

On Line Tender Notice No.17 of 2019-20

Administration of
Dadra & Nagar Haveli, U.T.,
Office of the Mission Director
Support to State Health Society
Medical & Public Health Department
Tel No.(0260) 2642940, 2640619
e-mail Id nrhmdnh@gmail.com

No. DMHS/P&T/Staff/NHM/2018-19/718/237

Silvassa
Date:-07/01/2020

e-Tender Notice

Tender for Facility Management Services to be provided for Support to State Health Society, Silvassa under Medical and Public Health Department, Silvassa.

In the name of President of India, the Mission Director, State Health Society, Medical and Health Services, Dadra & Nagar Haveli, Silvassa. Invites on line tender on <https://dnhtenders.gov.in/nicgep/app> from the Authorized Agencies for providing Facility Management for following Staff.

| Sr. No. | Particulars | Estimated Cost | EMD (Earnest Money Deposit) | Tender Fees (Non-Refundable) | e-Tender ID No. |
|---------|---|----------------|-----------------------------|------------------------------|-----------------|
| 1 | Outsourcing of Staff under Facility Management for Support to State Health Society, Silvassa under Medical and Public Health Department | 1,61,44,708/- | 4,03,618/- | Rs.1000/- | 2019_UTDNH_4389 |

Bid document downloading Start Date: 07.01.2020
Bid document downloading End Date : 27.01.2020, 12:00 Hrs.
Last Date & Time for receipt of Bid : 27.01.2020, 14.00 Hrs.
Preliminary Stage Bid Opening Date : 27.01.2020, 15.00 Hrs.
Technical Stage Bid Opening Date : 27.01.2020, 15.30 Hrs.

Bidders have to submit price bid in Electronic format only on <https://dnhtenders.gov.in/nicgep/app> website till the last date and time for submission. **Technical Bid and Price Bid in Physical format shall not be accepted in any case.**

Only tender fees and EMD should be submitted in original to be sent to the above mentioned address by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tender received in hard copy will not be accepted.

1. The EMD will be accepted in form of FDR/Demand Draft or Bank Guarantee from any commercial banks in an acceptable form payable at Silvassa in favor of the undersigned and the EMD should be valid for the period of One Year.

2. The EMD and tender fees should not be forwarded by cash.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. Tender can be downloaded from <https://dnhtenders.gov.in/nicgep/app> , www.dnh.nic.in website.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: cppp-nic[at]nic[dot]in, Mobile No: +91-7878077972 and +91-7878007973, Tel No. 1800 3070 2232 Website: www.dnhtenders.gov.in .

Sd/-
Mission Director
State Health Society
Medical and Health Services,
Tel. No. (0260)2642940, Ext-274
e-mail ID – nrhmdnh@gmail.com

Copy to :-

- 1) CPO, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper.
- 2) Director General, Indian Trade Journal, Kolkata for publication on Newspaper
- 3) I.T., Dadra & Nagar Haveli, Silvassa with a request to publish in Website.

**TERMS AND CONDITIONS FOR OUTSOURCING OF STAFF UNDER THE FACILITY
MANAGEMENT SERVICES SUPPORT TO STATE HEALTH SOCIETY, SILVASSA
UNDER MEDICAL AND PUBLIC HEALTH DEPARTMENT, SILVASSA.**

❖ **Instructions to Bidders :**

- 1) The rate should be quoted in the prescribed form given by the department; **The rate will be valid for the period of one year, extendable for two more years, based on performance mutual consent from the date of acceptance of tender.**
- 2) All/Taxes/Duties/Royalties Charges payable on the Services, etc. within and/or outside the state shall be payable by the Service provider.
- 3) The decision of the Tender Inviting Officer for acceptance/rejection shall be final.
- 4) Bid security also known as Earnest Money Deposit (EMD) **Rs.4, 03,618/-** in form of call deposit receipt or Fixed Deposit Receipt/Demand Draft or Bank Guarantee from any of the Commercial Banks in as acceptable form payable at Silvassa in favour of **Mission Director, State Health Society, Silvassa**, required for the works should invariably be enclosed along with the tender documents. The tender received without EMD will be summarily rejected.
- 5) The Tenders and Financial bid should be submitted online on www.dnhtenders.gov.in in two bid system.
- 6) The Tenders shall be submitted in two bid system for both, wherein the EMD and Tender Fee only has to be submitted in Tender Box and should super scribing on the envelope as **"Sealed Cover for Outsourcing of Staff under Facility Management Services for Support to State Health Society, Silvassa under Medical and Public Health Department, Silvassa.**
- 7) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:

