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MAULANA AZAD INSTITUTE OF DENTAL SCIENCES
(AN AUTONOMOUS BODY UNDER GOVT. OF NCT OF DELHI)
MAMC Complex, BSZ MARG, NEW DELHI-02
Planning Branch

Notice Inviting e-Tenders for O.P.D.Registration Services in MAIDS

e-Tenders are invited from the Companies/Agencies to provide O.P.D.Registration Services in MAIDS for a period of Two Years extendable by another year on mutual agreement & satisfactory performance.

Tender I.D. No.: 2013_MAIDS_38658

Job Description:-

1. To set up and operate O.P.D. Registration Counters at designated places in MAIDS Building.
2. To provide computers+Printers+Stationary + Software for preparation of O.P.D. Registration Cards for patients both new and old.
3. To provide Two Data Entry Operators for preparation of O.P.D. Registration Cards from 8.30 A.M. on six days a week After closure of Registration Counters, the Data Entry Operators shall do typing job upto 3.30 P.M. in Planning & Purchase Branch or any other Branch as directed.
4. Printed Stationary on good quality papers having Name & Address of MAIDS etc. for preparation of Cards has to be provided by the Tenderer.

EMD = Rs.10,000/-

The Tender Programme is under:-

- | | | | |
|------|--|---|--|
| i) | Date of release of Tenders | : | 21 June, 2013 at 12.30 P.M. |
| ii) | Last Date for Submission of Tenders | : | 11 th July, 2013 upto 1.30 P.M. |
| iii) | Opening of Pre-Qualification Bids | : | 11 th July 2013 at 2.30 P.M. |
| iv) | Date & Opening of Price Bids | : | 12 th July, 2013 at 11.00 A.M. |
| v) | Last Date & Time for Submission of EMD | : | 11 th July, 2013 upto 1.30 P.M. |

Tender documents may be submitted in two parts as detail under:-

A. Pre-Qualification Bids: Document required:-

Details of Tenderer

- i) a.) Name & Address of the firm:
b.) Name of Proprietor:
c.) Phone Number:
e.) e-mail address:
- ii) Copy of PAN Card.
- iii) Copy of the Registration Certificate under Contract Labour Act.

- iv) Copy of the Registration Certificate under ESI Act.
- v) Copy of the Registration Certificate under EPF Act.
- vi) Copy of the Registration Certificate under Services Tax Act.
- vii) Undertaking on Rs.10/- Non-Judicial Stamp Paper as per Annexure-I.
- viii) Proof that Turnover of the Company was more than Rs.20.00 Lakh in preceding two years 2011-12 and 2012-13. Copies of Audited Statements for these years may be attached.
- ix) *Experience Certificate:-*
Please attach the details of Hospitals where O.P.D. Registration Services have been provided by the company in last two years.

All these documents in this sequence may be placed in a Sealed Envelope Marked "Pre-Qualification Bid Documents for O.P.D.Registration Services".

B. EMD:-

EMD of Rs.10,000/- in the form of FDR or Bank Guarantee in the name of Director-Principal, MAIDS for a period of two years ending 31st July, 2015 may be submitted in a separate envelop marked "EMD for OPD Registration" by 11th July, 2013 upto 1.30 PM.

C. Price Bid

The Price Bids may be submitted in Annexure-III online.

Terms and Conditions:-

1. Upon being selected, the Contractor shall provide manpower proportionate to workload at different points of time on the basis of requirement of the MAIDS to ensure proper and smooth functioning of the Registration Services. ***Initial requirement is for two D.E.O.s.***
2. All the equipments & material required for OPD / IPD Registration Services will have to be provided by the Contractor. The Contractor shall provide necessary computer (s) along-with printer and other required network/accessories in good working condition for registration of OPD/IPD. Running Printed Stationary on good quality paper shall be provided by the Contractor.
3. The Contractor shall provide D.E.O.s whose age shall be between 18-50 years with good conduct and character. No minor will be engaged.
4. Every worker so appointed by the Contractor shall wear badge with his name and designation while on duty which shall be provided by Contractor at his own cost.
5. Police verification will be the responsibility of Contractor.
6. The Contractor shall be responsible to provide immediate replacement of any D.E.O. who do not report for duty on appointed time.

7. **The Contractor shall also be responsible to provide all the benefits viz., E.P.F., E.S.I., Leave etc. as is admissible to the employee engaged by the Contractor for this work.**
8. The Contractor will ensure that its staff does not smoke and take alcohol or any toxic substance at the place of work.
9. The Contractor himself will be responsible/liable for any type of statutory/mandatory claims or penalties in the light of the default with reference to the above provisions.
10. In case any person engaged by the Contractor found to be inefficient, quarrelsome, infirm, invalid or found indulging in unlawful or union activities, the Contractor shall replace such person with a suitable substitute at the director of the department.
11. (a) The firm shall ensure confidentiality and security of data. The Deptt. will have full right to counter-check over these activates and would have supervision of the same on regular basis.

