Side Attendance                              | -              | -           | -                     | 14                        | -                 | -               | -       | 14    |
| 7                                   | Clinical Physiotherapist                           | -              | -           | -                     | -                         | 3                 | -               | -       | 3     |
| 8                                   | Dental Technician                                  | -              | -           | -                     | 3                         | -                 | -               | -       | 3     |
| 9                                   | Deputy Librarian                                   | -              | -           | 1                     | -                         | -                 | -               | -       | 1     |
| 10                                  | Dissection Assistant                               | -              | 6           | 5                     | -                         | -                 | -               | -       | 11    |
| 11                                  | Chauffer/ Driver                                   | -              | 3           | 3                     | 1                         | -                 | 1               | -       | 8     |
| 12                                  | Electrician  | -              | 3           | 2                     | 4                         | -                 | -               | -       | 9     |
| 13                                  | Gardener   | -              | 1           | 1                     | 7                         | -                 | -               | -       | 9     |
| 14                                  | Helper /Peon                                       | 2              | 13          | 4                     | 3                         | -                 | -               | 25      | 47    |
| 15                                  | Jr. Pharmacist/ Jr. Dispensary Pharmacist          | -              | -           | -                     | 1                         | -                 | -               | 15      | 16    |
| 16                                  | Jr. Clerk /Computer Operator / Deo                 | 5              | 8           | 15                    | 19                        | 6                 | 7               | 30      | 90    |
| 17                                  | Liftman  | -              | 8           | 33                    | 5                         | -                 | 1               | -       | 47    |
| 18                                  | Meason   | -              | -           | 2                     | -                         | -                 | -               | -       | 2     |
| 19                                  | Executive Assistant/O.S./A.M.                      | 2              | 1           | 1                     | 1                         | -                 | -               | 5       | 10    |



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|                       |                              |          |           |            |            |          |           |           |            |
|-----------------------|------------------------------|----------|-----------|------------|------------|----------|-----------|-----------|------------|
| 20                    | Plumber                      | -        | 2         | 6          | 4          | -        | -         | -         | 12         |
| 21                    | X-Ray Technician             | -        | -         | -          | 3          | -        | -         | -         | 3          |
| 22                    | System Engineer              | 0        | -         | 1          | -          | -        | -         | -         | 1          |
| 23                    | Rector Female                | -        | 3         | 1          | 1          | -        | -         | -         | 5          |
| 24                    | Rector Male                  | -        | 3         | 1          | 1          | -        | -         | -         | 5          |
| 25                    | Asst. Rector<br>Male/Female  | -        | 4         | 2          | -          | -        | -         | -         | 6          |
| 26                    | Sanitary Sub<br>Inspector    | -        | -         | 1          | 1          | -        | -         | 3         | 5          |
| 27                    | Staff Nurse                  | -        | -         | -          | 12         | -        | -         | -         | 12         |
| 28                    | Technical Asst.<br>Civil     | -        | 1         | -          | 1          | -        | -         | -         | 2          |
| 29                    | Technical Asst<br>Electrical | -        | 1         | 1          | 1          | -        | -         | -         | 3          |
| 30                    | Telephone<br>Operator        | -        | -         | -          | 1          | -        | -         | -         | 1          |
| 31                    | Valve Man                    | -        | -         | -          | -          | -        | -         | 8         | 8          |
| 32                    | Watchman<br>(Male/Female)    | -        | 4         | -          | 2          | -        | -         | -         | 6          |
| 33                    | Wireman                      | -        | 5         | 7          | 9          | -        | -         | -         | 21         |
| 34                    | Audio Video<br>Operator      | -        | 1         | -          | -          | -        | -         | -         | 1          |
| 35                    | Oxygen Plant<br>Operator     | -        | -         | -          | -          | -        | -         | 9         | 9          |
| 36                    | Oxygen Plant<br>Incharge     | -        | -         | -          | -          | -        | -         | 1         | 1          |
| <b>Total Manpower</b> |                              | <b>9</b> | <b>80</b> | <b>126</b> | <b>104</b> | <b>9</b> | <b>15</b> | <b>96</b> | <b>439</b> |



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**4 GENERAL CONDITIONS OF CONTRACT**

**4.1 Contract Period**

- (1) The Contract Period shall be of two (2) years commencing from the date of work order which is extendable up to Two (2) years on mutual consent upon establishment of satisfactory performance to the Authority.
- (2) In the event of Termination, the Concession Period shall mean and be limited to the period commencing from the Commencement Date and ending with the Termination.
- (3) In case of extension of Contract Period, the Service Provider is required to submit Performance Security of the value and of the validity as decided by the Authority during the time of increase the validity period of Performance Security for such period.

**4.2 Obligation and duties of Service Provider.**

- (1) The Service Provider shall be required to do punctual and satisfactory performance of its Scope specified in Clause 3.
- (2) Deploy the personnel of required numbers at the locations as specified by the Authority as and when required at the cost of the Service Provider. Authority shall not provide any logistic/transportation cost.
- (3) The Service Provider shall be responsible to regular performance of duty assigned at the location specified by Authority and take appropriate steps so that illegal use, unlawful activities and such other action may not happen
- (4) The Service Provider shall not claim any amount more than the amount fixed by way of contract by the Authority.
- (5) The Service Provider shall be responsible to adhere with the conditions of the Minimum Wages Act for making the payment of salary/ wages to the staff deployed.
- (6) The Service Provider shall ensure that during situations of natural calamities, riots, disturbances or any other Force Majeure events, all personnel deployed by the Service Provider shall perform the allocated duties in full strength.
- (7) The Service Provider shall have to ensure satisfactory standards of its competency, conduct, uniforms and integrity of the personnel deployed.
- (8) The Service Provider shall have to supervise and monitor the acts and duties of the personnel deployed on regular basis and ensure effective discharge of their duties.
- (9) In case Authority or supervisor of Authority observed neglect of duty, undesirable act, act against the interest of Authority, misbehavior and consumption of alcohol while on duty, the Authority shall direct the Service Provider for replacement of such personnel on immediate effect (within one hour of intimation from Authority). The Service Provider is required to act proactively and replace all such persons with competent persons. Such acts of personnel of the Service Provider shall attract penalties/damages as specified in the Damage/Penalty clause.
- (10) Agency shall not transfer or assign contract to any other party in whole or in part. The subcontracting is not allowed. Such instance would lead to Termination and forfeiture of Performance Security.
- (11) The Service Provider shall indemnify and hold harmless Authority & its employees, for any losses that it might suffer while performing its duties/scope/ services. The Authority shall not defend the Service Provider or any its employee in courts by any person who has commenced court proceeding while performing its duties. The expense on all such account shall be borne by the Service Provider only.
- (12) The personnel deployed by the Service Provider shall be deemed to be employee of the Service Provider and shall not be considered or deemed to be the employees and of the Authority.