**The Mission Director,
State Health Society,
National Health Mission
Medical & Health Services
1st Floor, Secretariat,
U.T. of Dadra & Nagar Haveli, Silvassa - 396 230
Tel: 0260-2642940, Ext-274
9662011087
Email:- nrhmdnh@gmail.com**
- 8) The right to accept or reject any tender partly or fully without assigning any reason thereof is reserved with the Mission Director, State Health Society, Medical & Health Services, Silvassa and his decision on all matters relating to acceptance or rejection of the tender in whole or in part will be final and binding to all.
- 9) No applications/clarifications shall be accepted from the tenderers once tenders are received by the Department.
- 10) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of Order, as the amount of security.
- 11) Non receipt of the Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.

Key Date :-

| | |
|--|-------------------------------|
| Bid document downloading Start Date: | 07.01.2020 |
| Bid document downloading End Date : | 27.01.2020, 12:00 Hrs. |
| Last Date & Time for receipt of Bid : | 27.01.2020, 14.00 Hrs. |
| Preliminary Stage Bid Opening Date : | 27.01.2020, 15.00 Hrs. |
| Technical Stage Bid Opening Date : | 27.01.2020, 15.30 Hrs. |

❖ Conditions of Contract :

- 1) The bidder should have a License from Labor & Enforcement Officer, Dadra and Nagar Haveli, Silvassa.
- 2) The tenderer shall have to upload supporting documents like List of work executed in various Govt. Semi Govt. organizations, School, College, University, Municipalities, corporate with proof.
- 3) The successful tenderer shall have to engage staff/employees required for the operation of the facility management/services in sufficient number required for this job.
- 4) In case of any accident with staff/employee of contractors/bidders during the Course of execution of the agreement/work, and/or the damage done by the Contractor or his staff to the property of the Hospital, the responsibilities. The department shall not be responsible for any kind of accident with labors engaged for this job. The cost of damage of property shall be recovered from the contractor/agency.
- 5) The contractor at his own risk and cost shall have to grant benefit of leave plus pay emoluments to the employees as per the law in force. In case of any loss to the Department authority due to the breach of any conditions of the labour license/act on the part of the contractors, such losses shall be recovered from the contractors. If required the same can be recovered by the hospital authority from the contractors as a recovery of land revenue.
- 6) The staff of Medical & Public Health, Silvassa. Including the superior authority of the Administration shall oversee the operation of works carried out by the contractors and contractors shall be bound to obey all the instructions of the superior authority.
- 7) In case of breach of any of the conditions of the contract by the contractor or if the work of the contractor is found unsatisfactory by the Department, such contract shall be terminated by the Departmental authority. **The Secretary (Health), Dadra & Nagar Haveli** shall be the authority for arbitration and the decision of the Secretary (Health) will be final and binding to all.
- 8) The below mentioned posts should have the minimum education as mentioned below & the minimum salary to be given to each individual as mentioned below to undertake the work by the successful contractor during the course of agreement.

| Sr. No. | Name of Post | Education Qualification Required | Minimum salary to be paid per person per month in hand | No. of staff |
|---------|----------------------|--|--|--------------|
| 1 | Ophthalmic Assistant | 1. H.S.C. (Science) or equivalent from a government recognized board. 2. Diploma in Ophthalmic Techniques from a recognize Institute or certificate course in Ophthalmic care from a government recognized Institute. | 15,000.00 | 02 |

