



JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.

(Public Sector Undertaking of Govt of Jammu & Kashmir)

Corporate Head Office: 1ST 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:- Expression of Interest Cum Quotations for award of contract for providing manpower to work as Data Entry Operators/ Computer Assistant in the J&K Medical Supplies Corporation Ltd for a period of two years extendable as per requirement.

1. Sealed **Expression of Interest- Cum Quotations** are invited from the firms empanelled registered with IT department of Government of J&K as service providers in the field of IT & interested in undertaking the job of providing Data Entry Operators/Computer Assistants to J&K Medical Supplies Corporation Ltd. as per the general terms and conditions of department of Information Technology 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 Information Technology, Government of J&K 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 IT Department for empanelment of firm with the said departments, which shall be the part of this tender document.
 - iv. The payment to the engaged Data Entry Operator/ Computer Assistants will be subject to satisfactory service to be certified by the Officer/ Sections, where they are engaged.
 - v. It may be ensured that a certificate of good moral character in respect of the Data Entry Operator/ Computer Assistants, duly signed by a First Class magistrate or two Class officers of the State Government, may be provided at the time of engagement of the Data Entry Operators/ Computer Assistants.
 - vi. The Persons engaged will be expected to observe discipline and decorum in office.
 - vii. The services of the Data Entry Operator/ Computer Assistants may be provided on all working days or any holidays as and when required at both the Corporate offices and Regional Drug Warehouses in Jammu as well as Kashmir Division as per the requirement. The selected agency will immediately provide a



substitute in the event of any person remaining absent from the job due to personal reasons.

- viii. The contractor shall comply with all the labour laws in relation to its employees including payment of minimum wages as laid down by or under any law.
- ix. 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 contractual basis. Any statutory increase in wages/DA etc. is to be absorbed by the agency.
- x. Any liability regarding Government dues as well as any human loss/ injury during the engagement of Data Entry Operators / Computer Assistants will be the responsibility of the Contractor.
- xi. The minimum qualification of the person engaged as Data Entry Operator/ Computer Assistant must be as per the qualification of Information Technology Department, Government of Jammu and Kashmir. Higher Qualification/ Experience in relevant field shall be preferred.
- xii. The award of the contract shall be subject to the fulfilment of the conditions laid down by the IT department of J&K State/other competent agencies associated with outsourcing of DEO/ Computer Assistants.
- xiii. 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.
- xiv. Contribution towards CPF, Gratuity etc. is to be met by the Agency as per rules in vogue.
- xv. No medical facilities or reimbursement thereof will be provided by JKMSCL.
- xvi. Any dispute arising out of the contract will be settled within the jurisdiction of Hon'ble Court at Jammu/ Srinagar only.

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

- i. Certificate empanelment registration with Department of Information Technology J&K for running the agency.
- ii. At least three years relevant experience with any Central/ State Govt. Department/ Organization.
- iii. The firm must have Pan No., Service Tax Registration No. and other relevant document.
- iv. The firm must have ESI and PF registration.



3. The bidding firm shall quote their bid as per the Minimum wages Act applicable in Jammu & Kashmir, as follows and no deviation from the said act will be accepted:-
 - a. Minimum applicable wages for each Data Entry Operators Computer Assistants (shall not exceed the rates approved by IT department of J&K Government.
 - 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 2 above. The tender received without EMD will be rejected summarily. This money is refundable to the bidder after award of the contract.
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 "Quotations for award of contract for providing manpower as Data Entry Operator & Computer.
7. The successful bidder will have to submit Performance Security equivalent to 2% 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/fix 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. You are therefore, requested to send your quotation to Managing Director, J&K Medical Supplies Corporation Ltd. by or before 27th April 2017. 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 Data Entry Operators/ Computer Assistants. The bids will be opened on 28th April, 2017 at 2 PM in the Corporate Office, Jammu in the presence of the representatives of the firms.


General Manager (Adm.)
J&K Medical Supplies Corporation Ltd.

No.JKMSCL/Adm/ Quot.Out-source/28/2017 Dated:- 07-04-2017

Copy to:-

1. Commissioner/ Secretary to Government, Health and Medical Education Department.
2. Commissioner/ Secretary to Government Information Technology Department.
3. Financial Advisor/ CAO J&K Medical Supplies Corporation Ltd.
4. General Manager- K (P&S) J&K Medical Supplies Corporation Ltd.
5. Govt. Order File.
6. Stock file