

**FOR JOB OUTSOURCING TO  
Shri Krishna Govt. Ayurvedic College & Hospital (SKGACH)  
(Two Bid System)**

**Shri Krishna Government Ayurvedic College & Hospital,  
Umri Road, Sector 8, Kurukshetra**

**KURUKSHETRA-136118, Contact No. - 01744-220168**



**Tender No. : SKGAC/OS/Tender/Job Outsourcing/2018**

<b>DATE OF ISSUE OF TENDER FORM WITH DOCUMENT</b>	<b>:</b>	<b>17/12/2018</b>
<b>DATE &amp; TIME FOR SUBMISSION OF TENDER DOCUMENT</b>	<b>:</b>	<b>Upto 27.12.2018, 11 A.M.</b>
<b>DATE &amp; TIME FOR OPENING OF TENDER DOCUMENT</b>	<b>:</b>	<b>On 27.12.2018 at 1.00 P.M.</b>

**Shri Krishna Govt .Ayurvedic College & Hospital, Kurukshetra**

Requirement of Contractual services- Notice inviting tender

Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra requires following kinds of Contractual services ( for technical/workmen persons) as per Govt. Contractual policy initially for a period of One Year duration:-

Sr. No.	Name of Post	Sr. No.	Name of Post
1	Matron/Nursing Superintendent	20	Laboratory Technician for Rachna Sharir Dept.
2	Assistant Matron	21	Lifter for Rachna Sharir
3	Staff Nurse	22	Museum Keeper for Rachna Sharir Dept.
4	O.T Attendant	23	Laboratory Technician for Kriya Sharir Dept.
5	Dark Room Attendant	24	Laboratory Technician for Dravya GunaDeptt.
6	Driver for Ambulance	25	Museum Keeper Dravya Guna
7	House Officer / clinical Registrar	26	Laboratory Technician in Ras Shastra Dept.
8	Panchkarma Assistant (Male + Female)	27	Laboratory Assistant for Ras ShastraDeptt
9	Panchkarma Nurse	28	Laboratory Technician in Rog Nidan Dept.
10	Yoga Teacher	29	Museum Keeper Swasthvritta & AgadTantra Dept.
11	O.T Nurse	30	Attendant in Swasthvritta & AgadTantra Dept.
12	Midwife for Prasuti and StriRog Dept.	31	Attendant in Clinical Dept.
13	Lab Technician for clinical lab	32	Gardner
14	Lab Attendant / Peon for clinical Lab	33	Electrician / MPW
15	Peon / Attendant for Teaching Pharmacy	34	Plumber / MPW
16	Worker for Teaching Pharmacy	35	Washer man / MPW
17	Librarian	36	Guards for Boys & Girls Hostels & Hospital
18	Library attendant / Peon	37	Sweeper for College, Hospital and Hostels
19	Attendant for Samhita Dept.		

Advertisement containing the details educational qualification & other conditions for hiring these services are available on departmental website [www.ayushharyana.gov.in](http://www.ayushharyana.gov.in).

The fee for tender documents will be Rs. 2,000/- (Rupees Two Thousand Only). This fee shall be paid in the form of Demand Draft issued by a nationalized/scheduled bank, drawn in favor of “Principal, Shri Krishna Govt. Ayurvedic College & Hospital payable at Kurukshetra. This fee is non-refundable. The tender fee draft should be enclosed in separate cover superscripted “Tender fee”. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lac only) in the form of demand draft of any scheduled bank drawn in favor of Principal, Shri Krishna Govt. Ayurvedic College & Hospital payable at Kurukshetra and other requisite documents to the undersigned duly superscripted “Bid for Tender No. **SKGAC/OS/Tender/Job Outsourcing/2018**” before 11.00 A.M. on 27.12.2018. The bids received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. The tenders will be opened on the same day at 1:00 PM in presence of the tenderers by a committee of Officers. The Committee will have right to accept or reject any or all the tenders without assigning any reason, thereof.

It will also show original as well as photocopies of certificates in support of educational qualifications of the persons being deputed for the contractual jobs. The requirements can be increased and decreased.

The agency will be responsible for opening/maintenance of EPF accounts of each person deployed and they shall be given statements of their accounts every quarter.

Principal  
Shri Krishna Govt. Ayurvedic College  
& Hospital, Kurukshetra

## **GENERAL INSTRUCTIONS TO THE TENDERER**

1. The tender is “Two Bid’ document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial bid should contain only Price bid document. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The tender form and other terms and conditions may be downloaded from the department’s website i.e. ayushharyana.gov.in . The bid must accompany with the earnest money deposit fee of Rs. 200000/- (Two lakh) in the form of demand draft of any scheduled bank drawn in favour of Principal, Shri Krishna Govt. Ayurvedic College & Hospital payable at Kurukshetra.
3. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. **The name and signature of bidder’s authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.**
4. The Contracts concluded as a result of this Tender Inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.
5. The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates shall be considered as valid.
6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be entertained.
7. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
8. Bidders are requested to enclose a copy of their valid certificate of PAN No., TAN No, Sale Tax/**GST No.**/Service Tax No. or any other document as requested by the Institute with their tender.
9. Tenders received without EMD amount by way of demand draft in favor of Principal, Shri Krishna Govt. Ayurvedic College & Hospital will not be considered at all and shall be summarily rejected.
10. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.
11. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in Shri Krishna Govt. Ayurvedic College & Hospital will stand automatically extended up to 11.00 A.M. of the next working day in the Government offices.
12. Late/delayed tenders received in O/O Principal, Shri Krishna Govt. Ayurvedic College & Hospital due to any reason whatsoever will not be accepted under any circumstances.
13. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of department i.e. ayushharyana.gov.in  
In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.

14. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender.** The name and address of permanent representative of the firm, if any, should also be indicated in the tender.
15. The bidders having experience in medical and similar field may be given preference.
16. **DOCUMENTS COMPRISING THE BID:**  
The bids prepared by the bidder shall comprise of (1) The Technical Bid and (2) Financial Bid:

**TECHNICAL BID:** - To qualify in the Technical bid the firm should have the minimum eligibility Criteria as under and the firm in this regard must submit the documents in support of their eligibility criteria and the Tender is liable to be rejected if the following documents are not received therewith:

- (a) Duly filled format of Technical Bid as per **Annexure “1”**.
- (b) The technical bid should be accompanied by Demand Draft/ Bank Guarantee of Rs. 2,00,000/- (refundable) for EMD/bid security.
- (c) Attested copy of Name of the Agency / Firm / Proprietary concern registered & address along with registration no.
- (d) Attested Copy of PAN Card
- (e) Attested copy of Service Tax Registration/GST No. as applicable
- (f) Attested Copy of Income Tax Return Filed Acknowledgements for last Three years.
- (g) Attested Copy of EPF Registration / Account No.
- (h) Attested copy of ESI Registration No.
- (i) Attested copy of License No. under contract Labour Act (R&A) and validity
- (j) Attested copy of Registration Certificate No. of Labour Department and validity
- (k) Attested Copy of Banker of Company / Firm/ Agency with Full Address & Contact No.(Attach Certified Copy of Statement of A/C for last 3 years)
- (l) Should have executed minimum of five (5) projects of similar nature in central/state govt./PSU's/Autonomous Bodies in the last three years.
- (m) Copy of constitution or legal status of the sole proprietorship/ firm/agency etc.
- (n) Attested copy of details of clients where similar services (Job Outsourcing) are presently provided by the agency separately for Govt. and Private clients
- (o) Financial status: - The average annual turnover, for providing human resources for performing similar jobs, of the firm should not be less than 1 crore in the last three years. Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed.
- (p) Enclose an affidavit duly certified by the Notary about the location of agency at Headquarter Kurukshetra and the bidder has never been blacklisted or punished by any court

for any criminal offence/ breach of contract and that no police / vigilance inquiry / criminal case is pending.

- (q) The bidder must have adequate experience of execution of similar work in Govt. offices/ PSUs/Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.
- (r) Attested Copy of ISO certificate
- (s) Certified extracts of the Bank Account containing transactions during last three years.
- (t) Must be registered with Service Tax departments and other taxation authorities as Manpower Recruitment Agency.
- (u) The fee for tender documents will be Rs. 2,000/- (Rupees Two Thousand Only). This fee shall be paid in the form of Demand Draft issued by a nationalized/scheduled bank, drawn in favour of “Principal, Shri Krishna Govt. Ayurvedic College & Hospital payable at Kurukshetra. This fee is non-refundable. The tender fee draft should be enclosed in separate cover superscripted “Tender fee”.

**FINANCIAL BID:** - The financial bid shall contain:

- (a) Price Bid Form [as per Annexure – 2]

## 16. **SUBMISSION OF BIDS**

### 16.1 SEALING AND MARKING OF BIDS:

All the relevant documents, D.D. of earnest money deposit along with tender document should be placed in sealed envelope superscribed as “**TENDER NO. SKGAC/OS/Tender/Job Outsourcing/2018**”. The bidder shall seal the EMD along with the Technical Bid and the Financial Bid in separate envelopes and keep them in a bigger properly sealed envelope. The envelope containing the EMD along with Technical Bid shall bear the name “**TECHNICAL BID for Tender No. SKGAC/OS/Tender/Job Outsourcing/2018**”. The envelope containing the Financial Bid shall bear the name “**FINANCIAL BID for Tender No. SKGAC/OS/Tender/Job Outsourcing/2018**” on the envelope for avoiding any mismatch.

### 16.2 The sealed envelope shall be addressed as under:

- (a) Addressed at the following address:  
Principal  
Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra  
Umri Road, Sector-8,  
Kurukshetra-136118  
The envelopes shall be superscribed as “**TENDER NO. SKGAC/OS/Tender/Job Outsourcing/2018** and the words ‘**DO NOT OPEN BEFORE**’ (due date & time).
- (b) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared ‘late’ or rejected.
- (c) Bids shall be delivered in person and shall be dropped in the tender box placed in the office of the “**Principal, Shri Krishna Govt. Ayurvedic College, Kurukshetra** or shall be sent by Registered/Speed Post. **Bids sent by COURIER will not be entertained.** The Purchaser shall not be responsible if the bids are delivered elsewhere.

- (d) Venue of Tender Opening: Tender will be opened in the office of the “**Principal, Shri Krishna Govt. Ayurvedic College, Kurukshetra** at 1.00 P.M. on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the Institute.

**17. BID PRICES:**

- 17.1 The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the institute.
- 17.2 The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will to be treated as non-responsive and rejected.

**18. TECHNICAL EVALUATION:**

- 18.1 Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute’s determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- 18.2 The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.
- 18.3 Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.
- 18.4 A bid determined as substantially non-responsive will be rejected by the Institute and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.
- 18.5 Principal, Shri Krishna Govt. Ayurvedic College, Kurukshetra shall have right to accept or reject any or all tenders without assigning any reasons thereof.

**19. FINANCIAL EVALUATION:**

- 19.1 The financial bid shall be opened and evaluated of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The Institute shall inform the date, place and time for opening of financial bid.
- 19.2 The Financial Bids of unsuccessful bidders would not be opened and destroyed.
- 19.3 Agency shall define his service charges and all taxes and other costs while quoting for the tender, in “Annexure-2: Price Offer” to be kept in Envelop No. 2. Income Tax will be deducted at source from the bills as applicable. The Agency needs to furnish its PAN number.
- 19.4 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
- 19.5 The evaluation and comparison of responsive bids shall be done on the basis of service charges offered by the bidder as indicated in the Price Schedule in Annexure-“2” of the Bid Document. The service charges @ 2% or less quoted by the agency for providing manpower

may be declined. The fraction beyond second place after decimal in service charge is not allowed (like 2.001 will be considered as 2.00).

19.6 The Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The Principal, Shri Krishna Govt. Ayurvedic College & Hospital reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

**20. AWARD OF CONTRACT: PLACEMENT OF ORDER**

The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technically and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.

**21. PERFORMANCE BANK GUARANTEE & EXECUTION OF CONTRACT:**

21.1 Firm whose offer is accepted will have to furnish Performance Bank Guarantee of an amount equal to Rs. 10,00,000/- (Ten Lakhs) in favour of Principal, Shri Krishna Govt. Ayurvedic College & Hospital issued by any scheduled bank.

21.2 The performance Bank Guarantee submitted should be valid for 15 months.

21.3 Successful bidder will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 1000/- in the prescribed format in accordance with Haryana Govt. Outsourcing Policy with the Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra.