**e-tender ID No.2019_UTDNH_4389 Outsourcing of Staff under Facility Management Services
for Support to State Health Society , Silvassa under Medical and Public Health Department, D&NH for the
Year 2019-20**

| Sr. No. | Name of Post | Education Qualification Required | Minimum salary to be paid per person per month in hand | No. of staff |
|----------------|---|--|---|---------------------|
| 2 | Dental Assistant/ Technician/Hygienist | 1. H.S.C. (Std.12th Pass or equivalent from a recognized board. 2. One Year experience in a reputed hospital with knowledge of first Aid. | 15,000.00 | 02 |
| 3 | Multi Rehabilitation Worker | Bachelor in Social Work or equivalent qualification from recognized Board or University | 13,000.00 | 02 |
| 4 | Account Assistant | Degree of B.Com (Statistics) from a Government recognized university./Institute | 15,000.00 | 02 |
| 5 | Administrative Assistant | Bachelor Degree/ Graduate in any faculty from a Government recognized University | 15,000.00 | 02 |
| 6 | Junior Administrative Officer/ Superintendent | MBA in HR (Preferably with 03 year experience in a reputed organization) | 20,000.00 | 01 |
| 7 | Statistical Assistant | Degree of B.Com (Statistics) from a Government recognized university./Institute | 15,000.00 | 03 |
| 8 | O.T. Technician | 1. H.S.C. Science or equivalent 2. Diploma in Operation Technician course or Operation Theater course from any recognized Board or University. | 13,000.00 | 02 |
| 9 | Blood Bank/ Storage Technician | 1. H.S.C. Science or equivalent 2. Diploma in Medical Lab. Technician course from any recognized Institution/University. | 13,000.00 | 03 |
| 10 | Counsellor | Bachelor degree (Psychology) or Post Graduate degree in Medical Social Work or Psychology from a recognized Institute/University. | 15,000.00 | 02 |
| 11 | Cold Chain & Vaccine Logistic Assistant | Essential : 1. Graduate in Pharmacy from a recognized institute. Desirable : 1. Demonstrable skill in Computers 2. Valid vehicle license | 15,000.00 | 02 |
| 12 | Accountant | Graduate in Commerce with Knowledge of Tally and Computer operation | 15,000.00 | 01 |
| 13 | Accountant cum Data Entry Operator | Graduate with typing speed of 30wpm in English & Knowledge of computer operation | 12,000.00 | 02 |
| 14 | Computer Operator | Graduate with typing speed of 30wpm in English & Knowledge of computer operation | 12,000.00 | 01 |
| 15 | Multi Tasking Staff | S.S.C. with 1 year experience working in the field | 8,000.00 | 29 |

| Sr. No. | Name of Post | Education Qualification Required | Minimum salary to be paid per person per month in hand | No. of staff |
|----------------|------------------------------|---|---|---------------------|
| 16 | Registration Clerk | 1. Std.12th Pass or equivalent qualification from recognized Board or University. 2. English Typing @35 w.p.m. or Hindi Typing @30 w.p.m. (time allowed 10 minutes and 30 w.p.m. corresponded to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.) | 12,000.00 | 03 |
| 17 | Driver | a) 12th Pass from recognized board. b) Driving License of Heavy Motor Vehicle/ Light Motor Vehicle, as the case may be. (The Driving License must have been issued atleast 3 years before the date of advertisement.) c) Experience of two years in driving. d) Desirable: Knowledge of Hindi & Gujarati. | 12,000.00 | 01 |
| 18 | Dresser | S.S.C. with 1 year experience worked as Dresser in Reputed Hospital | 12,000.00 | 01 |
| 19 | Attendant | S.S.C. with 1 year experience working in the field | 8,070.00 | 02 |
| 20 | Sanitary worker cum Watchman | S.S.C. with 1 year experience working in the field | 8,070.00 | 21 |
| 21 | Safai Karamchari (MTS) | S.S.C. with 1 year experience working in the field | 8,070.00 | 02 |

Note: Minimum salary per month proposed above is excluding all taxes & Service charges. The tenderers should give a detailed breakup of the minimum salary, taxes and charges with deductions and contributions to be levied by the agency for the posts mentioned as per the breakup chart given.

| Breakup Chart |
|--|
| Wages rate per Employee |
| Basic Salary should be as per Labor Rules i.e. not less than Rs.310.40/per day) |
| PF Amount 13.36% |
| Work Compensation Policy |
| Bonus |
| TOTAL |
| Service Charge |
| Billing rate per Month |
| UT-GST 9% |
| CGST 9% |
| Gross Amount Per Person |

9) In case the successful tenderer stop the work/operation either partly or fully during the agreement period, the Department authority reserves the right to get such works/s/operation executed through any other sources at the risk and cost of the defaulted contractor. The SD of the defaulted contractor shall be forfeited. Any

additional payment which has to be paid to execute the work under such circumstance for such circumstances for such works/operation the said amount shall be recovered from the pending bills/deposit/any other works of the default contractors and/or shall be as on arrears of land revenue.

