

**GOVERNMENT OF ANDHRA PRADESH  
COMMISSIONERATE OF HEALTH & FAMILY WELFARE**

**TENDER DOCUMENT FOR IDENTIFICATION OF SERVICE PROVIDER FOR HUMAN  
RESOURCES UNDER NATIONAL HEALTH MISSION**

Tender is invited by the Commissioner, Health & Family Welfare, Government of Andhra Pradesh from eligible companies / firms for supply of Human Resources under National Health Mission in Hyderabad and 13 Districts of Andhra Pradesh. Companies / Firms who fulfilled the eligibility criteria / requirement as detailed in this tender document may submit their tender in the prescribed format. The important dates are as follows:

	<b>Venue</b>	<b>Date</b>
1. Date of Pre-bid Meeting	Conference Hall, Commissionerate of Health & Family Welfare, Sultan Bazar, Koti, Hyderabad	<b>30.10.2014 @ 12.00 Noon</b>
2. Last Date for submission of bids	Commissionerate of Health & Family Welfare, Sultan Bazar, Koti, Hyderabad	<b>05.11.2014 before 2 PM</b>
3. Date of Opening Bids	Commissionerate of Health & Family Welfare, Sultan Bazar, Koti, Hyderabad	<b>05.11.2014</b>

The detailed terms and conditions:

**INTRODUCTION :**

1. Government of Andhra Pradesh implementing various National Health & Family Welfare Programmes with Central Government assistance under National Health Mission. National Health Mission has two components one is National Rural Health Mission and other is National Urban Health Mission. National Health Mission implemented in the State by the State Health & Family Welfare Society at Hyderabad and District Health & Family Welfare Societies located in 13 Districts. State Health & Family Welfare Society assisted by Mission Director and State Programme Management Unit consists of Programme Officers, Consultants, Accounts Personnel, Administrative Personnel, Consultants, Secretarial Staff, IT supporting staff, Office Subordinates, Drivers and other categories. The District Health & Family Welfare Societies supported by District Programme Management Unit consists of Programme Officers, Consultants, Accounts Personnel, Administrative Personnel, Consultants, Secretarial Staff, IT supporting staff, Office Subordinates, Drivers and other categories.
2. The SPMUs and DPMUs are filled by officers from the Health Medical & Family Welfare Department on deputation and also by filling through outsourcing agencies.

the outsourcing agency is identified by the open tender system. The existing outsourcing agency identified in the United AP for a period of one year. Now there is need of identification of outsourcing agency for providing human resources on outsourcing basis .

### **SCOPE OF WORK :**

3. Categories of staff are working / required for State Programme Management Unit and District Programme Management Units and their numbers enclosed at Annexure A. Out of 213 positions 144 positions are filled and employees working through existing outsourcing agency and same has to be continued by the identified agency. For the vacant posts the outsourcing agency shall supply the manpower as per the required qualification and eligibility criteria given by the Department. However, the number of positions in the Annexure may increase or decrease as per the programme requirements and same has to be followed by the outsourcing agency. The agency shall supply the manpower by identifying the persons through a transparent procedure by giving notifications. The summary of manpower to be supplied is given below :

<b>Sl. No.</b>	<b>Name of the location</b>	<b>Number of positions</b>
1	SPMU, O/o CH&FW, Hyderabad	78
2	DPMUs	94
3	TPMUs	12
4	NUHM	29
	<b>Total</b>	<b>213</b>

### **ELIGIBILITY CRITERIA :**

4. Man power Agency should be a registered partnership firm / company incorporated under Companies Act 1956.
5. Man power Agency should be registered with Labour Department of State Government and Provident Commissioners and ESI.
6. Man Power Agency should be registered with service Tax and Income Tax
7. The agency should have a turnover of minimum Rs. 2.00 Crores
8. In manpower supply the Agency should have experience in supplying 300 members to the State / Central / Public Sector under takings per annum for last three years.
9. The agency should necessarily have an office in the State of Andhra Pradesh