21.4 The Performance Bank Guarantee shall be refunded within 15 to 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.

21.5 No interest will be paid on Performance Bank Guarantee/ Earnest Money Deposit.

21.6 In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable forfeited by Principal, Shri Krishna Govt. Ayurvedic College & Hospital and his decision shall be final.

21.7 The expenses of completing and stamping the agreement shall be paid by the bidder.

## **TERMS & CONDITIONS OF CONTRACT**

1. The bidders are expected to read carefully all the terms and conditions of the tender documents and their submission will be taken as consent to abide.
2. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, "Principal, Shri Krishna Govt. Ayurvedic College, Kurukshetra, reserves the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
3. The successful bidder shall be required to execute the formal contract on Rs. One Thousand non-judicial stamp paper within one week of the issue of offer for contract and shall start the contract on a date specified in the offer.
4. Bidder shall follow all the rules pertaining to prevailing Government Rules and Labour Laws as may be applicable at the time of filling of tender and subsequently as and when new rules are framed including rate of payment to the employees.
5. All the personnel to be deployed for performing jobs will be selected by the Institute and will be furnished with appropriate Identity Card and personnel will not be changed without permission from the Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra.
6. Salary of all the personnel performing the jobs will be disbursed in their bank accounts every month within 7 days of the completion of the month by the contractor.
7. Any matter of indiscipline or loss of Institute property by an act of omission or commission by the personnel performing the jobs will be the sole responsibility of the contractor who shall be responsible to compensate the hospital for the financial loss as ascertained by the "Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra.
8. Contract can be terminated within one month notice by any party. Any matter of indiscipline or loss of property of the Institute will lead to the termination of contract immediately at the discretion of the Institute.
9. The contractor is responsible for any illegal activity of the employee done by him during his work / presence in the Institute / Hospital premises.
10. Contract may be extended beyond the expiry of the award at the same rates or on mutual agreement.
11. Late tender will not be accepted provided that if the designated date is declared as a holiday the next working day will be considered as that date.
12. Successful bidder will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 1000/- in the prescribed format in accordance with Haryana Govt. Outsourcing Policy with the Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra.
13. The contractor shall have to ensure necessary payments on account of EPF, ESI and any other statutory liability as employer on behalf of persons deployed by him for this office to perform jobs, be made in time.
14. The Tender form should be signed by the proprietor/partner of the firm or by person who is duly authorized and legally competent to do so. A person signing the forms or any document forming part of the contract on behalf of the firm shall be deemed to have been duly authorized by the Proprietor/Partner of the firm and actions taken by such person in pursuance of this contract shall be deemed to have been taken by the Proprietor/Partner.
18. If L1 bidder withdraws his tender within the validity period (Four months from the date of opening of Tender) the Earnest Money Deposit will be forfeited and no correspondence in the subject shall be made.



19. Earnest Money Deposit given by all tenderers except the one, whose tender is accepted, will be refunded within 15-90 days of the declaration of L-1 bidder by the competent authority.
20. Successful bidder(s) would be intimated by a formal Letter of Acceptance/ Letter of Intent.
21. The successful bidder(s), within 07 days of the issue of formal Acceptance Letter, shall be required to execute an agreement with the Institute in the prescribed form on a non-judicial stamp paper and furnish a Performance Bank Guarantee of Rs. 10,00,000/- (Rupees Ten lakh) issued in favour of “**Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra**”. In the event of the successful bidder not executing the agreement or depositing the Bank Guarantee within stipulated time, the **Principal, Shri Krishna Govt. Ayurvedic College** shall be entitled to withdraw the offer of acceptance and forfeit his Earnest Money Deposit and make other arrangements at the risk and expense of the successful bidder.
22. **The Institute reserves its right not to accept the lowest bidding tender and shall be at liberty to reject any or all tenders without assigning any reason whatsoever.**
23. The work shall be executed by workmen/personnel as per scope of work as is defined in Annexure 5.
24. The contractor will provide the required necessary training/instructions to all the technical workmen/personnel before engaging them. The tenderer will certify on the affidavit that the none of the workmen engaged by him in the contract for the Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra is working or engaged by any other contractor or service provider at different place.
25. The workmen engaged by the contractor shall be available as per their duty roster & they shall not leave their place of duty without prior permission of the authorized officer/or the Deptt. Head as the case may be.
26. The tenderer/contractor shall be responsible to provide immediate replacement of any staff engaged by him, who is not available, or absent for duty at the place of posting & also provide the workmen during the leave period of engaged persons through committee only.
27. In case the contractor fails to provide workmen within 1 week as stipulated in the agreement (or unsatisfactory personnel or does not meet the requirement of the contract) the Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra reserves the right to impose the penalty or cancel the agreement and get the next contractor to provide the workmen. The penalty shall be Rs 500/day per person for all the categories.
28. In case any public complaint or complaint by the Department’s employees is received attributable to misconduct/misbehavior of contractor’s personnel & verified by the competent authority a penalty of Rs 500/1000, depending upon the severity of the complaint, for each such incident shall be levied and the same shall be deducted from contractor’s bill. Further, the concerned guilty person shall be removed by the contractor. The competent Authority for imposing the penalty shall be Principal Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra.
29. It will be the responsibility of the contractor to provide details of all workmen engaged by him in the Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra & to the labour department.
30. The Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra shall have the right to ask for removal of any workmen engaged by the contractor who is not found to be competent & orderly in the discharge of his duties may direct the contractor to have any person removed who is considered to be undesirable or otherwise.
31. Police verification – The antecedents of staff deployed shall be verified by the contractor from local police authority & undertaken in this regard be submitted to the SKGAC&H & Medical examination of each workmen/personnel for fitness before employing in the Hospital, College & Hostels of SKGAC&H will be provided by the contractor service agency.

