

**HAMDARD INSTITUTE OF MEDICAL SCIENCES
& RESEARCH AND ASSOCIATED HOSPITALS
HAMDARD UNIVERSITY, NEW DELHI – 110062**

ENGAGEMENT OF AGENCY FOR PROVIDING OF PARA MEDICAL &
OTHER STAFF UNDER TWO BID SYSTEM

(Advertisement No. 3/2017)

Sealed tenders are invited from the reputed, experienced, preferably having the experience of providing outsource staff to Medical College and Hospitals for hiring the Paramedical and other staff through outsourcing for Hamdard Institute of Medical Sciences & Research and Associated Hospital, Hamdard University, New Delhi. The last date for submission of the tender is 28-04-2017.

The Number of Paramedical and other Staff required to be engaged can be increased or decreased depending upon the requirements. Tender document is available on the website of Hamdard Institute of Medical Sciences and Research - www.himsr.org.

Jamia Hamdard reserves the right to accept or reject any or whole tender without any reason whatsoever.

For any further queries can be clarified on the given below number

Phone No.:011-26059688 (12 Lines) Ext. 5983

PRINCIPAL / Dean



**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND ASSOCIATED HOSPITALS**

J A M I A H A M D A R D

HAMDARD NAGAR

NEW DELHI –110062

**TENDER DOCUMENT
FOR
OUT SOURCING STAFF
AT**

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND ASSOCIATED HOSPITALS**

TENDER NOTICE

HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND ASSOCIATED HOSPITALS HAMDARD UNIVERSITY, NEW DELHI – 110062

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Dean

DESCRIPTION OF TENDER NOTICE FOR HIRING OF SUPPORTING STAFF THROUGH, OUT SOURCING AGENCY AT HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND ASSOCIATED HOSPITAL, HAMDARD UNIVERSITY, NEW DELHI.

It is in continuation of tender notice for inviting sealed tenders in two bid systems (Technical Bid & Financial Bid) from registered and reputed out sourcing agency for hiring the para medical & other staff, at Hamdard Institute of Medical Sciences & Research and Associated Hospital, Hamdard University, New Delhi.

The tender shall be in two bid systems.

(a) Technical Bid: Containing information regarding business turn over, experience and other details the firm, to ascertain the suitability of the tenderer. **(Annexure I)**

(b) Financial Bid: Containing of rates & amount. **(Annexure II)**

1. The tender may be deposit/drop on or before 28-04-2017 up to 1.00 p.m. in the tender box placed in Dean Office Hamdard Institute of Medical Sciences & Research and Associated Hospital, Hamdard University, New Delhi.
2. Tenders will be opened on the same day i.e 28-04-2017 at 3:30 p.m. in presence of the interested tenderer or their authorized representatives of the agency.
3. The competent authority of Hamdard Institute of Medical Sciences & Research and Associated Hospital, Hamdard University, New Delhi may send a University representative or a committee to visit of the establishments of the tenderers to assess their suitability, as part of the Technical Bid. The Commercial/ Financial bids of only those tenderer will be opened, who are found suitable by the committee appointed for the purpose.
4. Preference will be given to those agencies those have experience of providing supporting staff in Universities, Colleges, Educational Institution and hospitals and also registered with ISO 9001/2000 etc.
5. Tender documents can be submitted with required documents after satisfying himself eligible for participating in tendering. The tender cost is Rs. 1500/- only (non-refundable) & earnest money is Rs. 3,60,000/- only, that shall be in the form of demand draft in favor of Hamdard Institute of Medical Sciences & Research and Associated Hospital. The demand drafts shall be along with the Technical Bid envelope.
6. **The bidder should submit the Technical Bid (Annexure I) & Financial/Commercial Bid (Annexure II) as per format attached herewith along with tender document and tender cost & earnest money. The demand draft of tender cost Rs. 1,500/- only (non refundable) and EMD for Rs.3,60,000/- only along with the Technical Bid in Separate sealed envelopes super-scribing "Technical Bid/" and "Financial/Commercial Bid" respectively. These two envelopes should be then put in an envelope and sealed properly and Super-Scribed "OUTSOURCE PARA MEDICAL & OTHER STAFF AT HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND ASSOCIATED HOSPITAL".**
7. **The documents should be numbered and indicated page nos. in an index for reference of attached documents.**
8. Hamdard Institute of Medical Sciences & Research and Associated Hospital reserve the right to bi-furcated the whole work or reject any/all the tenders without assigning any reason whatsoever.
9. **Tenders should be addressed to the Dean Hamdard Institute of Medical Sciences & Research and Associated Hospital Hamdard University New Delhi -62.**