## **DISQUALIFICATION CONDITIONS :**

10. Bidder, who have been blacklisted or otherwise debarred by CH&FW or any department of Central or State Government or any other Public Sector Undertaking will be ineligible during the period of such blacklisting or for period of 5 years from the date of blacklist or debarment whichever is earlier.
11. Any Bidder whose contract with CH&FW, or any department of the Central or the State Government or any other Public Sector Undertaking has been terminated before the expiry of the contract period at any point of time during the last five years, will be ineligible.
12. If the proprietor /any of the partners of the Bidder firm/ any of the Directors of the Bidder Company have been, at any time, convicted by a Court of an offence and sentenced to imprisonment for a period of three years or more, such Bidder will be ineligible.
13. While considering ineligibility arising out any of the above clauses, incurring of any such disqualification in any capacity whatsoever (even as a proprietor, partner in another firm, or as director of a company etc.) will render the bid disqualified.

## **BIDDING PROCESS :**

14. The tenderer shall submit the tender either personally or through authorized agents (not through post or courier) in a sealed cover and drop in the box placed in the O/o CH&FW for this purpose between the **25.10.2014 to 29.10.2014**.(between 11.00AM to 5 PM)
15. The tender shall submit a two bids one is technical bid and other is financial bid. Both the bids shall be in separate cover and both covers shall be kept in a another cover and superscribed "Tender for supply of Human Resources for National Health Mission of State of Andhra Pradesh"
16. The technical bid shall be submitted in the FORM -A and shall be enclosed with the following documents. The form A shall be signed by the Authorized Signatory
  - A. Registration Certificate with Labour Department
  - B. Registration Certificate with ESI, EPF Departments
  - C. Registration Certificate with Commercial Tax Department
  - D. PAN and TAN Details
  - E. Three years Income Tax Returns (2011-12 to 2013-14)
  - F. Turnover Details for the last three years and service provision details

17. EMD for Rs.2,00,000 /- by way of crossed DD in favour of State Health & Family Welfare Society, AP
18. The financial Bid shall be submitted in the FORM- B duly signed, the financial quote shall be both in words and numbers. The firms shall quote the financial bid only for the Commission on the salary paid to the employee. This commission shall be quoted against salary and not includes the any statutory requirements such as ESI , PF, TDS etc

#### **BID OPENING AND EVALUATION & AWARD OF CONTRACT :**

19. The technical bids will be opened initially and evaluated as per the eligibility criteria mentioned at the Para 4 to 9. The Agencies which are not met the eligibility criteria and or not submitted the supporting documents will be disqualified.
20. After evaluation of technical bids the financial bids of technically qualified bidders will be opened
21. The lowest quoted firm will be identified as successful bidder and contract will be awarded to the successful bidder. In case of more than one bidder is stood as L1. Then work will be distributed among them

#### **AWARD OF CONTRACT:**

22. The job will be awarded to the successful Bidder through issue of an Acceptance Letter by post/ fax/e-mail.
23. The CH&FW reserves the right to accept or reject the whole or any part of the Bid without assigning any reason/ notice whatsoever and does not bind itself to accept the Lowest Bid or any Bid and reserves the right to scrap the Bid enquiry at any stage without assigning any reasons and CH&FW will not be liable for any costs and consequences incurred by the intending Bidders.

#### **TECHNICAL AND ADMINISRATIVE CONTACT :**

All communications concerning the Technical & Administrative issues of this RFP should be directed to

Name	: State Programme Manager/Chief Administrative Officer
Address	: O/o.CH&FW, DM&HS Campus, Sultan Bazaar, Koti, Hyd.
Phone	: 8008901986, 9885004499
Email	: spmnhm@gmail.com

**CONFIDENTIALITY OF INFORMATION :**

24. The firm / Company shall not share the data/ information and analysis relating to these services, obtained during the course of their audit & verification, with any other person or entity.
25. Any information, pertaining to the Central & State Government or any other agencies involved in business with CH&FW, which comes to the knowledge of the firm/organisation in connection with this assignment will be deemed to be confidential and the firm/organisation will be fully responsible for the same to be kept confidential and held in trust, as also for all consequences of is concerned personnel failing to do so. The consulting Firm/Organisation shall ensure due secrecy of information and data as same is not intended for public distribution.