32. The Contractor shall maintain a register on which day to day deployment of personnel shall be entered. The authorized officer of the Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra will counter sign this.
33. The personnel engaged have to be extremely courteous and pleasant in manners dealing with the staff/visitors/patients/students, especially with females, children and senior citizens & should project an image of utmost discipline. If any complaint is received & verified by the concerned designated officials or as decided by the competent authority or the person is not performing the job satisfactorily or otherwise will have to be suitably replaced by contractor after the committees verification/approval within 72 hours (3 days) otherwise penalty will be imposed Rs 500/day per person.
34. Uniform-
- |                  |   |  |
|------------------|---|--|
| (i) White        | - | Librarian, Lab Technician.   |
| (ii) Steel gray  | - | O.T.A., Dark Room Attendant, Panchkarma Assistant, Lab. Attendant, Peon, Museum Keeper, Lab Assistant, Gardeners, Washerman, MPW(all categories), Guards, Sweeper, Lifter. |
| (iii) Navy Blue  | - | Matron, S.N., Midwife, O.T. Nurse, Panchkarma Nurse.   |
| (iv) Girls/Women | - | Salwar-kameej with Dupatta Tucked  |
| (v) Boys/Men     | - | Pant – shirt   |
| (vi) Woolens     | - | Black or Navy Blue Shoes, Belts and other accessories – Black I.D. Card hanging around their neck.   |
35. Only physically fit personnel shall be deployed for duty by the contractor & they should be fully immunized against ‘Hepatitis B’.
36. The contractor shall ensure that the staff shall not take part in any union & association related activities.
37. The Deptt. shall not be responsible for providing residential accommodation to any of the personnel of the contractor.

The contractor will provide Phone/Mobile No. of the workmen and following documents:

- I. List of workmen with their/attested photocopy of documents and 2 Photos self-attested.
  - II. Police verification of all the personnel
  - III. Medical certificate
  - IV. Dress (uniform) & I.D. cards to personnel
  - V. Undertaking
  - VI. Scope of work.
38. Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.
39. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.

**Principal  
Shri Krishna Govt. Ayurvedic College,  
Kurukshetra**

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

Mobile Number:

**Signature of the tenderer  
(with seal)**

### Qualification of Persons doing following work

**Sr. No. 1, 2 :-**

- “A” grade Nurse with midwifery training registered with the Punjab/Haryana Nurses registration Council or its equivalent and Matric or its equivalent & having knowledge of Hindi & English up to Matric Standard.
- Seven years’ experience as nursing sister or twelve years’ experience as staff nurse.
- The person having more experience would be eligible for post of Matron.

**Sr. No. 3, 11 :-**

- Matric
- Knowledge of Hindi up to Matric Standard.
- “A” grade Nurse with the Punjab/Haryana Nurse Registered Council or its equivalent.

**Sr. No. 4 :-**

- Matric with science, (physics& chemistry) & having knowledge of Hindi up to Matric.
- Preferably one year work experience in Operation Theater /recognized hospital.

**Sr. No. 5 :-**

- Matric with science & having knowledge of Hindi up to Matric.
- Preferably one year experience in dark room work in X-Ray.

**Sr. No. 6 :-**

- Matric.
- Should hold driving License of light transport vehicle with three years’ experience of driving light vehicle.
- Should not be a color blind.
- Knowledge of Hindi up to Matric Standard.

**Sr. No. 7 :-**

- Knowledge of Hindi up to Matric Standard.
- A Degree in Ayurvedic system of Medicine (with five years regular course) from any university or institutions recognized by the govt.
- Preferably one year experience in reputed hospital.

**Sr. No. 8 :-**

- 10+2th or its equivalent with PCB or Panchkarma certificate/diploma recognized by state of Haryana & its equivalent.

**Sr. No. 9 :-**

- “A” grade Nurse with the Punjab/Haryana Nurse Registered Council or its equivalent & Matric or its equivalent & having knowledge of Hindi & English up to Matric Standard.
- Preferably work experience of one year in Panchkarma.

**Sr. No. 10 :-**

- Bachelor degree in Yoga (BYNS) or masters in Yoga.

**Sr. No. 12 :-**

- “A” grade Nurse with midwifery registered in the Punjab/Haryana Nurse Council or its equivalent &.
- Matric or its equivalent.
- Knowledge of Hindi up to Matric standard.
- Preferably one year experience in midwifery.

**Sr. No. 14, 15, 16, 18, 19, 21, 30, 31 :-**

- Matriculation with science from recognized board.
- Hindi/ Sanskrit up to Matriculation as one of the subject.

**Sr. No. 17 :-**

- Graduate & having degree in Library science from a recognized university.
- Knowledge of Hindi up to Matric standard.

**Sr. No. 20 :-**

- Graduate of science in PCB (B.Sc. Medical).
- Knowledge of Hindi up to Matric standard.

**Sr. No. 13, 23, 28:-**

- Knowledge of Hindi up to Matric standard.
- Matric or Higher Secondary with science with physics and chemistry.
- Diploma in Laboratory technician course from Public Health Laboratory Karnal or any other institution recognized by Haryana Government.

**Sr. No. 24 :-**

- 10+2 with science.
- Diploma in Ayurvedic Pharmacy/Horticulture recognized by Haryana Govt.
- Hindi up to Matric Standard.

**Sr. No. 22, 25, 29 :-**

- Matric with science (physics & chemistry).
- knowledge of Hindi up to Matric
- Preferably six months experience in museum keeping.

**Sr. No. 26 :-**

- 10+2 with science & diploma in Ayurvedic Pharmacy.
- Knowledge of Hindi up to Matric standard.

**Sr. No. 27 :-**

- 10+2 with science.
- Hindi up to Matric Standard.
- Diploma in Ayurvedic Pharmacy recognized by Haryana Govt.

**Sr. No. 33 :-**

- Matric with Hindi.
- Two years diploma in Electrician from ITI or its equivalent.
- knowledge of Hindi up to matric standard.

**Sr. No. 34 :-**

- The person shall be diploma in Plumber work (civil) from ITI.
- Matric pas ITI diploma in Fitter/Plumber trade or two year experience in wood workshop.

**Sr. No. 36 :-**

- Matric with science & having knowledge of Hindi up to Matric.
- One year experience in Guarding in Hostel/Hospitals, or colleges or any other Govt. premises.

**Sr. No. 32, 35, 37 :-**

- Should be read and write Hindi
- Two years' experience in similar work.