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- (13) The Service Provider shall be required to inform the Authority three days prior to execution of contract the names and other required details of the persons to be deployed. Such person shall be issued a laminated I.D affixing latest photograph giving details of Name, Age, Name of the Agency, date of appointment, any other details, duly signed by responsible officer of the Agency. The identity card should be worn by each staff which shall in turn give details regarding their full name, age identity marks, signatures of the bearer and also of the issuing authority and seal.
- (14) The Service Provider shall be required to provide uniform to Personnel deployed. Authority shall not be liable to supply uniform dress or any other materials.
- (15) In case the person so deployed is found to be "not alert" or commits an breach of any of the terms and conditions of the contract, the Authority shall have the right to impose any punishment or fine/damages as specified in the Damage/Penalty clause.
- (16) The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the authorized person of Authority at any time without assigning any reason whatsoever.
- (17) The Service Provider shall be solely liable for all payment / dues of the personnel employed and deployed by it. The Service Provider shall fully indemnify Authority against all the payments, claims and liabilities whatsoever incidental or directly arising out of or for compliance with or Enforcement of the provisions of any of the labor or other laws to the extent they are Applicable.
- (18) The Service Provider shall be absolutely responsible and liable for any and all personal injuries or death and / or property damage or losses suffered due to negligence of the Service Provider's personnel in their performance of the services required under the contract or any other reasons.
- (19) Authority shall not be liable to offer legal services for the offence, if any, committed any staff of the Service Provider.
- (20) The Service Provider shall only be liable for any illegal action or omission made by the personnel employed by it.
- (21) The Service Provider shall be liable take appropriate **insurance cover** of all personnel employed and third party insurance and provide documentary evidence to Authority from time to time. The insurance cover shall be valid till contract period. The proceed of the insurance shall be applied to cover the claim from the third party, Authority staff and service provider's employee.
- (22) The Service Provider is required to comply with all legal and statutory requirements such as valid license, labor laws including wages, maintenance of registration under the various act during the Contract Period. Authority may ask for providing evidence of all such legal requirements. Non compliance of such legal requirements shall be considered as breach and default by the Service Provider and Authority may withheld payments and impose penalties or damages for such breach as specified in 4.6. If not so specified then it shall be decided by the Authority.
- (23) The Service Provider shall ensure that all relevant licenses pertaining to provision of applicable act have been obtained from relevant Government Authorities for respective sites / premises.
- (24) Agency supervisor has to check attendance of the staff daily and get it counter signed by the concerned department of Authority and also maintain daily attendance register.
- (25) The Service Provider shall be required to abide by instructions issued by the Authority time to time.
- (26) Ensure alertness and attentiveness of the personnel deployed through surprise checks (during day and night).
- (27) Submit a monthly report of compliance clearly stating complaint received, action taken and happenings in the sites / premises to of the Authority where it has been directed to provide services.
- (28) A local representative of the Service Provider shall be in-charge of the project and shall be responsible for the efficient rendering of the service under the contract. While working at the sites/ premises, they shall work under directives and guidance of the Authority and will be answerable to the Authority for



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- acts. This will, however, not diminish in any way, the agency's responsibility under contract to Authority.
- (29) The Service Provider shall ensure that the personnel deployed by it are disciplined and do not Participate in any prejudicial activity to the interest of the AMC MET Medical Education Trust / Govt. of India / any state / or any union territory.
  - (30) The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Authority. Proposals for efficient functioning manpower shall be discussed, considered and implemented from time to time by the agency with approval of Authority.
  - (31) AMC MET/ Hospital/college will be entitled to issue oral orders to the Bidder for any work required by reason of such emergency. AMC MET/ Hospitals/college shall ensure that such oral orders shall be followed up with written communication.
  - (32) In the event of any personnel being on leave / absent, the agency shall ensure suitable alternative arrangement to make up for such absence.
  - (33) Staff requirement mentioned in tender is tentative. It may vary time to time.
  - (34) Provide additional staff as and when required by the Authority as specified in the scope. If any point of time AMCMET authority inform service provider to start work at other place not defined in tender than service provider may provide staff at rate quoted in tender and as per same tender condition within 15 days of work order.
  - (35) BIO Metric Attendance of all the employee must be done on daily basis on joining the duty and at end of the duty
  - (36) No complaint will be entertained after opening of Financial Bid from any Tenderer or others.
  - (37) No complaint will be entertained from third parties who have not participated in tender after opening of Technical Bid.
  - (38) Bidder is required to rotate the deployed staff among the designated sites according to the consent of competent authorities as and when required or on yearly basis.
  - (39) If the Bidder's work order period has expired and a new tender has not been approved and implemented, bidder will have to continue the work until the new tender is approved and implemented or for six months, whichever is earlier.

### **Variations**

AMC MET's official\concerned college's Dean/principal may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of contract rates for manpower. .

### **Payment Procedure:**

Payment will be made after submission of bill (triplicate) in the succeeding month. Payment of the bill will be based on computerized print outs in standardized Performa approved by DIRECTOR, AMC MET along with computerized Bio metric generated attendance sheet in respect of the persons deployed. Awarded Agency has to submit the details as per Annexure-13 and Annexure-14 with their monthly bill and any point of time any other necessary details asked by AMC MET Authority has to be provided to make payment

### **4.3 Obligation of Authority**

1. Authority is responsible for correctness and completeness of the Scope of the Work.
2. Allocate the location to Service Provider for carry out its obligations under this Contract and Scope of Work.



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3. Make regular payment to the Service Provider for its punctual performance of obligations, scope and after submission of required documents

**4.4 Payment Terms**

**(A) Payment Procedures and terms**

- (1) The payment to the Service Provider shall be made on Monthly basis. The monthly payment of service provided shall start from the end of the first month of deployment.
- (2) The Service Provider shall raise regular monthly invoice and submit to Authority.
- (3) No extra amount other than contractual liability to manpower staff or Agency will be paid to any of the servants or employees or Officers of the person or institution to whom the contract is given.
- (4) The Service Provider shall submit self-certified annexure-13 and 14 and photocopy of the monthly attendance record / format as per the given by authority (i.e. name and no of personnel deployed for each shift, location of deployment, designation and their attendance etc) along with the monthly bill. The attendance record shall be prepared from the daily register and bio metric attendance system. The Service Provider shall maintain the record displaying the attendance/presence of no of manpower personnel for each shift along with location, and designation. This Register should be countersigned everyday by authorized representative of the Authority. Service provider may collect weekly biometric attendance from authority and tally with their data. If found any discrepancy may contact authority immediately.
- (5) Upon receipt of the invoice, Authority will verify the invoice against the records of attendance register and adjusted against any error, damages/penalties and other adjustment as may be applicable against the invoice under the terms of contract/agreement. The Authority shall make pay (agreed amount as per agreement) to Service Provider after making any tax deductions at source as applicable under Income Tax law governing in India.
- (6) On receipt of the invoice in complete form (with all necessary supporting and compliance forms), payment may be released within 45 days from the date of inward of the invoice in complete form.
- (7) Agency should provide the bank details of all staff before deploying to the locations and produce the monthly statement of payment along with last month's ECR proof of EPF Payment and ESIC payment of these staff with issuing bills for the next month.
- (8) Agency has to submit bio metric attendance of his deployment to the Authority.
- (9) Agency has to make payment to their staff salary on or before 7th day after ending of each month or within 4 working days of receiving attendance data from college/institute, whichever is later.

**(B) Other terms**

- (1) The Service Provider will not be entitled to any other expenses except the fixed in the contract. The Authority has right to direct the Agency to make payment to the staff in the presence of the representative of Authority.
- (2) In case, the person so deployed is found 'Absent' or sleeping, the Authority will charge penalties as specified in the Damage/Penalty clause from the monthly contractual payments to the Service Provider.
- (3) On occurrence of instances where personnel deployed for providing services are found to be engaged in irregular/unethical activities and non performance the Authority shall deduct the requisite amount at the pro rata basis from the bill of the Service Provider besides imposition of penalty/damages for non performance of the terms of contract.
- (4) The Authority shall pay additional amount for additional personnel deployed by the Service Provider at the same terms as agreed specified in the contract. Provided such deployment of additional personnel should have been as per the direction of the Authority.



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- (5) The Service provider is solely liable and responsible for pay allowance and salary to personnel engaged by it as per the prevailing labour laws and liable for any breach of any prevailing laws during the Contract Period and Authority shall not be liable for any violation of any breach or law by the Service Provider.
- (6) The Service provider has to maintain attendance as per the instruction of authority.

**4.5 Performance Security**

**(A) Submission of Performance Security**

- (1) The Service Provider shall submit the Performance Security within the time period and terms (i.e. amount, validity period and form) specified.
- (2) Provided that if the contract is terminated for reasons other than attributable to the Service Provider's breach or non performance , the Performance Security, shall, subject to the Authority's right to receive amounts, if any, due from the Service Provider under this contract, be duly discharged and released to the Service Provider.