The following information will be indicated on the Envelope cover.

a) Tender for hiring **the para medical & other staff through outsourcing for at Hamdard Institute of**

Medical Sciences & Research and Associated Hospital

b) Name of Firm. _____

c) No. of NIT. _____

d) Clearly indicate the list of enclosures. _____

e) Clearly indicate on the envelopes **“TECHNICAL BID” OR FINANCIAL BID.**

**TENDER FORM FOR HIRING OF PARA MEDICAL & OTHER STAFF THROUGH
OUTSOURCING FOR AT HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND
ASSOCIATED HOSPITAL .**

1. Cost of tender. Rs. 1500/- only (Non Refundable)
2. Due date of tender submission. Latest by 28-04-17(up to 1.00 p.m.)
3. Time and date of tender opening. On 28-04-17(at 3.30 p.m.)
4. Earnest Money. Rs. 3.60,000/- only.
5. Security money. Rs. 5.00 lakh minimum or as decided by the competent authority.
6. Term of contract. One year or as decided by the competent authority.
7. Names, address of Firm/Agency and Telephone No.....
.....
.....
8. Registration number of the Firm/Agency.....
9. Please specify as to whether tenderer is a sole proprietor/partnership or company. Firm name, address,
Telephone No of the partner/Director should be specified.
(a)----- (b)-----

10. Name, Designation, Address and Telephone No.....of authorized person of Firm
/Agency to deal with.....
11. PAN..... TAN
12. E.S.I/P.F. No.....(With latest return challan copy)
13. License No. Under Contract Labour (R &A) Act. -----
14. Details of earnest money deposit. -----
a. Amount. (Rs. In words) -----
b. Demand Draft No. -----in favors of The Registrar Jamia Hamdard
c. Name of the issuing authority. ----- New. Delhi.
15. Declaration by the Tenderer

This is to certify that I/We before signing this tender have and fully understood all the terms and conditions and instructions contained herein and undertake myself/ ourselves abide by the said terms and conditions.

TENDERER'S NAME & SIGNATURE

GENERAL TERM & CONDITIONS OF THE TENDER

1. Sealed Tenders in prescribed form (ANNEXURE – I, & II) dully filled must be submitted along with the EMD, Bank Draft. The draft shall be in favors of “Hamdard Institute of Medical Sciences & Research” amounting Rs.3,60,000/- only as an earnest money latest by 28-04-2017 up to 1.00 p.m. along with Technical Bid.
2. The tender committee will open the tender on 28-04-2017 at 3.30 p.m. in presence of interested tenderer/ representatives.
3. The contract is likely to commence from 01. 05. 2017 and would continue for a period of one year. The period of the contract may be further extended after the completion of contract, provided the requirement of the Jamia Hamdard for augmenting its present manpower persists at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected tenderer/ agency or cessation of the requirement of work or due to any change in government policy/rules. The competent authority of Hamdard Institute of Medical Sciences & Research, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected tenderer/agency.
4. Tenders not confirming the prescribed requirements and non-submission of required documents/ copies may be rejected and no correspondence thereof shall be entertained whatsoever.
5. The tender form should be clearly filled in ink legibly or typed. The tenderer should quote the rates & amount tendered by him/them in figure & as well as in words. The tenderer should take care that the rate and amount should be written in such a way that interpretation is not possible. Alterations unless legibly attested by tenderer, shall disqualify the tender. The tender form should be signed by the tenderer himself. **Self-Attested copies of the Registration Number of the firm, license no. under Contract Labours Act, Provident Fund Account no. (Allotted by Provident Fund Commissioner), ESI No. (allotted by the E. S. I. Department) and copy of the Income Tax Clearance Certificate, Satisfactory Performance Certificate issued by the concerned agency/ Organizations, Memorandum of firm and partnership deed if firm is in partnership shall be enclosed.**
6. The rate should be in accordance with the provisions of minimum wages act, labours laws and other standard provision like E.S.I., E.P.F., Bonus, Gratuity, Leave, Uniform allowance etc. to eligible staff.
7. The tenderer with seal of agency/firm should sign every paper of the tender as a confirmation of acceptance of the terms & conditions mentioned on the each paper.
8. No column should be left blank, which would be otherwise, made the tender liable to be rejection.
9. **The preference can be given to those contractors who have minimum 05 years' experience of Supply of out-sourcing staff in University, College & Educational Institutes.**
10. The earnest money will liable to be forfeited, if the tenderer withdraws or amends & derogates from the tender in any respect within the period of validity of the tender.
11. Every amount paid to the contractor shall be subject to the deduction of Tax at source and other taxes as applicable from time to time by Govt. of India. The tenderer/contractor shall deposit a security in favors of Registrar Jamia Hamdard for an amount of Rs.5,00,000.00 minimum or equivalent of one month tender amount whichever is higher or as decided by the competent authority of Hamdard Institute of Medical Sciences & Research, ether in cash or in the form of Bank Guarantee for he due performance of the contract, within 15 days from the date contract.

In the event of breach/ violation or contravention of any terms and conditions herein by the contractor, the security deposited shall be forfeited by the Hamdard Institute of Medical Sciences & Research, in addition of any amount of penalty as decided by the Director General Hamdard Institute of Medical Sciences & Research shall be recoverable from security amount if not paid by the tenderer. The earnest money can be adjusted against security money. No Interest shall be paid on earnest and security money deposit.

12. Tenderer while submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
13. Any Act on the part of the tenderer to influence anybody in Hamdard Institute of Medical Sciences & Research is liable to rejection of his tender.
14. That the contractor shall require to obtain the labor license under the contract labor regulations and abolition at 1970 from the concern authority within two months from the signing of the agreement. The contractor shall also require to obtain police verification of all their personals deployed at Jamia Hamdard campus.
15. The tenderer should have adequate facilities (infrastructure, qualified and expert manpower) for testing/screening of personnel to ensure that they conform to the given standards of knowledge/skill and experience before deployment. This aspect is also subject to evaluation/verification by Hamdard Institute of Medical Sciences & Research.
16. The age of the outsource staff shall be between 18-40 years.
17. That the agency staff shall be available all the time as per their duty roaster and they shall not leave their place of duty, failing which the salary of the worker shall be deducted from the bill of the contractor.
18. That the agency shall be responsible to provide immediate replacement to take place of any supplied worker/ staff, who is not available for duty at the place of posting or found not fit for assigned job/work.
19. That the agency/contractor staff shall work under supervision, direction and overall administration of the contractor, who will be subsequently responsible /assumable to the Jamia Hamdard.
20. The Tenderer should not have default in payment of statutory dues like EPF/ESI/ Service Tax and Income Tax etc.
21. That the agency shall also be wholly responsible to provide all the benefits viz. P.F., E. S. I, Bonus, Gratuity, Leave, etc., to eligible personnel engaged if admissible.
22. That the contractor shall have to produce documentary proof i.e. Voter Card, Aadhar Card etc. in support of identity of the person deployed at Hamdard Institute of Medical Sciences & Research.
23. Tender must be unconditional.
24. That Hamdard Institute of Medical Sciences & Research shall have the right to ask the contractor to remove any such person from Hamdard Institute of Medical Sciences & Research, who found not competent and orderly in the discharge of assign work.
25. The person deployed by the contractor to perform duty shall wear proper Uniforms as prescribed / desired by Hamdard Institute of Medical Sciences & Research, in clean & tidy conditions, and Identity card for which Hamdard Institute of Medical Sciences & Research shall not pay any extra amount. The contractor shall ensure that their personnel wear the uniform & identity card all times while on duty, failing which a fine of Rs. 100/- per person per day shall be deducted from the monthly bill of the contractor