**Scope of Work**

Sr. No.	Post	Scope of Work	No. of Posts
1.	Matron	<ul style="list-style-type: none"> <li>• To supervise the duties of S.N., OT Nurse, Panchkarma Nurse, Midwife, Panchkarma Assistant, Attendant. O.T.A</li> <li>• To make duty roster of sweeper, Dhobi, S.N. etc. &amp; ensure its implementation</li> <li>• To maintain hygiene &amp; cleanliness of hospital (indoors)</li> <li>• Attendance/Register of S.N., P.K.A, Attendant, O.T.A. will be maintained by matron</li> <li>• Report of Hospital, I.P.D, labor Room, O.T.</li> <li>• OPD (Register will be maintained by Pharmacist)</li> </ul>	1
2.	Assistant Matron	<ul style="list-style-type: none"> <li>• To supervise the duties of S.N., OT Nurse, Panchkarma Nurse, Midwife, Panchkarma Assistant, Attendant. O.T.A</li> <li>• To make duty roster of sweeper, Dhobi, S.N. etc. &amp; ensure its implementation</li> <li>• To maintain hygiene &amp; cleanliness of hospital (indoors)</li> <li>• Attendance/Register of S.N., P.K.A, Attendant, O.T.A. will be maintained by matron</li> <li>• Report of Hospital, I.P.D, labor Room, O.T.</li> <li>• OPD (Register will be maintained by Pharmacist)</li> <li>• In addition of the above said scope of work, the assistant matron will assist the Matron for smooth functioning of the hospital.</li> </ul>	2
3.	Staff Nurse	<ul style="list-style-type: none"> <li>• Maintain files of I.P.D. and I.P.D. Record, Treatment (Medicine) will be given to Pts., Chart of B.P., Temp, P/R, R/R to be maintained.</li> <li>• Round with the doctor.</li> <li>• Medicine (Indent) will be maintained &amp; Medicine procured from Central Store &amp; Expense of medicine maintained.</li> </ul>	8
4.	O.T. Attendant	<ul style="list-style-type: none"> <li>• O.T. instruments cleaned, sterilization of instrument, room, O.T. Articles to be cleans, O.T. cleanliness maintained e.g. cobwebs, dust in window/door etc to be free of dirt inside as well as outside.</li> <li>• Washing &amp; scrubbing, of O.T's dressing room, treatment room, O.T. Chappell/slippers etc.</li> <li>• Assist doctor in O.T.</li> </ul>	1

		<ul style="list-style-type: none"> <li>Maintain infection control guideline as specified,</li> <li>G.D.A. (General duty assigned) in Hospital in O.T. minor ,O.T. Recovery room &amp; labour room.</li> </ul>	
5.	Dark Room attendant	<ul style="list-style-type: none"> <li>Cleaning &amp; Maintenance of X-ray deptt. &amp; Dark Room, Cleaning of furniture, furnishing, Grils, Windows, doors, switch board, fan etc.</li> <li>Cleaning of sink, washbasin &amp; articles present in Deptt.</li> <li>G.D.A. -(General Duty assigned in Physiology lab/college)</li> </ul>	1
6.	Driver For Ambulance	<ul style="list-style-type: none"> <li>Person having L.M.V. Driving License will maintain Ambulance of Hospital. Main log-book of Ambulance. (May be asked to work 24x7 as &amp; when emergency is there in Hospital/Hostel)</li> <li>G.D.A.</li> </ul>	2
7.	House Officer	<ul style="list-style-type: none"> <li>As per Duty assigned by Dept.</li> </ul>	1
8.	Panchkarma Astt (4 Male + 4 Female)	<ul style="list-style-type: none"> <li>Assisting in Purvakarma &amp; Panchkarma procedures</li> <li>Maintenance of Panchkarma cabins, furniture, furnishing. Cleaning/mopping of Panchkarma Deptt's articles, tables door, windows, fans, grills (should be free of dust &amp; cow-webs.)</li> </ul>	8
9.	Panchkarma Nurse	<ul style="list-style-type: none"> <li>Maintain Record/Files of I.P.D. Panchkarma/Processor of Panchkarma given to pts as per written on/pts files, chart of B.P. temperature, P/R, R/R to be maintained.</li> <li>Round with doctor. Cleanliness/hygiene to be maintained of panchkarma ward &amp; procedure room.</li> </ul>	1
10.	Yoga Teacher (P/T)	<ul style="list-style-type: none"> <li>As assigned by Institute</li> </ul>	1
11.	O.T. Nurse	<ul style="list-style-type: none"> <li>Maintain record &amp; files of I.P.D. of ShalyaTantra/O.T</li> <li>Treatment given to pts as written on Pts files. Chart of B.P. temperature, P/R, R/R to be maintained/Round with doctor.</li> <li>Cleaning of I.P.D. wards, deptt &amp; Labour room to be maintained</li> </ul>	1
12.	Midwife	<ul style="list-style-type: none"> <li>Maintenance of Records &amp; Files of I.P.D. of Stri, Prasuti Tantra Deptt, labour room. Treatment given to Pts as per File-Record. Charts of B.P., Temp, P/R, R/R to be maintained, Assist with Doctor in Procedure. Round with Doctors, Cleanliness</li> </ul>	1

		<p>of Labour Room I.P.D. room of Stri, Prasuti Tantra Deptt.</p> <ul style="list-style-type: none"> <li>• Work assigned by consultant</li> </ul>	
13.	Laboratory Technician in Clinical department	<ul style="list-style-type: none"> <li>• Maintenance of stock Registers of Clinical Departments i.e. Equipments, Instruments, Chemicals, Charts, Models etc.</li> <li>• Maintenance of cleanliness of concerned museums, Deptt's room etc.</li> <li>• Performing tests &amp; maintaining Records of tests.</li> <li>• Cleaning of equipments, Articles instruments, charts, models etc of Clinical departments (as Duty Assigned by College)</li> </ul>	1
14.	Lab Attendant/Peon in Clinical Dept.	<ul style="list-style-type: none"> <li>• Cleaning, Dusting of every area of the Deptt room e.g. (Furniture, Furnishings, grills, windows, fans, switch board) G.D.A. (General Duty as assigned by College Authorities /or as per need of the college.)</li> </ul>	1
15.	Attendant/Peon for Teaching Pharmacy	<ul style="list-style-type: none"> <li>• Cleaning, Dusting of every area of the Deptt room e.g. (Furniture, Furnishings, grills, windows, fans, switch board) G.D.A. (General Duty as assigned by College Authorities /or as per need of the college.)</li> </ul>	1
16.	Worker in Teaching Pharmacy	<ul style="list-style-type: none"> <li>• Assistance in Making of Aushdhi's (medicine) in Deptt.</li> <li>• Help in Maintenance of stock register of Deptt. Charts, models, equipments, machinery, articles, etc.</li> <li>• Maintain cleanliness of Lab of Ras-Shastra, stook room, Teaching Pharmacy etc. or as per need / Duty assigned by College.</li> </ul>	1
17.	Librarian	<ul style="list-style-type: none"> <li>• Maintenance of Library – records</li> <li>• Cataloging &amp; maintaining library</li> <li>• Issuing books, to maintain cleanliness of library.</li> </ul>	1
18.	Library Attendant/Peon	<ul style="list-style-type: none"> <li>• Cleaning, Dusting of every area of the Library rooms e.g. (Furniture, Furnishings, grills, windows, fans, switch board) G.D.A. (General Duty as assigned or as per need of the college.)</li> </ul>	1
19.	Attendant (Samhita Deptt.)	<ul style="list-style-type: none"> <li>• Cleaning, Dusting of every area of the Deptt room e.g. (Furniture, Furnishings, grills, windows, fans, switch board) G.D.A. (General Duty as assigned or as per need of the college.)</li> </ul>	1
20.	L.T. (Rachna Sharir)	<ul style="list-style-type: none"> <li>• Maintenance of Stock Register of museum keeper Registers of Furniture, Instruments, Equipments, Chemicals, etc.</li> <li>• Maintenance of specimen (human), Flex Charts, models in museum.</li> </ul>	1