**(B) Submission of Performance Security**

The Authority shall be entitled to encash the Performance Security fully or partially as the case may be, through a notice of 30 days ("Encashment Notice") under the following circumstances:

- (i) Non payment of any dues by the Service Provider to the Authority as required to be paid under the Contract/Agreement including damages/penalties as provided.
- (ii) An Event of Default not being remedied in **Remedial Period** by the Service Provider despite notice as provided in this Agreement.

Provided the extend of such encashment shall be no greater in amount than that required to remedy the circumstances warranting encashment stipulated above and provided further that in case of any encashment of the Performance Security pursuant to the Encashment Notice, the Authority may return the amount so encashed if the circumstances requiring the encashment have been remedied to the full satisfaction of the Authority.

The provision under this Sub-Clause authorizing the Authority to encash the Performance Security shall be exercisable in addition to and without prejudice to the Authority's right to do so under any other similar provision the contract permitting encashment.



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**(C) Submission of Fresh Performance Security**

In the event of the encashment of the Performance Security by the Authority pursuant to Encashment Notice issued, the Service Provider shall within 20 (twenty) days of the Encashment Notice furnish fresh Performance Security to the Authority, failing which the Authority shall be entitled to terminate Service Provider Agreement by giving 30 days notice in accordance with the provisions herein.

**4.6 Damages/Penalties**

The Authority reserves the right to impose following damages/penalties to the Service Provider for non performance or breach of its duties, obligation and contract conditions:

Penalties that will be applied for measuring the performance of your company are detailed below.

| S. No | Penalty Type   | Penalty Amount                                   |
|-------|--|--|
| 1     | Delay in start of work will cause penalty of 1% of the Invoice value on weekly basis | 1% to 5% of Invoice Value                        |
| 2     | Delay in recruitment/ Replacement of left manpower after 7 days                      | 0.5 % of the agreed daily rate of staff category |
| 3     | Any kind of misconduct/ misbehave by the agency staff                                | Rs. 2000/- Per Incident                          |
| 4     | Staff found without ID card at the time of inspection                                | Rs. 100/- Per Incident                           |
| 5     | Chewing of Tobacco/ Pan Masala, Spitting, Smocking and any kind of nuisance          | Rs. 1000/- Per Incident                          |

Note: - All penalties are excluding GST/ Taxes

- Any misconduct/misbehavior on the part of the manpower deployed by the contractor will not be tolerated and such person will have to be replaced by the contractor at his own costs, risks and responsibilities immediately, with written intimation to Officer Incharge, concern Colleges/Hospital.
- The Contractor should ensure to maintain adequate number of manpower as per order given or "Annexure "C" and also arrange a pool of stand by manpower staff in case any cadre of manpower staff absents from the duty, the reliever of equal status shall be provided by the Contractor (and not the absenting staff) from an existing pool of man power staff. If the required numbers of workers/supervisor/manager is less than required number of manpower as per order given or as per Annexure "C" a penalty @Rs.400/- per worker per day will be deducted from the bill, which should be borne by the contractor and not the staff.
- The Penalty shall be levied @Rs. 10,000/- per bill per day, if agency fails to make staff salary on or before 7th of next month or within 4 working days of receiving attendance data from college/institute.
- The penalty of Rs.10,000/- per bill per month, if the HR files are incomplete after 45 days of agency onboards.
- During the Contract Period, any theft (partial or otherwise) of the installations / property or, damage caused to the installation / property on account of forced entry or similar acts leading to the deterioration or loss of the installations / property or any other loss/damages to Authority and/or to the Third Party, caused due to the omission, negligence, default or deficiency in service or obligations/duties of the personnel deployed by the Service Provider , the Service Provider shall be liable to make good such loss or damage estimated by the independent valuation agency appointed by the Authority for this



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purposes. On no performance of remedy of damage, the Authority shall reserve the right to seek compensation by way of damages or recover the sum from the Performance Security or deduct the same from the monthly bills raised by the Service Provider to the Authority, and / or invoke Performance Bank Guarantee whichever is likely to meet the requirements of the Authority in its own view. If amount exceeds the performance security then the Service Provider shall be liable to pay the said amount with interest @ 12% per annum thereon from the seven days from the date of demand till the date of actual payments

**4.7 Termination due to Event of Default of the Service Provider**

Occurrence of following Events shall be considered as the Default by the Service Provider (the "Service Provider's Event of Default"):

- a) The Service Provider fails to deploy the personnel in time period specified as per the direction of the Authority.
- b) The Service Provider fails to accompany with the applicable laws, rules, regulation with respect to labour laws, arm license and any other applicable law.
- c) The Service Provider does not maintain a Performance Security, which is required as per terms of this Contract.
- d) Any breach or offence or non performance which has caused serious damage to Authority's assets.
- e) The Service Provider sub contracts the scope of work.
- f) Repetitive breach, offence and non performance of duties, scope and obligations of the Service Provider and does not cure the breach, offence or its non performance in Remedial period as specified by the Authority.
- g) The Service Provider becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events.
- h) Change in Service Provider's Ownership during this Contract without prior consent of Authority.
- i) The Service Provider fails to procure and maintain insurance cover as required as per terms of this Contract.
- j) Any time it is found that the Service Provider or its employee/security personnel deployed has indulged in the unauthorized and illegal activities at the Authority's premises.
- k) The Service Provider failed to make any payments/damages/penalties due to Authority within period specified without any valid reason.
- l) The Service Provider repudiates this Agreement or otherwise evidences an intention not to be bound by this Agreement.
- m) Any representation made or warranties given by the Service Provider under this Agreement is found to be false or misleading

On occurrence of any of above events or circumstances, the Authority shall provide notice to the Service Provider to remedy the breach/ Default in reasonable time period specified in the notice. If the Service Provider shall not cure or remedy the default/ breach then the Authority may at its sole discretion, upon giving 7 days notice to the Service Provider, terminate the contract.

The Authority's election to terminate the contract shall not prejudice any other rights of the Authority, under the contract or otherwise. The Authority may at its sole discretion forfeit the Performance Security and may recover from the amount due to the Service Provider on occurrence of any of the Service Provider's Event of Default.



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**4.8 Termination due to Event of Default of the Authority**

Occurrence of following Events shall be considered as the Default by the Authority (the “Authority Event of Default”):

- a) The Authority repudiates this Contract or otherwise evidences an intention not to be bound by this Contract/Agreement.
- b) The Authority failed to make any payments due to the Service Provider within period specified in the Contract without any valid reason.
- c) The Authority or any Governmental Agency has by an act of commission created circumstances that have a Material Adverse Effect on the performance of its obligations by the Service Provider and has failed to cure the same within 40 days of notice thereof by the Service Provider.
- d) Any representation made or warranties given by the Authority under this Agreement is found to be false or misleading.

Upon occurrence of all such events, Service Provider may send notice to Authority indicating the types of Breach/default and reasons for which Service Provider’s obligations, scope and duties cannot be achieved. Upon non cure of default in reasonable time period, Service Provider may upon giving 15 days notice to the Authority, terminate the contract.