- 10) If the employee of the bidder is found to execute any offensive work/activities not covered in the contract agreement/conditions, instructions, the proportionate amount of such works shall be recovered as penalty from the running bill payable to the contractor.
- 11) The employee of the bidder shall have to take all care during the course of works/operation so that the any articles of the department cannot be damaged and shall also not create any hindrance to the hospital authorities. The successful bidder shall get approved work schedule from the department so as to avoid any dispute during the course of operation/ services period.
- 12) The successful tenderer has to start the works/operation as per the tender terms & conditions and specification within 15 days on receipt of the work order.
- 13) As per Minimum Wage Act the copy of Provident Fund challan paid should be attached with monthly bill submitted to the department.
- 14) The Firm must have their representative office in the U.T. of Dadra and Nagar Haveli and submit the complete address proof of the same.
- 15) Any dispute of civil or criminal nature shall be within the jurisdiction of the local Court of Dadra & Nagar Haveli (U.T.)
 - (a) The contractor shall have to offer unconditional bid/tender in the tender form itself. Any bid/tender with condition/s shall be summarily rejected.
 - (b) If any change in the administrative procedure/rules by Department Authority time to time which is suitable to the Department for smooth operation of works shall have be binding to the contractor/s and for that the contractor shall have to give his willingness in writing.
- 16) In case of any dispute in terms of interpretations of agreement/contractor, the decision of the Secretary (Health) in such cases shall be final and binding to all.
- 17) The priority shall be given to the person (s)/organization(s) for this work/operation who are having experience of at least two years or more for such type of works.
- 18) The successful tenderer shall have to take all care to avoid any accident during the course of work/operation for which all required precautions/steps are to be taken upon works site at the cost of the contractor himself. It shall be the duty of the contractor to handle such cases at his/their own cost and pay the damages/compensation payable if the Court or any other competent authorities may decide/order. The Department authority shall not be responsible for such cases/incidents or for payment of any damages/compensation which may occur on such incidents.

- 19)The contractors shall have to produce all required evidence in respect of individual proprietor, partnership deed in case of partnership/firm and copy of the Memorandum and Article of Association in case of registered company.
- 20)The works/operation assigned is a part of essential service of General/Public Health, hence the contractor shall not postpone or close/stop such works in any circumstances/on any pretext. If such day to day works is not found satisfactory, then the penalty at the following rate shall be charged from the running bill or as per the condition of the contract.
- 21)If the contractor fails to execute the works, the tender inviting authority will impose penalty appropriately. The contractor shall have the opportunity to place his grievances if any regarding the penalty imposed within seven days to the **Secretary (Health), Dadra and Nagar Haveli**. Who will hear both the parties and his decision will be final and binding to both the parties.
- 22)The contractor shall have to undertake all works during all festivals like Holi, Makar Sankranti, Navratri, Ganesh Visharjen, Tajia, ChandaniPadwa, Diwali, Christmas even in vacation period also invariably failing which double penalty shall be charged from the contractors for not undertaking the work on such days. However the Contractor will be given an opportunity to be heard as per the procedure mentioned in Clause No.(19) above.
- 23)The penalty shall not be charged in case the work is closed due to curfew, flood and flood like situation, cyclone, riots and during any natural calamities, but the Contractor shall carry out all the work with extra time and staff if needed, during post – calamity.
- 24)The timing for the employee of the contractor for all the work/operation/service shall be as follows: **they will have to perform shift duties if needful or they will do general duties**. However in case of examination, seminar, exhibition, annual day, national festivals, special events, emergency and/or any sort of urgency this period can be extendable with the prior permission of the Department authority.
- 25)The contractor shall have to obey strictly the provision of Minimum Wage Act Child Labour Act any other relevant Act/Rules. The responsibilities on violation of these acts shall be of the contractors. The Administration shall not be responsible for any litigation in this regard.
- 26)The rates for the works/tender cost for the work/operation/Management/services offered by the contractors shall include all taxes and the cost of all tools and plants, kits, cleaning materials and its kits, cost of all nature of risk factors, medicine including cost of labors and materials directed by the officer incharge.
- 27)The contractor shall provide at his own risk and cost all required uniforms, Boots, gumboots hand gloves, raincoat etc to the laborers engaged on management of sweeping work. The contractor shall have to get such uniforms approved in advance from the hospital authority.
- 28)The concerned agency shall have to obtain the information regarding number of personnel's to be deployed for the below said work from the Director, Medical & Health Services, Silvassa however, tentative requirement if staff is mentioned in the Clause No.39 attached herewith.