		<ul style="list-style-type: none"> <li>• Preservation &amp; procuring of cadaver.</li> <li>• Maintenance of Cleanliness in museum, Dissection Hall, Preservation Room, chemical room, store room.</li> </ul>	
21.	Lifter (Rachna Sharir)	<ul style="list-style-type: none"> <li>• Cadaver lifting from tank/freezer to dissection table &amp; back. Helping in Preservation of cadaver. Cleaning &amp; scrubbing of cadaver. Disposing the dissected parts of cadaver at the place assigned. G.D.A. (General Duty Assigned)</li> </ul>	1
22.	Museum keeper for Rachna Sharir Dept.	<ul style="list-style-type: none"> <li>• Dustin/Mopping of models, charts, specimens &amp; proper places of articles. Cleaning/mopping of tables, door, windows, grills, fans, furnishings of deptt</li> <li>• Dusting &amp; Cleaning (work assigned by the college) and G.D.A.</li> </ul>	1
23.	L.T. (Kriya sharir)	<ul style="list-style-type: none"> <li>• Maintenance of stock Register of Laboratory i.e. Equipments, Instruments, Chemicals, Charts, Models etc.</li> <li>• Maintenance of cleanliness of Lab store room, Deptt's room.</li> <li>• Performing tests &amp; maintaining Records of tests.</li> <li>• Maintenance of equipments, Articles instruments, charts, models etc of lab. (Duty Assigned by College)</li> </ul>	1
24.	L.T. (Dravya Guna)	<ul style="list-style-type: none"> <li>• Maintenance of stock Register of Dry drugs, charts, models, equipments, articles etc. Maintenance of Herbal-Garden, Green House, &amp; Lab of Deptt</li> <li>• Maintenance of Museum Lab &amp; Deptt room. (Duty assigned by College)</li> </ul>	1
25.	Laboratory Assistant for Dravyaguna Deptt	<ul style="list-style-type: none"> <li>• Dusting/Mopping of Models, Charts, specimens &amp; proper placing of articles etc.</li> <li>• Cleaning &amp; maintenance of museum &amp; green house &amp; herbal garden.</li> <li>• Cleaning &amp; dusting of Tables, Almirah's, doors, windows, grills, fans etc. G.D.A. (General Duty as assigned)</li> </ul>	1
26.	L.T. (Ras Shastra)	<ul style="list-style-type: none"> <li>• Making of Aushdhi's (medicine) in Deptt.</li> <li>• Maintenance of stock register of Deptt. Charts, models, equipments, machinery, articles, etc. Maintenance of Lab. of Ras-Shastra, stook room, Teaching Pharmacy etc. (Duty assigned by College)</li> </ul>	1
27.	Lab Assistant (Ras Shastra)	<ul style="list-style-type: none"> <li>• Assisting in Ras-Shastra lab &amp; ras-shastra for making Para-Aushadhis with lab. Technician of RasShastraDeptt. Cleaning of utensils, machinery, equipments, models charts, furnitures, furnishings, windows, door, grills, fan, washbasin etc. G.D.A.</li> </ul>	1



28.	Laboratory Assistant in Rog Nidan Deptt	<ul style="list-style-type: none"> <li>• Help in Maintenance of Stock Register of Lab i.e. of equipment, instruments, chemical charts, models, furniture etc.</li> <li>• Help in Maintenance cleanliness of Lab., store room Deptt's room.</li> <li>• Help in Performing tests &amp; maintaining records of tests.</li> <li>• Cleaning of equipments, articles, instruments charts, models etc, of lab.</li> <li>• (Duty assigned by college)</li> </ul>	1
29.	Museum Keeper Swasthavritta & Agad Tantra Deptt.	<ul style="list-style-type: none"> <li>• Dustin/Mopping of models, charts, specimens &amp; proper places of articles. Cleaning/mopping of tables, door, windows, grills, fans, furnishings of deptt</li> <li>• Dusting &amp; Cleaning (work assigned by the college) and G.D.A.</li> </ul>	1
30.	Attendant (SwasthaVritta & Agad Tantra )	<ul style="list-style-type: none"> <li>• Dusting/Mopping in SwasthaVritta O.P.D. rooms in Hospital. Attending other clinical deptt. When required, keeping the room dust free &amp; free of cow-wels G.D.A.</li> </ul>	1
31.	Attendant in Clinical Deptt & Herbal Garden	<ul style="list-style-type: none"> <li>• Dusting/Mopping of Models, Charts, specimens &amp; proper placing of articles etc.</li> <li>• Cleaning &amp; maintenance of museum &amp; green house &amp; herbal garden.</li> <li>• Cleaning&amp; dusting of Tables, Almirah's, doors, windows, grills, fans etc. G.D.A. (General Duty as assigned)</li> </ul>	2
32.	Mali	<ul style="list-style-type: none"> <li>• Maintenance lawns, plants, hedge, trees, shrubs, flowers beds, etc in college hospital, hostel premises &amp; herbal garden etc. Rotation wise. Cleaning of open Area (i.e. no dry leaves or plants remnants should lie here &amp; there) G.D.A.</li> </ul>	8
33.	Electrician	<ul style="list-style-type: none"> <li>• Maintain Electricity related work in Hospital, College, Hostels &amp; other buildings present in campus.</li> <li>• G.D. Assistant.</li> </ul>	1
34.	Plumber	<ul style="list-style-type: none"> <li>• Maintain sanitation related work in Hospital, College, Hostels &amp; other building present in campus.</li> <li>• General Duty Assistant.</li> </ul>	1
35.	Washerman/MPW	<ul style="list-style-type: none"> <li>• Washerman will wash hospital, college, Hostel linen or items, White &amp; colored clothes separately. Blankets, bed sheets, pillow cover drapers, towels, curtain, Doctor's coat etc will be washed separately</li> <li>• Collection &amp; transport on dirty linen &amp; maintaining record in register/log-book will be done &amp; will be transported back at fixed time.</li> <li>• He will be responsible for any loss &amp;</li> </ul>	1