**4.9 Force Majeure**

- (1) Neither party shall be liable to the other for any loss or damage occasioned by or arising out of acts of god, and in particular, unprecedented Floods, volcanic eruption, earth quake or other convulsion of nature, and other acts such as but not restricted to general strike, invasion, the act of foreign countries, hostilities or war like operations before or after declaration of war, rebellion, military or usurped power, strikes or boycotts (other than those involving the Service Provider or their respective employees/representatives or attributable to any act or omission of any of them) , An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, Expropriation or compulsory acquisition by any Government Agency of any Authority’s Asset or rights of the Service Provider, which prevent performance of the contract and which could not have been for seen or avoided by the Service Provider or the Authority (the “Force Majeure”).
- (2) The Service Provider shall ensure that during situations of natural calamities, riots, disturbances, pandemic (declared by government) or any other Force Majeure events, all personnel deployed by the Service Provider shall try to continue to perform the allocated duties and obligation in full strength and continue to protect the property / staff of Authority.
- (3) In such situation, Authority may at its sole discretion excuse the Service Provider from the Performance of its obligations. If Force Majeure Event subsists for 60 days then either party may by notice to other party terminate the Contract.
- (4) In the event that Parties are unable to agree in good faith about the occurrence of or existence of a Force Majeure event, such dispute shall be finally settled in accordance with the Dispute Resolution Procedure; provided that the burden of the proof as to the occurrence of Force Majeure Event shall be upon the Party claiming relief and/or excuse on account of such Force Majeure Event.
- (5) Termination of the Contract (a) shall not relieve the Service Provider or Authority of any obligations hereunder which expressly or by implication survives Termination hereof, and (b) except as otherwise provided in any provision of the Tender expressly limiting the liability of either Party, shall not relieve either Party of any obligations or liabilities for loss or damage to the other Party arising out of or caused by acts or omissions of such Party prior to the effectiveness of such Termination or arising out of such Termination.



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**4.10 Representation and Warranties of Service Provider**

The Service Provider represents and warrants to the Authority that:

- a) It is duly organized and validly existing under the laws of India, and has full power and authority to execute and perform its obligations and carry out the work as per the terms of contract.
- b) It has taken all necessary actions under the Applicable Laws to authorize execution and delivery of this contract and to validly exercise its rights and perform its obligations under this contract.
- c) This contract constitutes its legal, valid and binding obligations, enforceable against it in accordance with terms hereof, and its obligations under this Contract will be legally valid, binding and enforceable obligations against it in accordance with the terms hereof;
- d) it is subject to civil and commercial laws of India with respect to the Tender and this Contract/ Agreement and it hereby expressly and irrevocably waives any immunity in any jurisdiction in respect thereof;
- e) The information furnished in the Bid and as updated on or before the date of this agreement/contract is true and accurate in all respects as on the date of this Agreement/contract.
- f) the execution, delivery and performance of this Tender and Agreement thereof will not conflict with, result in the breach of, constitute a default under or accelerate performance required by any of the terms of the Service Provider's Memorandum and Articles of Association or any Applicable Laws or any covenant, agreement, understanding, decree or order to which it is a party or by which it or any of its properties or assets is bound or affected;
- g) there are no actions, suits, proceedings, or investigations pending or, to the Service Provider's knowledge, threatened against it at law or in equity before any court or before any other judicial, quasi judicial or other authority, the outcome of which may result in the breach of or constitute a default of the Service Provider under the Tender or which individually or in the aggregate may result in any Material Adverse Effect;
- h) it has no knowledge of any violation or default with respect to any order, writ, injunction or any decree of any court or any legally binding order of any Government Agency which may result in any material adverse effect or impairment of the Service Provider's ability to perform its obligations and duties under this Tender and Agreement;
- i) it has complied with all Applicable Laws and has not been subject to any fines, penalties, injunctive relief or any other Civil or criminal liabilities which in the aggregate have or may have Material Adverse Effect;
- j) no representation or warranty by the Service Provider contained herein or in any other document furnished by it to Authority or to any Government Agency in relation to Applicable Permits contains or will contain any untrue statement of material fact or omits or will omit to state a material fact necessary to make such representation or warranty not misleading; and
- k) no sums, in cash or kind, have been paid or will be paid, by or on behalf of the Service Provider, to any person by way of fees, commission or otherwise for securing the Tender or entering into of the Agreement or for influencing or attempting to influence any officer or employee of the Authority in connection therewith.

**4.11 Representation and Warranties of Authority**

The Authority represents and warrants to the Service Provider that:

- a) It has full power and authority to grant the Tender and enter into Agreement with the Service Provider.
- b) It has taken all necessary action under Applicable Law to authorize the execution, delivery and



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performance of this Contract/Agreement;

- c) The contract/Agreement constitutes its legal, valid and binding obligation enforceable against it in accordance with the terms hereof.
- d) It has good and valid rights for Site.
- e) It has no knowledge of any violation or default with respect to any order, writ, injunction or any decree of any court or any legally binding order of any Government Agency which may result in any material adverse effect or impairment of the Service Provider's ability to perform its obligations and duties under this Tender and Agreement.

**4.12 Dispute Redressal System**

In the event of a dispute or difference of any nature whatsoever between the Supplier and the Authority during the course of the Works, the same shall be referred to the Chairman, AMC MET for resolution. The decision of the Chairman, AMC MET shall be final and binding on both the parties.

**4.13 Severability and Waiver**

If any provision of this Contract, or any part thereof, shall be found by any court or administrative body of competent jurisdiction to be illegal, invalid or unenforceable the illegality, invalidity or unenforceability of such provision or part provision shall not affect the other provisions of this Contract or the remainder of the provisions in question which shall remain in full force and effect. The relevant Parties shall negotiate in good faith in order to agree to substitute for any illegal, invalid or unenforceable provision a valid and enforceable provision, which achieves to the greatest extent possible the economic, legal and commercial objectives of the illegal, invalid or unenforceable provision or part provision. No failure to exercise or enforce and no delay in exercising or enforcing on the part of either Party to this Contract of any right, remedy or provision of this Contract shall operate as a waiver of such right, remedy or provision in any future application nor shall any single or partial exercise or enforcement of any right, remedy or provision preclude any other or further such right, remedy or provision or the exercise or enforcement of any other right, remedy or provision.

**4.14 Indemnity**

- (1) The Service Provider shall at all times, i.e. during the subsistence of the Contract, defend, indemnify and hold Authority harmless from and against all claims (including without limitation claims for breach of contract, death or injury to a person or injury to property, or other tort claims) and expenses (including court costs) arising out of or relating to the breach by Service Provider of any covenant, representation or warranty or from any act or omission of the Service Provider or his agents, employees. Authority will notify ITMS Service Provider of any such claim, suit or proceeding and will assist Service Provider (at Service Provider's expense) in the defense of the same.
- (2) The Service Provider shall be solely liable for all payment / dues of the personnel employed and deployed by it. The Service Provider shall fully indemnify Authority against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or Enforcement of the provisions of any of the labour or other laws to the extent they are Applicable.

**4.15 No Partnership**

Nothing contained in the Tender shall be construed or interpreted as constituting a partnership between the Parties. Neither Party shall have any authority to bind the other in any manner whatsoever.



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**4.16 Governing Law and Jurisdiction**

The Contract shall be construed and interpreted in accordance with and governed by the laws of India and the Courts at Ahmedabad shall have jurisdiction over all matters arising out of or relating to the Contract.

**4.17 Ownership & Protection of Property**

Authority shall retain the title and ownership of any site allotted by it to Service Provider for purposes of carrying out Service Provider's obligations, duties and scope in relation to provide h services. Such title and ownership of Authority in any such site shall not pass to Service Provider. The Service Provider is only permitted to carry out its duties and obligations.

**4.18 Risk Clause**

The Contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of failure of the existing arrangement.

Dean, Principal of Concerned College/representative of concern College Dean , Principal / Officer In charge, AMC MET reserve the right for termination of the contract at any time by giving one month Written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected Tenderer at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by Dean , Principal of concern College, AMC MET from the Contractor Security Deposit or pending bill or by raising a separate claim.

- All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the Dean, Principal of Concerned College/representative of concern College Dean, Principal / Officer Incharge, AMC MET.
- Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the Dean, Principal of Concerned College and shall not knowingly lend to any person or company any of the effects or assets of the Concerned College under its control.
- In the event of loss/damage of equipments etc. at the premises of the Dean, Principal of Concerned College due to negligence/carelessness of Contractor staff, if established after a joint enquiry, then the Contractor shall compensate the loss to Dean, Principal of Concerned College
- The Contractor or its representative/s shall meet College's / AMC MET's representative/s regularly to take feedback regarding the services. The Contractor will also maintain a suggestion book for comments on the



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services rendered by it.