**SUBLETTING AND ASSIGNMENT :**

26. The Bidder shall not sublet, transfer or assign the contract or any part thereof.

**FAILURE AND TERMINATION:**

27. If the firm/ organization fails to execute the assignments or any part thereof within the period fixed for such execution or at any time repudiates the contract before the expiry of such period, the CH&FW may without prejudice to the right to recover damages for breach of the contract, terminate the contract or a portion thereof and if so desired award the contract at the risk and cost of the firm/organization.

**NO NEGOTIATION:**

28. CH&FW will not enter into any negotiation even with the Lowest Bidder.

**LAWS GOVERNING THE CONTRACT:**

29. The contract will be governed by the laws in India for the time being in force. In case of any disputes arising out of this contract the same will be dealt in the Court of competent jurisdiction.

**FORM – A**

**TECHNICAL BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Supporting documents required to be submitted along with this form</b>
1.	Name of the Firm / Company	
2	Address of the Firm / Company	
3	Head office	Phone Number: Fax No: Mobile No of Head Quarters
4	Firm Income Tax PAN No	
5	Latest Income Tax return filed	
6	Firm Service Tax Registration No.	
7	Registration Certificate with Labour Department	
8	Registration Certificate in connection with ESI	
9	Registration Certificate in connection with PF	
10	Registration Certificate in connection with  Central Excise	
11	Annual Turnover Certificate	2013-14 2012-13 2011-12
12	H.R. Supplied	2013-14 2012-13 2011-12

**DECLARATION**

- I \_\_\_\_\_ son/Daughter/wife of \_\_\_\_\_ the authorized officer of the firm/company/organization and I am competent to sign this declaration and execute this Bid Document.
- I have carefully read and understood all the terms and conditions of the Bid and undertake to abide by them.

3. The information / documents furnished along with the Bid are true and authentic to the best of knowledge and belief. I/We, am /are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my bid at any stage without prejudice to any other rights that the corporation may have under the Contract and Law.

Signature of authorized person

Full Name:\_\_\_\_\_

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

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

Place:\_\_\_\_\_

**FORM - B**  
**FINANCIAL BID**

<b>Sl.No.</b>	<b>Name of the Agency</b>	<b>Percentage of Agency's Commission In Figures</b>	<b>Percentage of Agency's Commission In Words</b>
<b>1</b>			

**Note :**Financial quote shall be both in words and numbers. The firms shall quote the financial bid only for the Commission on the salary paid to the employee. This commission shall be quoted against salary and not includes any statutory requirements such as ESI , PF, TDS etc

**Signature of the Tenderer**



## ANNEXURE A

Sl.No.	Designation	Sanctioned	Salary per month per employee
DPMU			
1	DPO	13	35000
2	DAO	13	24750
3	MIS	13	17500
4	DEO Rch II	13	10000
5	DEO Imm	13	10000
6	JBAR DEOs	13	10000
7	Jr Accountants	13	8400
8	Office Subordinates	3	6700
	Total	94	122350
TPMU			
9	Jr. Accountants to ITDA	6	8400
10	Project Manager	6	26000
	Total	12	34400
SPMU			
11	PCPNDT DEO	1	10000
12	PCPNDT Office Subordinate	1	6700
13	PCPNDT Legal Consultant	1	20000
14	Refrigerator Mechanics	3	10500
15	Programme Assistants	2	16000
16	RAAM	4	25000
17	Accountant	1	20000
18	System Administrator	1	30000
19	ITSpecialist	1	40000
20	Sr. Software Engineer	1	25000
21	Jr. Software Engineer	1	20000
22	PS to MD	1	20000
23	PA to CHFW	1	14700
26	Office Manager	1	20000
27	AAM	1	16500
28	DEO	12	9500
29	Projectionist	1	10000
30	Jr. Assistant	6	8400
31	Office SUBordinates	13	6700
32	Driver	6	8000
33	VLM	1	20000
34	PPP Office Subordinate	2	6700
35	PPP Computer Operator	1	9500
36	PPP Computer Programmer	1	25000

37	District Community Mobilizers (ASHA)	13	30000
38	Statistical Assistant	1	15000
	Total	78	443200
NUHM			
39	Accounts Manager	1	25000
40	Secretarial Staff	1	8800
41	Support Staff	1	6600
42	District Data Manager	13	17500
43	Secretairal Assistant	13	8800
	Total	29	66700