(b) The MAIDS expects 100% accuracy for the data entered. Whatever intermediary processing/printing/checking, etc., is involved to ensure 100% accuracy it will be the responsibility of the Firm.
12. The contractor shall maintain register for release of salary to the employees engaged by the firm and shall submit the same to MAIDS whenever asked. **The salary has to be paid by ECS only.**
13. The Contractor shall be responsible for the behavior and act of the employees engaged by him for OPD/IPD Registration Services. Any damage or loss to the property of the MAIDS by the employee of the Contractor will be recovered from the Contractor.
14. The Contractor shall submit an undertaking on a Non-Judicial Stamp Paper of Rs.50/- stating that there is no case/litigation pending against any Govt. contractor regarding any services as on date in Annexure-II.
15. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
16. If services are not up to the satisfaction of the authorities, payment in part or full may be deducted and the contract for the remaining period may be terminated.
17. The MAIDS reserves the right to cancel the Contract Agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract.
18. The MAIDS will have the right to terminate the Contract without assigning any reason by giving one calendar months notice to the Contractor of its intention to do so at any period before the expiry of the contract, without prejudice for any incident, which relating to any terms thereof.

19. If any information furnished by Contractor is found to be incorrect at any time, the contract is liable to be terminated without any notice and the security deposit is liable to be forfeited by the MAIDS.
20. The MAIDS shall have the right to ask for the removal of any person of the Contractor, who is not to be competent or orderly in the discharging of his/her duties.
21. In case of any dispute or difference between the MAIDS and the contractor, the award of the Arbitrator appointed by the Principal Secretary (Health), Govt. of NCT of Delhi is final and binding on the parties. The Courts at Delhi/New Delhi only shall have the jurisdiction over the same.

UNDERTAKING

To,

The Director-Principal,
Maulana Azad Institute of Dental Sciences,
MAMC Complex, New Delhi 6 110002.

1. The undersigned hereby bind myself to enter into OPD Registration Services Contract for the MAIDS for a period of Two Years on the Terms & Conditions as enclosed in this Tender Document.
2. I shall abide by the MAIDS rules and regulations and Terms & Conditions detailed in the Tender document.
3. I shall not engage any staff below the age of 18 years.
4. I shall not assign the present contract to any other person/firm.
5. In case I fail to render the services to the satisfaction of the MAIDS authority, they shall be at liberty to get the work done by the other party or to enter in to a fresh contract of the remaining period at my risk and expenses.
6. All the expenses with regard to the execution of the Agreement on Stamp Paper of Rs.50/- shall be borne by me.
7. In the event of my committing any breach of terms and conditions contained in the Tender Document, the MAIDS shall be at liberty to terminate the Agreement forthwith and without prejudice to other rights.
8. The Complete job of OPD Registration Services shall be carried out by my company as detailed in the Job description.
9. It is also certified that I have carefully read all Terms & Conditions detailed in the Tender document and I shall strictly abide by the same.

Sign:.....
Name :.....
Address:.....
Telephone No.:.....
E-mail.....

AFFIDAVIT ON CRIMINAL LIABILITY

CRIMINAL LIABILITY UNDERTAKING ON RS. 50/- Stamp Paper

I _____ S/o Sh _____
Resident of (Address) _____
do solemnly pledge and affirm :ó

1. That I am the proprietor/Partner/Director of the M/s _____

2. That no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against the firm at the time of submission of Tender.

Signature of the Tenderer/Manufacturer
Rubber Stamp of Tenderer

Mobile No.....

PAN No.....

e-mail

ANNEXURE –III

MAULANA AZAD INSTITUTE OF DENTAL SCIENCES
(AN AUTONOMOUS BODY UNDER GOVT.OF NCT OF DELHI)
MAMC COMPLEX, NEW DELHI- 110002.

Planning Branch

Financial Bid for O.P.D. Registration Charges.

Tender Inviting Authority: Director - Principal, MAIDS								
Name of Work: OPD Registration services								
Tender ID : 2013_MIADS_38658								
Bidder Name:								
PRICE SCHEDULE								
(This BOQ template must not be modified/replaced by the Bidder and the same should be uploaded after filling the relevant columns, else the Bid is liable to be rejected for this tender. Bidder are allowed to enter the Bidder Name and values only)								
Sl. No.	Item Description	Quantity	Unit	Cost of Man power per person per month (in Rs.)	Administrative / Service Charges (in Rs.)	EPF (in Rs.)	ESI (in Rs.)	Total Amount In Rs.
1	2	3	4	5	6	7	8	9
1	Data Entry Operator	1	Nos	0.00	0.00	0.00	0.00	0.00
2	Computer + Printer + UPS + Software + Stationary	1	set	0.00	0.00	0.00	0.00	0.00
***Total in Figures								0.00
***Total in Words								Rupees only

These rates shall be without Taxes. Present requirement of Data Entry Operators is two Data Entry Operators.

One Computer, one Printer, UPS shall be provided by the Agency Good quality.