- The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the Colleges & its premises and shall indemnify Dean, Principal of Concerned College for any loss or damage caused by any act of the Contractor or its employees or staff etc.
- The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the Dean, Principal of Concerned College / Officer Incharge, AMC MET. However, he may use the services of associates for providing the services in which case the contractor shall be responsible for the performance and all acts of the associates as though they were his own.
- In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities of the Sub Contractor/Associate.
- Licenses if any required for Manpower supply services at the site will be procured by the Contractor.

**Date:**



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**Formats for documents to be submitted**

***Annexure 1: Letter of Bid***

(On the letterhead of Bidder)

To,  
The Chairman  
AMC MET Medical Education Trust, Ahmedabad.

**Subject:** With respect to tender for Selection of Service Provider for Supply/Providing Of Para Medical staff/Administrative Staff/Technical & Other Staff AT AMC MET COLLEGES & its attached premises

Dear Sir,

With respect to above mentioned subject, we are pleased to submit the bid. This offer is subject to all terms and conditions contained in the tender document. We have not made any changes either directly or indirectly in terms and conditions of the Tender. In additions to terms and conditions of this tender, we are not given any written or oral promise from the Authority.

I am attaching as EMD Demand Draft / Pay Order as under

| Name of work | DD / Bank Guarantee No | Bank Name | Date | Amount |
|--------------|------------------------|-----------|------|--------|
|              |                        |           |      |        |

I am also attached Demand Draft / Pay Order as Tender Fee as under

| Name of work | DD / Bank Guarantee No | Bank Name | Date | Amount |
|--------------|------------------------|-----------|------|--------|
|              |                        |           |      |        |

We are submitting duly signed and stamped two copies of Technical bid and all the necessary require documents as per terms of Tender

We are fully aware that the Authority has right to accept any tender or reject any/all tenders without giving any reason and upon rejection of tender/tenders we shall not be entitled to any right.

We have thoroughly read and understand all the terms and conditions of this tender and we promise to agree and abide by all the terms and conditions of this tender. We have also visited the site and got clear idea about the work profile and expectations of the Authority. We have signed and sealed each and every page of this tender document and provided all true information/documents.

**(Signature and stamp of the Authorized signatory of Bidder with date)**



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**Annexure 2: Bidder Information**

(On the letterhead of Bidder)

All Bidders are required to furnish the information in this format.

|    |  |                                     |
|----|--|-------------------------------------|
| 1  | Name of firm   |                                     |
| 2  | Head office address<br>.....<br>.....  |                                     |
| 3  | Local office address (if any)<br>.....<br>.....  |                                     |
| 4  | Telephone  |                                     |
| 5  | Facsimile  | E-mail                              |
| 6  | Place of Incorporation/ Registration   | Year of Incorporation/ Registration |
| 7  | Whether Company / partnership / or any other   |                                     |
| 8  | IT Permanent Account Number (Copy to be enclosed)  |                                     |
| 9  | Provident Fund Number allotted by Regional Provident fund office (copy to be enclosed)           |                                     |
| 10 | ESI Registration Number  |                                     |
| 11 | GST Registration Number  |                                     |
| 12 | Professional Tax Registration Number   |                                     |
| 13 | Main lines of business<br>1. Since: .....<br>.....<br>.....<br>2. Since: .....<br>.....<br>..... |                                     |

All Bidders are required to furnish the documents such as MOA, AOA, Partnership Deed, GST registration and registration as may be applicable.

**(Signature and stamp of the Authorized signatory of Bidder with date)**



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**Annexure 3: Bidder's Turnover**

**Name of Bidder:**

All Bidders shall provide the information in the format as per this form. The information supplied shall be the annual turnover from manpower outsourcing staff (except housekeeping and security) for Five (7) financial years (2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24,2024-25). This should be on letter head of and certified by a Chartered Account.

| <b>Annual Turnover for the Seven years</b><br>(2018-19,2019-20,2020-21,2021-22,2022-23,2023-24,2024-25) |  |
|---|--|
| <b>Year</b>   | <b>Manpower outsourcing Services (except housekeeping and security) business Turnover</b><br><br><b>(in Rs. Lakhs)</b> |
| 2018-19   |  |
| 2019-20   |  |
| 2020-21   |  |
| 2021-22   |  |
| 2022-23   |  |
| 2023-24   |  |
| 2024-25   |  |

Seal and Signature of Statutory Auditor / Registered Chartered Accountant with Registration Number:

The Bidder shall have to submit, Audited statement for last seven years.



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**Annexure 4: Details of Key Personnel**

The Bidder shall provide the details and information of key personnel (As per clause 2.2(e) of ITB) in table provided below.

| Sr. | Name of the Employee | Designation and Year of experience with Bidder | Qualifications | Total Experience | Whether served in Hospital /College/Education Institute and also provide tenure of services and evidence of service records. |
|-----|----------------------|--|----------------|------------------|--|
| 1.  |                      |  |                |                  |  |
| 2.  |                      |  |                |                  |  |

The Bidder shall also have to provide the detailed CV of Key personnel specified in Clause 2.2 (d) of ITB in following format

| Sr. | Particulars   |  |
|-----|---|--|
| 1   | Name  |  |
| 2   | Qualification   | (Bidder shall also provide supporting certificates)                |
| 3   | Whether served in hospital  | <b>Provide tenure of services and evidence of service records.</b> |
| 4   | Employment Record (Nature and no of years of Experience with different organization and |  |
| 5   | Date of Birth   |  |
| 6   | Any other information   |  |
| 7   | Signature of Project Manager  |  |



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**The Bidder shall also have to provide the records of no. of persons employed by it**

| <b>Sr.<br/>No.</b> | <b>Employee Name</b> | <b>No</b> | <b>Whether Contractual or<br/>permanent employee<br/>(provide details)</b> |
|--------------------|----------------------|-----------|--|
| 1                  |                      |           |  |
| 2                  |                      |           |  |
| 3                  |                      |           |  |

**(Signature and stamp of the Authorized signatory of Bidder with date)**



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***Annexure 5: Power of Attorney***

(On a Stamp Paper of RS.300/- also notarized)

(Applicable in case of bid not being signed by the person directly authorized by the firm)

**Date:**

To, Chairman,

AMC MET Medical Education Trust, Ahmedabad

Dear Sir,

REF: Your Tender Ref.:

<Bidder's name> hereby authorizes <Designated Representative's name> to act as a representative of <Bidder's name> for the following activities vide its Board Resolution/ Power of Attorney attached herewith.

To attend all meetings with AMC MET Medical Education Trust /Employer or other entities associated with tender for <Name of the Tender> and to discuss, negotiate, finalize and sign any bid or agreement and subsequent Contract.

Yours faithfully,

<Signature of appropriate authority of the Bidder >

Name of appropriate authority of the Bidder:

<Signature and name of the Designated Representative of the Bidder for acceptance of this Power of Attorney>

For

<Name of Bidder >

Encl: Board Authorization



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

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***Annexure 6: Affidavit on Stamp Paper***

**(On a Stamp Paper of RS.300/-)**

It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable for any punitive action for furnishing false information/ documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2026

Signature (Company Stamp)

\_\_\_\_\_

In the capacity of duly authorized to sign bids for and on behalf of:

**Signed by**

**Authorized Signatory with designation**



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

***Annexure 7: Anti Blacklisting and other required declaration Certificate***

(On a Stamp Paper of RS.300/-)

I M/s. \_\_\_\_\_ (Bidder), \_\_\_\_\_ (the names and address of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred by Government of Gujarat (GoG) / any other entity of GoG or blacklisted by any state government or central government / department / agency in India from participating in Project/s, either individually or as member of a Consortium as on the \_\_\_\_\_-(Bid submission Date).

Further confirm that we or any of our promoter/s / director/s are not under a declaration of ineligibility for corrupt and fraudulent practices by the Central Government, the State Government, Local Self Government body or any public undertaking, autonomous body, authority by whatever name called under the Central, the State Government or local self Government body.

