



**JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.**  
**(Public Sector Undertaking of Govt of Jammu & Kashmir)**

Corporate Head Office: 1<sup>ST</sup> Floor, Drug Store Building, Govt. Medical College, Bakshi Nagar, Jammu  
Corporate Office Kashmir: 121, Green Avenue, Hyderpora, Opp. Al-Farooq Masjid, Srinagar  
Telephone: 0191-2580842, Fax: 0191-2581845 (Jammu); Telefax: 0194-2432008 (Srinagar)

**TENDER NOTICE**

**Subject:- Tender for award of contract for providing manpower to work as Loaders and orderlies in the J&K Medical Supplies Corporation Ltd for a period of two years extendable as per requirement.**

1. Sealed bids under two cover system i.e Technical bid and Financial bid are invited from the firms registered with Labour and Employment Department of Government of J&K as service providers in the field of Labours & interested in undertaking the job of providing Loaders and Orderlies to J&K Medical Supplies Corporation Ltd. as per the general terms and conditions of department of Labour and Employment Government of Jammu & Kashmir/ Terms and Conditions given below:-
  - i) The contract shall be in force for two years which can be renewed further depending upon the performance and quality of the firm. The contract can be terminated by the competent authority at any time without assigning any reasons.
  - ii) The quotes shall not exceed the rates approved by the department of Labour and Employment Government of J&K (copy to be attached by the bidder) and the deduction/ remittance of Provident Fund, ESI shall be as per rules in vogue.
  - iii) The firm shall comply to all the terms and conditions of prescribed by the Labour and Employment Department for registration of firm with the said departments, which shall be the part of this tender document.
  - iv) The payment to the engaged Loaders and Orderlies will be subject to satisfactory service to be certified by the immediate controlling Officer/ Sections, where they are engaged.
  - v) The agency will properly verify the Character and antecedents of each personnel provided before their deployment and a certificate to this effect will be provided.
  - vi) The Persons engaged will be expected to observe discipline and decorum in office
  - vii) The agency will be required to submit documentary evidence such as Photo ID Cards Residential Proof as Aadhar Card, Voter Card, Driving License of any other issued by proper authority, educational qualification etc.

- viii) The agency will provide suitable substitute well in advance if any person leaves the job due to any reason or remains absent from duty even for a single day.
- ix) Working hours would be normally 6 hours per days between 10.AM to 4:00PM, working days would be from Monday to Saturday in a week. However, in case of exigency, the personnel may be called on Sunday and other Gazetted Holidays, if required. But they will not be entitled for any extra wages in lieu of work done on Sunday/holidays.
- x) The Agency should quote rates as minimum wages /Labour Act/ labour laws and with compliance as per the J&K Government.
- xi) The agency will be responsible for payment of minimum rates of wages to be staff whose services will be provided by them to this office on outsourcing basis under the Minimum Wages, Act 1948 as amended from time to time.
- xii) The engagement does not confer right for continuation or extension of the contract on any account. This engagement will be purely a short term temporary arrangement on contract basis. Any statutory increase in wages/DA etc. is to be absorbed by the agency.
- xiii) Any liability regarding the Government dues as well as any human loss/injury during the engagement of Loaders/Packers and orderlies will be the responsibility of the Contractor.
- xiv) The minimum qualification of the person engaged as Loaders and orderlies must be as per the qualification of Labour and Employment Department, Government of Jammu and Kashmir. Higher Qualification Experience in relevant field shall be preferred.
- xv) The person engaged shall not claim any benefit/ compensation/ absorption/ regularization of service from this office under the provisions of Industrial Disputes Act 1974 or Contract Labour ( Regulation & Abolition) Act, 1970. An undertaking to this effect from the engaged persons shall be required to be submitted by the service provider to this office.
- xvi) The agency will be responsible for payment of wages in respect of manpower provide to this office. The agency may submit a proper bill to this office in triplicate at the end of each month for re-imburement. The bill submitted by the agency must include attested copy of attendance of the present month, proof of payment of wages to each personnel in the preceding month including depositing of PF, if applicable and ESI etc.
- xvii) No medical facilities or reimbursement thereof will be provided by JKMSCL.



- .xviii) Any dispute arising out of the contract will be settled within the jurisdiction of Hon'ble Court at Jammu/ Srinagar only.
- xix) The validity of this contract will be for a period of two year. The contract shall automatically be cancelled/expired on completion of its tenure until and unless the same is renewed/extended in writing. The termination of the contract requires bone month's notice in writing or withholding payment of one month's charge in the absence of such a notice. The agency will provide the required personnel for a short period also in case of any exigencies as per the requirement of this Corporation.
- xx) Rates of wages in respect of manpower supplied by the agency will be subject to revision by the Labour and employment Department, Government Jammu and Kashmir.

**2. The firm applying for the tender must possess the following qualification:-**

- v. Certificate of registration with Labour and Employment Department of Government of J&K for running the agency.
- vi. At least three years relevant experience with any Central/ State Govt. Department/ Organization.
- vii. The firm must have Pan No., GST, Registration No. and other relevant document.
- viii. The firm must have ESI and PF registration.
- ix. The firm must have valid Labour & Employment Department license.