- 29)The personnel's deployed by the agency found not obeying, dishonest, unhealthy, non co – operative in such cases the instructions of the Director, Medical & Health Services, Silvassa immediate replacement or transferred shall be binding to the agency and will do so without any pretext.
- 30)If any personnel's are found in drinking position or other unsocial activities like gambling etc. they shall have to be relieved from the duties immediately in such matter decision taken by the Director, Medical & Health Services, Silvassa shall be final and binding to all.
- 31)The Government employees who were either dismissed of removed from the Government job cannot be appointed by the agency for the above said work.
- 32)The agency shall have to maintain muster roll, payment sheet, identity cards etc. and same shall have to be produced before the Mission Director, State Health Society, Medical & Health Services, Silvassa when it is demanded.
- 33)At the time of changing the shift personnel's shall have to sign the register of handed over, taken over charge with detail entry therein.
- 34)The Mission Director, State Health Society, Medical & Health Services, Silvassa shall release bill of the agency every month on successful and satisfaction performance of the duties by the agency as well as by the personnel's deployed by the agency for the above said work.
- 35)The satisfaction duties performance certificate shall have to be obtained by the agency from the concerned authority/institution, failing which the agency shall not be entitled for the payment of such period. In such case, the Mission Director, State Health Society, Medical & Public Health shall not be responsible for any pending payment of personnel's provided by the agency for such period.
- 36)Tenderer are advised to inspect and examine the site/area/premises/campus of hospital for the above said work and satisfy themselves before submitting their tender and obtain all necessary information as to risks, contingencies, accommodation, sanitation facilities which may influence or affect their tender.
- 37)A tenderer shall deem to have full knowledge of the site/area/campus/buildings of the above said work whether he inspects it or no extra charges consequent on any misunderstand or otherwise shall be allowed.
- 38)The right to accept or reject the tender without assigning any reason thereof is reserved with the undersigned.
- 39)No residential facilities shall be provided by the hospital to the agency. The staying/tentage arrangement shall have to be managed by the Agency itself at this own risk and cost for all the personnel's deployed for the purpose for the above said work.
- 40)The agency shall have to provide the services of healthy personnel's with sound physical condition, in age around of **18 to 45 Years**. Their names, passport size photographs, nationality, address, identity cards, fingerprints, police verification etc. have to be provided to the Mission Director, State Health Society, Medical & Health Services, Silvassa for records.

- 41) GST will be applicable as per present rules time to time.
- 42) The agency and staff should give full Co-operation of Police in case of inquiry regarding damage caused to the property of the institute.
- 43) The agency shall be responsible for the payment of salary/wages and deduction of PF and Insurance premium / bonus etc. as per the provision under the minimum wages Act. The department shall not be responsible for any type of payment to the staff.
- 44) Each bill in which GST is charged must contain the following certificates on the body of the bill: "CERTIFIED" that the service on which GST has been charged have not been exempted under the Central GST Act or the Rules made there under and the amount charged on account of GST on these service is not more than what is payable under the provisions of relevant Act or Rules made there under".

Signature & Rubber Stamp
of the Agency

Sd/-
Mission Director
State Health Society
Medical and Health Services,
Tel. No. (0260)2642940, Ext-274
e-mail ID – nrhmdnh@gmail.com

The above terms, conditions and specification are accepted by me.