We further confirm that we are aware that our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this Tender at any stage of the Bidding Process or thereafter during the agreement period. Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 2026.

Name of the Bidder

Signature of the Authorized person Name of the Authorized Person



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

**Annexure 8: Bid Security  
BANK GUARANTEE FOR BID SECURITY**

**(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)**

To Chairman,  
AMC MET Medical Education Trust (AMC MET). Ahmedabad.

This Deed of Guarantee is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2026 at \_\_\_\_\_ by \_\_\_\_\_ a Bank within the meaning of the Reserve Bank of India Act and constituted under the Banking Companies Acquisition and Transfer of Undertakings Act, 1970/1980 and having its Head Office/Registered Office at \_\_\_\_\_ and a Branch Office at \_\_\_\_\_ (hereinafter referred to as "the Bank" or "the Guarantor", which expression shall unless it be repugnant to the subject or context hereof be deemed to include its successors and assigns) in favour of Chairman, AMC MET Medical Education Trust, Ahmedabad having its Office at Usmanpura, Ahmedabad.

WHEREAS, the AMC MET undertook the process of competitive bidding in order to select the most desirable firm/company for the \_\_\_\_\_ (Work name) for which purpose AMC MET issued a Tender inviting Bids from the Bidders;

WHEREAS, \_\_\_\_\_ [name of Bidder] (hereinafter called "the Bidder") shall submit his Bid dated [date] for the above specified Works (hereinafter called "the Bid").

In the event of any breach or non-performance of the following terms and conditions contained in the Tender document:

- i. If a bidder withdraws or modifies his bid the proposal during the period of bid validity, or
- ii. In the case of a Successful Bidder, fails to sign the Agreement or fails to furnish the required Performance Guarantee (as defined below) within stipulated time in accordance with the Tender Condition.
- iii. In case of fraudulent bid where it is so established that the bidder has willingly and knowingly tried to mislead AMC MET by providing false or fabricated information or
- iv. If the Bidder submits a conditional Bid which would affect unfairly the competitive provision of other Bidders who submitted substantially responsive Bids and/or is not accepted by AMC MET.

The Guarantor agrees absolutely, irrevocably and unconditionally guarantees and undertakes to pay to AMC MET a sum of Indian Rupees \_\_\_\_\_ without any protest or demur and upon receipt of first written demand from AMC MET, without having to substantiate his demand, provided that in his demand AMC MET will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date \_\_\_\_, being the date 60 days after the date of expiration of the Bid Validity or as it may be extended by the bidder on a written request by AMTC, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

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**The jurisdiction in relation to this Guarantee shall be the Courts at AHMEDABAD and Indian Law shall be applicable.**

**The claim in respect of this Bank Guarantee shall be admissible at any of our AHMEDABAD Branches.**

IN WITNESS WHEREOF the Guarantor has executed this Guarantee on this \_\_\_\_\_ day of \_\_\_\_\_ and year first herein above written.

Signed and delivered by the

Above named \_\_\_\_\_ Bank by It's Authorized Signatory as authorized by Board Resolution passed on .  
/ Power of Attorney dated [ ..... ]

\_\_\_\_\_

Authorized Signatory Name :

Designation:

In the presence of:

1.

2.



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

**Annexure 9: Performance Security**

**(On stamp Paper of RS.300/-)**

To: \_\_\_\_\_ [Name of Authority]

\_\_\_\_\_ [Address of Authority]

WHEREAS \_\_\_\_\_  
\_\_\_\_\_ [Name and address of Successful Bidder] (Hereinafter called  
"the Service Provider") has undertaken, in pursuance of Agreement No. \_\_\_\_\_ dated \_\_\_\_\_ to  
execute \_\_\_\_\_ [Name of Agreement and brief  
description of Works] (Hereinafter called "the Agreement");

AND WHEREAS it has been stipulated by you in the said Agreement that the Service Provider shall furnish you with a Bank Guarantee by an approved bank for the sum specified therein as security for compliance with his obligations in accordance with Agreement; AND WHEREAS we have agreed to give Licensee such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Licensee, up to a total of Rs. \_\_\_\_\_ [amount of Guarantee]  
\_\_\_\_\_ [amount in words] such sum being payable in the types and proportions of currencies in which the Agreement Price is payable, and we undertake in which the Agreement Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Rs. \_\_\_\_\_ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Agreement or of the Works to be performed there under or of any of the Agreement documents which may be made between you and the Licensee shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date: \_\_\_\_\_



**Tender for Supply/Providing of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

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Signature and Seal of the guarantor: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

An amount is to be inserted by the Guarantor, representing the percentage of the Agreement Price specified in the Agreement, and denominated either in the currency of the Agreement or in a freely convertible currency acceptable to the Employer.



**Tender for Supply/Providing of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

**Financial Bid Detail**  
**Annexure 10: Format of Price Bid**  
**To be submitted online only**

**Tender for Supply/Providing of Para Medical Staff/Administrative Staff/Technical & other Staff  
AT AMC MET COLLEGES & its attached Premises**

| Sr. No. | Name of Designation                                | QTY | Monthly Payment to per unit of manpower * (in Rs.) | Monthly PF Contribution per unit of Manpower to be deposited by the contractor (Presently 12.00% of D) which shall be reimbursed upon submission of the Documents | Monthly ESI Amount per unit of Manpower to be submitted by the contractor (Presently 3.25% of D) which shall be reimbursed upon submission of the Documents | Bonus @8.33% (Presently 3.25% of D) which shall be reimbursed upon submission of the Documents | Leave 5% (Presently 3.25% of D) which shall be reimbursed upon submission of the Documents | Total CTC per Month per Employee I = (D+E+F+G+H) | Total per Month J = (I*C) | Total per Year K=(J*12) |
|---------|--|-----|--|---|---|--|--|--|---------------------------|-------------------------|
| A       | B  | C   | D  | E   | F   | G  | H  | I  | J                         | K                       |
| 1       | Assistant Laboratory Tech / Phlebotomist           | 35  | 18,975.00  | 2,277.00  | 616.6875  | 1,580.62   | 948.75   | 24,398.06  | 853931.925                | 1,02,47,183.10          |
| 2       | Assistant Librarian                                | 2   | 17,710.00  | 2,125.20  | 575.575   | 1,475.24   | 885.5  | 22,771.52  | 45543.036                 | 5,46,516.43             |
| 3       | Attendant Lab/ Library/ Office/ X- Ray/ Engg. Etc. | 26  | 12,935.00  | 1,552.20  | 420.3875  | 1,077.49   | 646.75   | 16,631.82  | 432427.398                | 51,89,128.78            |
| 4       | Biomedical Engineer                                | 2   | 23,000.00  | 2,760.00  | 747.5   | 1,915.90   | 1150   | 29,573.40  | 59146.8                   | 7,09,761.60             |
| 5       | Carpenter  | 3   | 17,825.00  | 2,139.00  | 579.3125  | 1,484.82   | 891.25   | 22,919.39  | 68758.155                 | 8,25,097.86             |
| 6       | Chair Side Attendance                              | 14  | 12,935.00  | 1,552.20  | 420.3875  | 1,077.49   | 646.75   | 16,631.82  | 232845.522                | 27,94,146.26            |
| 7       | Clinical Physiotherapist                           | 3   | 23,000.00  | 2,760.00  | 747.5   | 1,915.90   | 1150   | 29,573.40  | 88720.2                   | 10,64,642.40            |
| 8       | Dental Technician                                  | 3   | 15,180.00  | 1,821.60  | 493.35  | 1,264.49   | 759  | 19,518.44  | 58555.332                 | 7,02,663.98             |
| 9       | Deputy Librarian                                   | 1   | 20,240.00  | 2,428.80  | 657.8   | 1,685.99   | 1012   | 26,024.59  | 26024.592                 | 3,12,295.10             |
| 10      | Dissection Assistant                               | 11  | 15,180.00  | 1,821.60  | 493.35  | 1,264.49   | 759  | 19,518.44  | 214702.884                | 25,76,434.61            |
| 11      | Chauffer/ Driver                                   | 8   | 17,710.00  | 2,125.20  | 575.575   | 1,475.24   | 885.5  | 22,771.52  | 182172.144                | 21,86,065.73            |
| 12      | Electrician  | 9   | 17,825.00  | 2,139.00  | 579.3125  | 1,484.82   | 891.25   | 22,919.39  | 206274.465                | 24,75,293.58            |