		damage of clothes.	
36.	(i) Guards for Girls Hostel  (ii) Boys Hostel  (iii) Hospital	<ul style="list-style-type: none"> <li>• Will guard the Hostel Premises. Take Round of the building every 2 hourly on fixed time at night and 3 hourly in day time.</li> <li>• Maintain Visitor's Register &amp; workmen Register of mess worker and other employees visiting hostels. Hostel's Register.</li> <li>• Round the clock duty at the gate.</li> <li>• Take round of hostel after locking the gate. Will inform the authorities immediately when emergency arises. If found sleeping or not on duty at gate then he will be discharged from his duty.</li> <li>• -do-</li> <li>• Will guard the Hospital Premises from outside &amp; inside as well. Will be present at Gate.</li> </ul>	8
37.	Sweeper	<ul style="list-style-type: none"> <li>• Sweeping the area assigned ( college Hospital, Hostels outdoor's&amp; indoors)</li> <li>• Mopping the indoor premises of college, Hospital, Hostel in the morning, afternoon, evening.</li> <li>• Removing dust, cow-wells, stains at any area on floor/walls/windows/door's/grills etc. Keeping area cleaned &amp; smell free.</li> <li>• Cleaning the fans, cooler, AC's of open area as well as in Bathrooms toilets of campus.</li> <li>• Keeping the drains block free.</li> <li>• No waste should be dumped here &amp; there</li> <li>• Washbasin, Commode, Tiles of Washrooms should be sparkling clean i.e. without stains. Mopping should be done on hourly basis i.e.</li> </ul>	14

- Person engaged should be well uniformed should wear photograph identifying/I.D. noon, evening verifying/checking committee.
- Duties will be assigned as per Duty Roster.
- Reservation policy as per Haryana Govt. will be implemented.

## ANNEXURE- 1

**SHRI KRISHNA GOVT. AYURVEDIC COLLEGE/HOSPITAL, KURUKSHETRA**  
**TECHNICAL BID UNDER OURSORCING POLICY ON 06.10.2017**

Sr. No.	Content	Page No.	
1	Cost of Tender Form (Rs. 2000/-) Non- refundable		Name of Bank..... D.D. No.....Dated.....
2	Due date for Tender		<b>27.12.2018 up to 11 AM</b>
3	Opening date and time of tender		<b>27.12.2018 on 1 PM</b>
4	Name of the Agency / Firm / Proprietary concern registered & address		
5	Address of the office at Kurukshetra		
6	Telephone number of Authorized Person with email		
7	Please specify as to whether tender is only Proprietor /Partnership firm Name and Address and Telephone No. of Directors/Partner should be specified.		
8	Registration number of the firm/ Agency		
9	PAN Card of Agency (Attach attested copy)		
10	ITR Reg. no. of three Financial years		
11	EPF Registration /Account No. (Attach attested copy)		
12	ESI Registration Number (Attach attested copy)		
13	License No. under contract Labour Act (R&A) and validity		
14	Registration Certificate No. of Labour Department and validity		
15	Details of Earnest Money a) Amount Rs.		

	b) D. D. No. c) In favour of d) Date of Issue e) Name of Issuing Authority			
16	Banker of Company / Firm/ Agency with Full Address & Contact No. ( Attach Certified Copy of Statement of A/C for last 3 years)			
17	Details of client (Govt. & Private sector )along with address, telephone No.			
18	Proof of financial status in form of audited balance sheet for the last three financial year (average annual turnover <b>must be atleast Rs. 1 crore</b> )			
19	Enclose an affidavit duly certified by (enclosed/Not Enclosed)the Notary about the location of agency at Headquater Kurukshetra and the bidder has never been blacklisted or punished by any court for any criminal offence/ breach of contract and that no police / vigilance inquiry / criminal case is pending			
20	Annual return report of Last three years attached or not			
21	Satisfactory Performance Certificate Yes/No			
22	Detailed ISO Certificate Yes/No			
23	GST No. (Attach Certified Copy)			
24	Any Other Information			
25	Declaration by the bidder			This is to certify that I/We before signing this tender have read and fully under stood all the terms and conditions contained herein and undertake myself /ourselves to abide by them. <b>Enclosed ----- Page with numbers with self-attested copies of documents.</b>
26	Signature of the bidder ,Name, Designation, address ( with seal ) and email address with contact no.			
<b>For Official Use</b>				
27	Dairy No. with date of tender receipt up to <b>27.12.2018 upto 11 AM</b>			
28	Signature Committee Member			

**SHRI KRISHNA GOVT. AYURVEDIC COLLEGE/HOSPITAL, KURUKSHETRA  
FINANCIAL BID UNDER OURSORCING POLICY ON 27.12.2018**

To

The Principal  
Shri Krishna Govt. Ayurvedic College  
Kurukshetra

Respected Madam / Sir,

1. I / We .....submitted the bid for Tender No. : SKGAC/OS/ Tender/Job Outsourcing/ 2018 dated.....for Job Sourcing of Shri Krishna Govt. Ayurvedic College, Kurukshetra.
2. I / We thoroughly examined and understood instructions to tenders, scope of work, term and conditions of contract given in the tender document and those contained appendix of Term & condition of contract and agree to abide by them.
3. I / We hereby offer to provide job outsourcing services at the following rates. I / We understand that I /We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.