ANNEXURE-I

| Sr. No. | Particulars | Uploaded and Enclosed (Yes/No) |
|---|---|--------------------------------|
| The bidders have to attach the following documents | | |
| 1) | License from Labor & Enforcement Officer, D&NH, Silvassa | Yes/No |
| 2) | The bidder must have their representative office in the U.T. of D&NH and submit the complete address proof of the same | Yes/No |
| 3) | The tenderer shall have to upload supporting documents like List of work executed in various Govt. Semi Govt. organizations, School, Hospitals, College, University, Municipalities with proof.in last 3 years. | Yes/No |
| 4) | PAN Card No. | Yes/No |
| 5) | GST Registration No. | Yes/No |
| 6) | PF number allotted by the government. | Yes/No |
| 7) | Copy of Police Clearance Certificate | Yes/No |
| 8) | Service Tax payment statements. | Yes/No |
| 9) | Terms and Condition documents duly stamped and signed on each pages. | Yes/No |
| 10) | ANNEXURE- I, II& III duly stamped and signed on each pages. | Yes/No |

Signature & Rubber Stamp of the Agency

Sd/-
Mission Director
State Health Society
Medical and Health Services,
Tel. No. (0260)2642940, Ext-274
e-mail ID – nrhmdnh@gmail.com

ANNEXURE – II

| Sr. No. | Name of Post | Education Qualification Required | Minimum salary to be paid per person per month in hand | No. of staff |
|---------|---|--|--|--------------|
| 1 | Ophthalmic Assistant | 1. H.S.C. (Science) or equivalent from a government recognized board. 2. Diploma in Ophthalmic Techniques from a recognize Institute or certificate course in Ophthalmic care from a government recognized Institute. | 15,000.00 | 02 |
| 2 | Dental Assistant/ Technician/Hygienist | 1. H.S.C. (Std.12th Pass or equivalent from a recognized board. 2. One Year experience in a reputed hospital with knowledge of first Aid. | 15,000.00 | 02 |
| 3 | Multi Rehabilitation Worker | Bachelor in Social Work or equivalent qualification from recognized Board or University | 13,000.00 | 02 |
| 4 | Account Assistant | Degree of B.Com (Statistics) from a Government recognized university./Institute | 15,000.00 | 02 |
| 5 | Administrative Assistant | Bachelor Degree/ Graduate in any faculty from a Government recognized University | 15,000.00 | 02 |
| 6 | Junior Administrative Officer/ Superintendent | MBA in HR (Preferably with 03 year experience in a reputed organization) | 20,000.00 | 01 |
| 7 | Statistical Assistant | Degree of B.Com (Statistics) from a Government recognized university./Institute | 15,000.00 | 03 |
| 8 | O.T. Technician | 1. H.S.C. Science or equivalent 2. Diploma in Operation Technician course or Operation Theater course from any recognized Board or University. | 13,000.00 | 02 |
| 9 | Blood Bank/ Storage Technician | 1. H.S.C. Science or equivalent 2. Diploma in Medical Lab. Technician course from any recognized Institution/University. | 13,000.00 | 03 |
| 10 | Counsellor | Bachelor degree (Psychology) or Post Graduate degree in Medical Social Work or Psychology from a recognized Institute/University. | 15,000.00 | 02 |
| 11 | Cold Chain & Vaccine Logistic Assistant | Essential : 1. Graduate in Pharmacy from a recognized institute. Desirable : 1. Demonstrable skill in Computers 2. Valid vehicle license | 15,000.00 | 02 |
| 12 | Accountant | Graduate in Commerce with Knowledge of Tally and Computer operation | 15,000.00 | 01 |
| 13 | Accountant cum Data | Graduate with typing speed of 30wpm in English & Knowledge of computer | 12,000.00 | 02 |

**e-tender ID No.2019_UTDNH_4389 Outsourcing of Staff under Facility Management Services
for Support to State Health Society , Silvassa under Medical and Public Health Department, D&NH for the
Year 2019-20**