**Tender for Supply/Providing of Para Medical Staff/Administrative Staff/ Technical & Other Staff AT AMC MET COLLEGES & its attached Premises**

| Sr. No. | Name of Designation  | QTY | Monthly Payment to per unit of manpower * (in Rs.) | Monthly PF Contribution per unit of Manpower to be deposited by the contractor (Presently 12.00% of D) which shall be reimbursed upon submission of the Documents | Monthly ESI Amount per unit of Manpower to be submitted by the contractor (Presently 3.25% of D) which shall be reimbursed upon submission of the Documents | Bonus @8.33% (Presently 3.25% of D) which shall be reimbursed upon submission of the Documents | Leave 5% (Presently 3.25% of D) which shall be reimbursed upon submission of the Documents | Total CTC per Month per Employee I = (D+E+F+G+H) | Total per Month J = (I*C) | Total per Year K=(J*12) |
|---------|--|-----|--|---|---|--|--|--|---------------------------|-------------------------|
| A       | B  | C   | D  | E   | F   | G  | H  | I  | J                         | K                       |
| 13      | Gardener   | 9   | 12,935.00  | 1,552.20  | 420.3875  | 1,077.49   | 646.75   | 16,631.82  | 149686.407                | 17,96,236.88            |
| 14      | Helper /Peon   | 47  | 13,915.00  | 1,669.80  | 452.2375  | 1,159.12   | 695.75   | 17,891.91  | 840919.629                | 1,00,91,035.55          |
| 15      | Jr. Pharmacist/ Jr. Dispensary Pharmacist                          | 16  | 18,975.00  | 2,277.00  | 616.6875  | 1,580.62   | 948.75   | 24,398.06  | 390368.88                 | 46,84,426.56            |
| 16      | Jr. Clerk Cum Computer Operator / Jr.Clerk Cum Data Entry Operator | 90  | 21,000.00  | 2,520.00  | 682.5   | 1,749.30   | 1050   | 27,001.80  | 2430162                   | 2,91,61,944.00          |
| 17      | Liftman  | 47  | 13,915.00  | 1,669.80  | 452.2375  | 1,159.12   | 695.75   | 17,891.91  | 840919.629                | 1,00,91,035.55          |
| 18      | Meason   | 2   | 18,400.00  | 2,208.00  | 598   | 1,532.72   | 920  | 23,658.72  | 47317.44                  | 5,67,809.28             |
| 19      | Executive Assistant/O.S./A.M.                                      | 10  | 28,750.00  | 3,450.00  | 934.375   | 2,394.88   | 1437.5   | 36,966.75  | 369667.5                  | 44,36,010.00            |
| 20      | Plumber  | 12  | 17,825.00  | 2,139.00  | 579.3125  | 1,484.82   | 891.25   | 22,919.39  | 275032.62                 | 33,00,391.44            |
| 21      | X-Ray Technician   | 3   | 17,710.00  | 2,125.20  | 575.575   | 1,475.24   | 885.5  | 22,771.52  | 68314.554                 | 8,19,774.65             |
| 22      | System Engineer  | 1   | 23,000.00  | 2,760.00  | 747.5   | 1,915.90   | 1150   | 29,573.40  | 29573.4                   | 3,54,880.80             |
| 23      | Rector Female  | 5   | 19,550.00  | 2,346.00  | 635.375   | 1,628.52   | 977.5  | 25,137.39  | 125686.95                 | 15,08,243.40            |
| 24      | Rector Male  | 5   | 19,550.00  | 2,346.00  | 635.375   | 1,628.52   | 977.5  | 25,137.39  | 125686.95                 | 15,08,243.40            |
| 25      | Asst. Rector Male/Female   | 6   | 12,935.00  | 1,552.20  | 420.3875  | 1,077.49   | 646.75   | 16,631.82  | 99790.938                 | 11,97,491.26            |
| 26      | Sanitary Sub Inspector   | 5   | 16,100.00  | 1,932.00  | 523.25  | 1,341.13   | 805  | 20,701.38  | 103506.9                  | 12,42,082.80            |
| 27      | Staff Nurse  | 12  | 18,975.00  | 2,277.00  | 616.6875  | 1,580.62   | 948.75   | 24,398.06  | 292776.66                 | 35,13,319.92            |
| 28      | Technical Asst. Civil  | 2   | 21,000.00  | 2,520.00  | 682.5   | 1,749.30   | 1050   | 27,001.80  | 54003.6                   | 6,48,043.20             |
| 29      | Technical Asst Electrical  | 3   | 21,000.00  | 2,520.00  | 682.5   | 1,749.30   | 1050   | 27,001.80  | 81005.4                   | 9,72,064.80             |



**Tender for Supply/Providing of Para Medical Staff/Administrative Staff/ Technical & Other Staff AT AMC MET COLLEGES & its attached Premises**

| Sr. No.  | Name of Designation    | QTY        | Monthly Payment to per unit of manpower * (in Rs.) | Monthly PF Contribution per unit of Manpower to be deposited by the contractor (Presently 12.00% of D) which shall be reimbursed upon submission of the Documents | Monthly ESI Amount per unit of Manpower to be submitted by the contractor (Presently 3.25% of D) which shall be reimbursed upon submission of the Documents | Bonus @8.33% (Presently 3.25% of D) which shall be reimbursed upon submission of the Documents | Leave 5% (Presently 3.25% of D) which shall be reimbursed upon submission of the Documents | Total CTC per Month per Employee I = (D+E+F+G+H) | Total per Month J = (I*C) | Total per Year K=(J*12) |
|--|------------------------|------------|--|---|---|--|--|--|---------------------------|-------------------------|
| A  | B                      | C          | D  | E   | F   | G  | H  | I  | J                         | K                       |
| 30   | Telephone Operator     | 1          | 12,935.00  | 1,552.20  | 420.3875  | 1,077.49   | 646.75   | 16,631.82  | 16631.823                 | 1,99,581.88             |
| 31   | Valve Man              | 8          | 12,935.00  | 1,552.20  | 420.3875  | 1,077.49   | 646.75   | 16,631.82  | 133054.584                | 15,96,655.01            |
| 32   | Watchman (Male/Female) | 6          | 12,935.00  | 1,552.20  | 420.3875  | 1,077.49   | 646.75   | 16,631.82  | 99790.938                 | 11,97,491.26            |
| 33   | Wireman                | 21         | 14,950.00  | 1,794.00  | 485.875   | 1,245.34   | 747.5  | 19,222.71  | 403676.91                 | 48,44,122.92            |
| 34   | Audio Video Operator   | 1          | 17,250.00  | 2,070.00  | 560.625   | 1,436.93   | 862.5  | 22,180.05  | 22180.05                  | 2,66,160.60             |
| 35   | Oxygen Plant Operator  | 9          | 17,000.00  | 2,040.00  | 552.5   | 1,416.10   | 850  | 21,858.60  | 196727.4                  | 23,60,728.80            |
| 36   | Oxygen Plant Incharge  | 1          | 20,000.00  | 2,400.00  | 650   | 1,666.00   | 1000   | 25,716.00  | 25716                     | 3,08,592.00             |
| <b>Total CTC</b>   |                        | <b>439</b> | <b>636055</b>                                      | <b>76326.6</b>  | <b>20671.7875</b>   | <b>52983.3815</b>  | <b>31802.75</b>  | <b>817839.519</b>                                | <b>9691299.615</b>        | <b>116295595.38</b>     |
| <b>(A) Base Service Charge on net billing @</b>  |                        |            |  |   |   |  |  |  |                           | <b>5%</b>               |
| <b>(B) Additional Service Charge (To be filled by the bidder)</b><br><b>(From 0% to 5% in addition to above mentioned 5% Service Charge)</b> |                        |            |  |   |   |  |  |  |                           |                         |
| <b>(C) Total Service Charges quoted by the bidder (A+B) (To be filled by the bidder)</b>   |                        |            |  |   |   |  |  |  |                           |                         |
| <b>Total Contract Value with Additional Service Charge</b>   |                        |            |  |   |   |  |  |  |                           |                         |