**3. The bidding firm shall quote their bid as per the Minimum wages Act applicable in Jammu & Kashmir amended from time to time, as follows and no deviation from the said act will be accepted:-**

- a. Minimum applicable wages for each Loader and Orderlies.
- b. Provident Fund.
- c. ESI.
- d. Any other charges, if any, under the minimum wages.
- e. Services charges/ statutory taxes to be charged by the service provider.

4. The tender will fill up the technical information in the **Annexure-I** which may be put in a sealed cover clearly marking it as "**Technical Bid**". The Technical Bid should be accompanied by an Earnest Money Deposit of Rs. 10000/- (Rs. Ten Thousand only) in the form of a crossed Demand Draft/ Pay order drawn in favour of Financial Advisor/ CAO of J&K Medical Supplies Corporation Ltd and the relevant documents with regard to qualifications mentioned in para 3 above. The tender received without EMD will be rejected summarily. This money is refundable to the bidder after award of the contract.

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5. Rates shall be quoted as per annexure-II which shall be put in separate envelope with clear marking "as Financial Bid" and cover- B the envelope shall be sealed properly.
6. Both the envelope i.e. cover A and cover B shall be put in a single cover, with clear marking as "Tender for award of contract for providing manpower as Loader and Orderlies A shall be put in a single cover, with clear marking as "Tender for award of contract for providing manpower as Loaders/Packers and Orderlies".
7. The successful bidder will have to submit Performance Security equivalent to 3% of the amount payable per month, on one time basis with the validity up to 30 months from the date of issuance of Work Order/ Contract. The amount will be payable through Bank Draft/ Bank Guarantee/Dix deposit Receipts drawn in favour of Financial Advisor/ CAO of J&K Medical Supplies Corporation Ltd.
8. If, during the period of contract, the performance of the firm is found to be unsatisfactory at any point of time, JKMSCL may forfeit the Performance Security of the firm (in part or in full) and the contract may be terminated. In this regard, the decision of this office shall be final and binding on the firm.
9. Therefore, all the approved placement agencies are, requested to submit tender documents to the Managing Director, J&K Medical Supplies Corporation Ltd. by or before 20<sup>th</sup> December, 2017 through post/by hand. It may be indicated in the rates quoted that the Service Tax is included/ excluded. The envelope containing the quotation should be superscribed as Quotation for providing Manpower to work as Loader and Orderlies. The bids will be opened on 22<sup>nd</sup> December, 2017 at 2 PM in the Corporate Office, Jammu/Kashmir.

  
Managing Director  
  
J&K Medical Supplies Corporation Ltd.

No. JKMSCL/Adm/EOI/Loaders/77 /2017

Dated:- 7-12-2017

Copy to:-

1. Principal/Secretary to Government, Health and Medical Education Department.
2. Financial Advisor/ CAO J&K Medical Supplies Corporation Ltd.
3. General Manager (Adm) J&K Medical Supplies Corporation Ltd.
4. General Manager- K (P&S) J&K Medical Supplies Corporation Ltd.
5. PA to Hon'ble Vice Chairman, Jammu and Kashmir Medical Supplies Corporation Ltd.
6. Govt. Order File.
7. Stock file

## Annexure I

### **TECHNICAL BID**

Technical Bid should indicate the following information along with the self attested photocopies of these documents:-

- i. Profile of the company.
- ii. Proof of incorporation/inception of the agencies:-
- iii. Registration Certificate with Labour and Employment Department of Government of J&K for running the agency.
- iv. At least three years relevant experience with any Central/ State Govt. Department/ Organization.
- v. Pan No.
- vi. Service Tax Registration No. and other relevant document.
- vii. GST registration number.
- viii. ESI registration certificate and details.
- ix. PF registration certificate and details.
- x. Valid license issued by Labour & Employment Department.
- xi. List of organizations to which man power is being supply by the bidder.
- xii. Regarding if any rates approved by Labour Department.
- xiii. Whether the firm has been blacklisted by any government Department or any criminal case register against the firm or its owner (give details);
- xiv. Any other relevant information.

(Name and Signature of the authorized person of the firm along with the seal)

## Annexure -II

### APPLICATION-FINANCIAL BID

(For Loaders/Packers and Orderlies)

1. Name of tendering Company/Firm/Agency.
2. Details of Earnest Money Deposit: Rs. 10,000/- (Ten Thousand only) D.D. /P.O. No. Date and Drawn on Bank:
3. All the Loaders and Orderlies deployed in this office will be paid their wages on the monthly basis (By Cheque by 7th of the following month) by the Company/Firm/Agency and the proof of disbursement will be submitted to this Department.
4. Rates are to be quoted in accordance with the Minimum Wages act 1948 as applicable in the Labour Act.

Rate per person per month Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_) inclusive of all statutory liabilities, taxes, levies, cess/edu. Cess. Etc. with following break up.

S. No.	Component of Rate	Amount
1.	Daily Wages Rate(as per MWA, 1948)	
2.	Employees Provident Fund@% of 1 above	
3.	Employees State Insurance @% of 1 above	
4.	Service Tax Liability @% /GST	
5.	Any other Liability (Pl. Indicate)	
6.	Contractors Admn. /service Charge	
	Total column 1 to 6	

Signature of authorized  
person Full Name:

\_\_\_\_\_ Seal:

Date:

Place

: