



# **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)

## **Expression of Interest cum Quotation**

**Subject: EOI 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 year extendable as per requirement.**

Jammu and Kashmir Medical Supplies Corp. Ltd invites sealed quotations from agency(ies) / firm(s) empanelled with the department of Information Technology, Government of Jammu & Kashmir as on the date of submission of quotation as service providers in the field of IT 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 year extendable as per requirement on the basis of under mentioned conditions:

1. The quotes should not exceed the rates approved by the department of Information Technology, Government of J&K for the purpose and the deduction/ remittance of Provident Fund, ESI shall be as per rulers in vogue.
2. The firm shall comply to all the terms and conditions prescribed by IT Department for empanelment of firm with the said departments, which shall be the part of this tender document.
3. 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.
4. The Payment to the engaged Data Entry Operators/ Computer Assistants will be subject to satisfactory service to be certified by the Officers/Sections, where they are engaged.
5. Quoter shall need to ensure:
  - i) that a certificate of "good moral character in respect of the Data Entry Operator/ Computer Assistants, duly signed by a First Class Magistrate or Gazetted officers of the State Government, is being provided at the time of engagement of the Data Entry Operators/Computer Assistants.
  - ii) that the persons engaged shall be expected to observe discipline and decorum in office.
  - iii) that the services of the Data Entry Operator/Computer Assistants shall have to be provided on all working days or any holidays as and when required at both the Corporate offices at Jammu & Srinagar and Regional Drug Ware Houses in Jammu as well as Kashmir Division as per the requirement. The selected firm / agency shall immediately provide a substitute in the event of any person remaining absent from the job due to personal reasons.
  - iv) that the firm / agency 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.
6. 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.

7. Any liability regarding Government dues as well as any human loss/injury during the engagement of Data Entry Operators/Computer Assistants shall be the responsibility of the Contractor.
  8. The persons engaged must be a Graduate in Computer Applications from a recognized University or Graduate with minimum one year diploma in computer applications/ relevant field, or Higher Qualification in the relevant field and should be young and active with good health.
  9. The award of the contract shall be subject to the fulfillment of the conditions laid down by the IT department of J&K State/other competent agencies associated with outsourcing of DEO/Computer Assistants.
  10. 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.
  11. Contribution towards CPF, Gratuity etc. is to be met by the Agency as per rules in vogue
  12. No medical facilities or reimbursement thereof will be provided by JKMSCL.
  13. 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) Latest certificate / proof of empanelment / registration of firm / agency with Department of Information Technology J&K for running the agency in the related field.
  - 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 the under mentioned information individually in its/ their bid / quote, as per the Minimum wages Act applicable in Jammu & Kashmir, 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 rate(s) approved by IT department of J&K Government.
  - b) Provident Fund
  - c) ESI
  - d) Any other charges, if any, under the MinimumWages.
  - e) Services charges/ statutory taxes to be charged by the Service Provider.
  - f) Gross / Net amount to be paid to the candidate / person to be engaged for outsourcing.
- 4. The successful bidder shall be arrived at, on the basis of minimum monthly rate quoted and the maximum net amount payable to the person(s) to be engaged after making necessary deductions under rule...**
- 5. 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.

6. Rates shall be quoted as per annexure-II with shall be put in separate envelope with clear marking "**as Financial Bid**" and cover -B the envelope shall be sealed properly.

7. Both the envelopes 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 Assistants"

8. The successful bidder will have to deposit performance security equivalent to 2% of the total amount payable during the period of contract or an amount equivalent to one month salary of each person to be outsourced . The amount will be payable through Bank Darft/ Bank Guarantee/ Fix deposit Receipts drawn in favour of Financial Advisor/CAO of J&K Medical Supplies Corporation Ltd.

9. 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 or / and the contract may be terminated. In this regard, the decision of Managing director, JKMSCL shall be final and binding on the firm.

10. Quotation should reach the office of Managing Director, J&K Medical Supplies Corporation Ltd by or before 21st August, 2017.

11.The bids shall be opened on 22<sup>th</sup> August, 2012 at 2. P.M in the Corporate Office, Jammu.

12.The representatives of the participating firms may, if wish to, present on the day of opening of bid.

( Inder Jeet),KAS  
Managing Director / TIA,  
J&K Medical Supplies Corporation Ltd.

**TECHNICAL BID**

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

- a) Profile of the company
- b) Order of Empanelment with Central/State Government.
- c) Proof of Incorporation/inception of the Agencies;
- d) Registration for manpower supply;
- e) PF Registration details;
- f) ESI Registration details;
- g) PAN No.;
- h) Service Tax Registration No.;
- i) Details of registration with the Labor commissioner;
- j) List of organizations to which man power is being supply by the bidder;
- k) Whether the agency has been blacklisted by any government Department or any criminal case register against the firm or its owner (give details);
- l) Any other relevant information.  
(Name and Signature of the authorized person of the firm along with the seal)

**APPLICATION-FINANCIAL BID**

(For Providing Data Entry Operators/Computer Assistants)

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 Data Entry Operators/Computer Assistants deployed in this 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 corporation
4. Rates are to be quoted in accordance with the Minimum Wages act 1948 as applicable in the IT Department of J&K.

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

Sl. 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 @% of	
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:

**Notes:**

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been pertained by each man power.

**14.** Escalation clause towards payment to the engaged Data Entry Operators/ Computer Assistants shall not be accepted on any ground during the period the contract is in force.