**Tender for Supply/Providing of Para Medical Staff/Administrative Staff/ Technical & Other Staff AT AMC MET COLLEGES & its attached Premises**

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- 10.1 GST will be paid extra.
- 10.2 Whenever there is any increase in the minimum wages, above rates given in column D would be increased by the same percentage equal to the percentage increase in the minimum wages (for example, if the minimum wages are increased by 5%, then the above rates in column D would also be increased by 5%)
- 10.3 Whenever PF and ESI Rate change, accordingly PF and ESI Contribution will change.
- 10.4 Monthly payment to per unit of manpower in column D is for 26 or 27 working days in a month. According to the same per day deduction of wages for absenteeism would be calculated
- 10.5 Agencies must provide Biometric attendance for each contractual staff.
- 10.6 Agencies must provide Bank, PF, ESIC, etc. details per month as demanded by AMC MET.
- 10.7 AMC MET shall allow 1 Casual leave (only when prior intimation is given) to each man power after completion of each 26 days of working.

**If the QCBS Score are same for more than 1 bidder than decision of Chairman AMC MET will be final to award this tender.**



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

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***Annexure 11: List of Approved Banks to AMC MET***

(For the Purpose of Providing Bid Security/Performance Security/Tender Fee)

- All Nationalized Banks.
- RBL Bank
- Axis Bank
- ICICI Bank
- HDFC Bank
- Kotak Mahindra Bank
- IndusInd Bank
- DCB Bank
- Tamilnadu Mercantile Bank
- Ujjivan Small Finance Bank
- A U Small Finance Bank
- FEDERAL Bank
- Equitas Small Finance Bank
- Bandhan Bank
- Standard Chartered Bank
- City Union Bank
- The Mehsana Urban Co-Operative Bank Ltd.
- The Ahmedabad Mercantile Co-Operative Bank Ltd
- Nutan Nagrik Sahakari Bank Ltd.
- The Kalupur Commercial Co-Operative Bank Ltd.
- Rajkot Nagrik Sahakari Bank Ltd.
- The Gujarat State Co-Operative Bank
- Sarswat Bank
- Saurashtra Gramin Bank

Note: In case of submission of Bank Guarantee only the branches of above mentioned banks located in Ahmedabad City would be eligible.



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

***Annexure 12: Experience and Work Certificate Table***  
**(To be submitted on bidder letter pad)**

Experience and satisfactory work completion certificate for providing Manpower Outsourcing staff (except Housekeeping and Security) in any Govt. or Public or Private Sector or Trust run Hospital/College/ Education Institution/Health Department having/provided more than 150 Manpower Outsourcing Staff (except Housekeeping and Security) for at least any two years out of last last Five years i.e 2020-21,2021-22,2022-23,2023-24,2024-25.

| No. | Name of Government/ Private Sector Hospital/ Trust Hospital/College/Education Institute/Health Department | Period |    | Total No. of Manpower Outsourcing Staff Provided | Tender Cost amount | Total Work Completion |
|-----|---|--------|----|--|--------------------|-----------------------|
|     |   | From   | To |  |                    |                       |
| 1.  |   |        |    |  |                    |                       |
| 2.  |   |        |    |  |                    |                       |
| 3.  |   |        |    |  |                    |                       |
| 4.  |   |        |    |  |                    |                       |
| 5.  |   |        |    |  |                    |                       |
| 6.  |   |        |    |  |                    |                       |

**Note:** Bidder has to attach without fail, satisfactory work completion certificate from above mentioned institutes with technical bid, only work order copy should not be considered for experience.



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

**Annexure 13: Employee Staff Details  
(To be submitted with every month bill)**

**Institute Name: \_\_\_\_\_ Bill for the Month of Year of \_\_\_\_\_**

| Sr. | Name of Employee   | Cadre Name | Total Working Days | Total Present Days | Payment to the Employee | Employee EPF Contribution 12% | Employee ESIC Contribution 0.75% | Prof. Tax | Employer EPF Contribution 13% | Employer ESIC Contribution 3.25% | Bonus 8.33% | Leave 5% | Total |
|-----|--------------------|------------|--------------------|--------------------|-------------------------|-------------------------------|----------------------------------|-----------|-------------------------------|----------------------------------|-------------|----------|-------|
| 1   | 2                  | 3          | 4                  | 5                  | 6                       | 7                             | 8                                | 9         | 10                            | 11                               | 12          | 13       | 14    |
| 1   | X                  |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |
| 2   | Y                  |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |
| 3   | Z                  |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |
|     |                    |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |
|     |                    |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |
|     |                    |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |
|     |                    |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |
|     | <b>Total</b>       |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |
|     | <b>GST</b>         |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |
|     | <b>Grand Total</b> |            |                    |                    |                         |                               |                                  |           |                               |                                  |             |          |       |

**Signature & Stamp of Authorized Signatory N.B.:**

**Bonus & 5% Leave must be paid to Employee on Monthly Basis**



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

***Annexure 14 : Employee Staff Bank Details***  
**(To be submitted with every month bill) Institute Name:**

**Bill for the Month of \_\_\_\_\_ Year of \_\_\_\_\_**

| Sr | Name of Employee | Cadre Name | Bank Name | Branch Name of the bank | Bank Account Number | IFSC Number | Total Amount Transferred (Basic +Bonus +Leave) |
|----|------------------|------------|-----------|-------------------------|---------------------|-------------|--|
| 1  | 2                | 3          | 4         | 5                       | 6                   | 7           | 8  |
| 1  | X                |            |           |                         |                     |             |  |
| 2  | Y                |            |           |                         |                     |             |  |
| 3  | Z                |            |           |                         |                     |             |  |
|    | Total            |            |           |                         |                     |             |  |

**Signature & Stamp of Authorized Signatory**



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

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**For calculation of Total Amount Transferred Column 8 of above table**

| <b>Sr.</b> | <b>Basic Salary as<br/>per Annexure 13<br/>Column No. (6-7-8-9)</b> | <b>Bonus @ 8.33 % as per<br/>Annexure 13 Column<br/>No.12</b> | <b>Leave 5% as per<br/>Annexure 13<br/>Column No.13</b> | <b>Total Amount Transferred</b> |
|------------|---|---|---|---------------------------------|
|            | <b>A</b>  | <b>B</b>  | <b>C</b>  | <b>A+B+C</b>                    |
|            |   |   |   |                                 |
|            |   |   |   |                                 |



**Tender for Supply/Providing Of Para Medical Staff/Administrative Staff/ Technical  
& Other Staff AT AMC MET COLLEGES & its attached Premises**

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**Annexure - 15**

**Valid Labor License for providing Manpower Outsourcing staff at premises or institute in last five (5) years**

(2020-21,2021-22,2022-23,2023-24,2024-25)

| Sr.No | License Issuing date | License No. | No. of Manpower Outsourcing staff provided | Name of Institution where to provide service | Licensing Authority |
|-------|----------------------|-------------|--|--|---------------------|
|       |                      |             |  |  |                     |
|       |                      |             |  |  |                     |
|       |                      |             |  |  |                     |
|       |                      |             |  |  |                     |
|       |                      |             |  |  |                     |
|       |                      |             |  |  |                     |
|       |                      |             |  |  |                     |