Sr. No.	Name of Post	No. of Jobs
1	Matron/Nursing Superintendent	1
2	Assistant Matron	2
3	Staff Nurse	8
4	O.T Attendant	1
5	Dark Room Attendant	1
6	Driver for Ambulance	2
7	House Officer/ clinical Registrar	1
8	Panchkarma Assistant (Male + Female)	8
9	Panchkarma Nurse	1
10	Yoga Teacher	1
11	O.T Nurse	1
12	Midwife for Prasuti and StriRog Dept.	1
13	Lab Technician for clinical lab	1
14	Lab Attendant/Peon for clinical Lab	1
15	Peon / Attendant for Teaching Pharmacy	1
16	Worker for Teaching Pharmacy	1
17	Librarian	1
18	Library attendant / Peon	1
19	Attendant for Samhita Dept	1
20	Laboratory Teachincian for RachnaSharir Dept.	1
21	Lifter for RachnaSharir	1
22	Museum Keeper for RachnaSharir Dept.	1
23	Laboratory Technician for KriyaSharir Dept.	1

24	Laboratory Technician for Dravya Guna Deptt.	1
25	Museum Keeper Dravya Guna	1
26	Laboratory Technician in Ras Shastra Dept.	1
27	Laboratory Assistant for Ras Shastra Deptt	1
28	Laboratory Technician in Rog Nidan Dept.	1
29	Museum Keeper Swasthviritta & Agad Tantra Dept.	1
30	Attendant in Swasthviritta & AgadTantra Dept.	1
31	Attendant in clinical Dept.	2
32	Gardner	8
33	Electrician/MPW	1
34	Plumber/MPW	1
35	Washer man/MPW	1
36	Guard for Boys & Girls Hostel & Hospital	8
37	Sweeper for College, Hospital. Hostels	14
<b>Add: Statutory Obligations if any (Please Specify Each on the basis of groups)</b>		
<b>Service Charges @ _____ %</b>		

\* Remuneration is in accordance of Outsourcing Policy of Haryana Government/ D C Rates, Kurukshetra

**Signature of Authorised Person :**

**Name :**

**Designation :**

**Name of Firm/Company/Agency :**

**Contact Details :**

**CONTRACT AGREEMENT**

1. The contract agreement shall be made with successful bidder in accordance with the Haryana Govt. policy for engaging/outsourcing of services/activities and the service provider must pay the minimum wages as prescribed in the policy in workmen accounts every month directly or by way of account payee cheque /bank draft/ to the employees. In case of default in this regard or any other deficiency/default in providing service the agreement shall be terminated by giving 15 days notice.
2. The Agreement is made in between the Principal, Shri Krishna Govt. Ayurvedic College, Kurukshetra and Successful bidder in accordance of outsourcing Policy of Govt. Of Haryana.
3. The service provider shall ensure timely payment to the employees.
4. The service provider shall ensure strict compliance of the rules and regulations framed by the Government of Haryana in this regard.
5. The service provider is required to maintain a complete record and the college or its representative has a right to inspect, audit or take copies of the record thus maintained.
6. It is the duty of the service provider to make good, at its own expense, any loss/damage suffered by the college as a result of the acts of commission or omission, negligence or otherwise, of its personnel.
7. The rules framed by the Government from time to time for outsourcing engagement shall be binding.
8. The College shall not advance any amount to the personnel of the contractor.
9. The Contractor shall be responsible for discipline, salaries and other statutory dues of the personnel deployed by him to the College. However, the personnel of the Contractor shall not, under any circumstances, be deemed to be employees of the College and shall not claim from the College regularization/job, any salary, damages, compensation or anything arising out of their normal employment/duty under the present Agreement. The Contractor will be responsible for ensuring payment of all employee related benefits as per law to their respective employees and the College would not be responsible for any benefit/ privileges whatsoever.
10. The contractor will be responsible for overall control and supervision of its staff/personnel while serving at the premises of the negligence of the Contractor's staff, which is not covered by the insurance Agency, the Contractor shall make good such loss. However, the contractor shall not be responsible for any loss caused to the properties of the Institute for reasons such as natural calamities, robberies, earthquakes etc. or not directly attributable to the contractor's staff/personnel.

**FORMAT FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY**

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,

Principal  
Shri Krishna Govt. Ayurvedic College & Hospital  
Kurukshetra

In consideration of Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra [hereinafter referred to as SKGAC, KKR', which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/s \_\_\_\_\_ [hereinafter referred to as 'supplier /contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with SKGAC, KKR a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as required under the terms and conditions of contract / work order no dated \_\_\_\_\_ [ hereinafter referred as the order'] placed by SKGAC, KKR on the said supplier /contractor. We, \_\_\_\_\_ the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay SKGAC, KKR an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) on the demand made by SKGAC, KKR on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract /order.

1. We \_\_\_\_\_ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from SKGAC, KKR stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by SKGAC, KKR without any demur. However, our liability under this guarantee shall be restricted to

An amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

2. We, the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of SKGAC, KKR under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till SKGAC, KKR certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.

3. We the bank, undertake to pay to SKGAC, KKR any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.



4. We \_\_\_\_\_ the bank further agree that SKGAC, KKR shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the SKGAC, KKR against the said supplier / contractor and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of SKGAC, KKR or any indulgence by SKGAC, KKR to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

5. Our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and shall remain in force up to \_\_\_\_\_ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. \_\_\_\_\_. We shall be discharged from all liabilities under this guarantee thereafter.

6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.

7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to The Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra.

8. We, \_\_\_\_\_ the bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the SKGAC, KKR in writing.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_

**Signature**

**For the Bank**

**Witness:**

**Name & Address**

**Name(s) & Designation(s)**

**Format of Experience certificate**

Project Name	Name of the Employer*	Description of work	Contract No.	Value of Contract (Rs. In Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed)

\* Attach certificate(s) of payments.

\*\* Immediately preceding the financial year in which bids are received.

**DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 7 (SEVEN) YEARS**

Name of the Agency.....

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Contact No.</b>	<b>Name of Organization</b>	<b>Description of Contract</b>	<b>No. of Person Outsourced</b>	<b>Value</b>	<b>Year of Contract</b>	<b>Continuing (Yes / No)</b>