| Sr. No. | Name of Post | Education Qualification Required | Minimum salary to be paid per person per month in hand | No. of staff |
|----------------|------------------------------|---|---|---------------------|
| | Entry Operator | operation | | |
| 14 | Computer Operator | Graduate with typing speed of 30wpm in English & Knowledge of computer operation | 12,000.00 | 01 |
| 15 | Multi Tasking Staff | S.S.C. with 1 year experience working in the field | 8,070.00 | 29 |
| 16 | Registration Clerk | 1. Std.12th Pass or equivalent qualification from recognized Board or University. 2. English Typing @35 w.p.m. or Hindi Typing @30 w.p.m. (time allowed 10 minutes and 30 w.p.m. corresponded to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.) | 12,000.00 | 03 |
| 17 | Driver | a) 12th Pass from recognized board. b) Driving License of Heavy Motor Vehicle/ Light Motor Vehicle, as the case may be. (The Driving License must have been issued atleast 3 years before the date of advertisement.) c) Experience of two years in driving. d) Desirable: Knowledge of Hindi & Gujarati. | 12,000.00 | 01 |
| 18 | Dresser | S.S.C. with 1 year experience worked as Dresser in Reputed Hospital | 12,000.00 | 01 |
| 19 | Attendant | S.S.C. with 1 year experience working in the field | 8,070.00 | 02 |
| 20 | Sanitary worker cum Watchman | S.S.C. with 1 year experience working in the field | 8,070.00 | 21 |
| 21 | Safai Karamchari (MTS) | S.S.C. with 1 year experience working in the field | 8,070.00 | 02 |

Note: Minimum salary per month proposed above is excluding all taxes & Service Charges. The tenderers should give a detailed breakup of the minimum salary, taxes and charges with deductions and contributions to be levied by the agency for the posts mentioned as per the breakup chart given.

| Breakup Chart |
|---|
| Wages rate per Employee |
| Basic Salary should as per Labor Rules i.e. not less than Rs.284/- per day) |
| PF Amount |
| Work Compensation Policy |
| Bonus |
| TOTAL |
| Service Charge |
| Billing rate per Month |
| UTGST 9% |

| |
|--------------------------------|
| Breakup Chart |
| CGST 9% |
| Gross Amount Per Person |

Signature & Rubber Stamp of the Agency

Sd/-
Mission Director
State Health Society
Medical and Health Services,
Tel. No. (0260)2642940, Ext-274
e-mail ID – nrhmdnh@gmail.com

ANNEXURE-III

Schedule of Requirement of Staff under Facility Management Services for Support to State Health Society, Silvassa under Medical and Public Health Department,

| Sr. No. | Name of Post | No. of staff |
|----------------|---|---------------------|
| 1 | Ophthalmic Assistant | 02 |
| 2 | Dental Assistant/ Technician/Hygienist | 02 |
| 3 | Multi Rehabilitation Worker | 02 |
| 4 | Account Assistant | 02 |
| 5 | Administrative Assistant | 02 |
| 6 | Junior Administrative Officer/ Superintendent | 01 |
| 7 | Statistical Assistant | 03 |
| 8 | O.T. Technician | 02 |
| 9 | Blood Bank/ Storage Technician | 03 |
| 10 | Counsellor | 02 |
| 11 | Cold Chain & Vaccine Logistic Assistant | 02 |
| 12 | Accountant | 01 |
| 13 | Accountant cum Data Entry Operator | 02 |
| 14 | Computer Operator | 01 |
| 15 | Multi Tasking Staff | 29 |
| 16 | Registration Clerk | 03 |
| 17 | Driver | 01 |
| 18 | Dresser | 01 |
| 19 | Attendant | 02 |
| 20 | Sanitary worker cum Watchman | 21 |
| 21 | Safai Karamchari (MTS) | 02 |

Note :-1) Rate quoted should be in Gross (i.e. Inclusive of all Taxes & Breakup).

Signature & Rubber Stamp
of the Agency

Sd/-
Mission Director
State Health Society
Medical and Health Services,
Tel. No. (0260)2642940, Ext-274
e-mail ID – nrhmdnh@gmail.com

Break-up-Chart :Kindly fill the breakup chart and upload the same online in
the financial bid.

Break-up Chart

| Breakup Chart | Rate |
|---|-------------|
| Wages rate per Employee | |
| Basic Salary should as per Labor Rules i.e. not less than Rs.310.40/ per day) | |
| PF Amount | |
| Work Compensation Policy | |
| Bonus | |
| TOTAL | |
| Service Charge | |
| Billing rate per Month | |
| UTGST 9% | |
| CGST 9% | |
| Gross Amount Per Person | |

Signature & Rubber Stamp
of the Agency

Sd/-
Mission Director
State Health Society
Medical and Health Services,
Tel. No. (0260)2642940, Ext-274
e-mail ID – nrhmdnh@gmail.com