26. That the agency shall not engage any sub-contractor or transfer the contract to any other person in any manner. If found subletting the contract can be terminated immediately including action as deemed fit by the competent authority of Hamdard Institute of Medical Sciences & Research.
27. That the contractor at his own cost shall maintain appropriate records in reference to deployment of staff, salary payment of ESI & PF etc.
28. That the contractor, shall at their own cost, employ/ deploy staff to render aforesaid services to Jamia Hamdard and the contractor shall be solely responsible for timely payment of their wages / salaries, remuneration and other obligatory dues / benefits under any law for the time being in force, or which may come into force, during currency of contract. the contractor shall comply with all provisions of applicable labor laws and / or any other acts for which such personnel are subjected to and shall keep Hamdard Institute of Medical Sciences & Research indemnified from all such acts, omissions, faults, breaches and / any claims, payments, loss, demands, injuries, and expenses etc. in connection with such personnel deployed by the contractor. Jamia Hamdard will not be responsible for such acts, omissions, faults, breaches and / any claims, payments, loss, demands, injuries, and expenses etc
29. That the salaries of the workers should be distributed by the contractor on their own printed vouchers duly signed by the receivers on revenue stamps. The photocopies of the same can be taken by the competent authority to check and for record.
30. The contractor must ensure that the workers supplied by them are working properly at assigned place as the payment shall be made on the recommendation of head of the department.
31. That the contractor should deploy one supervisor for due diligence of duties who will keep close liaison with officials of Jamia Hamdard and carry on the orders / modifications in the orders from time to time
32. In case of any dispute or difference, remain unresolved the matter shall be referred to the Arbitrator appointed by the Director General Hamdard Institute of Medical Sciences & Research. The Award of the Arbitrator shall be final and binding on the parties. The jurisdiction shall only at Delhi/New Delhi.
33. The tenders not conforming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
34. The tenders should submit an affidavit on non-judicial paper to confirm that he has never been blacklisted from any organization or defaulter of EPF & ESI etc.

CONTRACTORS SIGN AND SEAL

DRAFT OF AGREEMENT

This Deed of agreement is executed on day of at New Delhi.

BETWEEN

Hamdard Institute of Medical Sciences & Research, Hamdard Nagar, New Delhi, through its Dean, hereinafter referred to party of the first part.

AND

M/s., through
....., hereinafter referred to as the contractor, party of the second part.....

The expression party of the first part and party of the second part shall however mean and include their successor, appointees, assignees etc.

WHEREAS the Hamdard Institute of Medical Sciences & Research, party of the first part is desirous of getting the "services of para medical and other staff through outsourcing" at Hamdard Institute of Medical Sciences & Research through contractor by providing the adequate number of personnel Male and Female as per requirement.

AND WHEREAS the party of the second part has assured that they possess the require experience manpower and have facilities to render services and has offered/ undertake to provide aforesaid services on the following terms & conditions.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOW:

1. That the contractor, party of the second part shall engage & deploy require number of personnel Male and Female at required places/departments at Hamdard Institute of Medical Sciences & Research.
2. That in consideration of the said services, Hamdard Institute of Medical Sciences & Research, party of the first part shall pay the minimum wage basis as agreed and decided.
3. That any payment to the contractor is subject to all applicable deductions TDS, J.H.W.C. (0.25%) etc. as per prevailing rates prescribed under the Rule/Law/Act. and come during the contract.
4. That the contractor at his own cost will provide due incentive or other obligations to his workers & approved uniform etc. The all above shall be inclusive of total amount of contract.
5. That the Director General Hamdard Institute of Medical Sciences & Research, party of the first part reserves the right of altering, adding or omitting any items & condition otherwise and such alterations or variations shall not vitiate this agreement.
6. That the contractor shall be responsible for liability to all or any of the personal so engaged/ arranged by him under any legislation and also for any misconduct, negligence or other culpable act on their part.
7. That the staff deployed by the contractor shall be computer literate and well versed in official work.
8. That the contractor shall be responsible for any loss/theft or damages to the properties belonging to Hamdard Institute of Medical Sciences & Research, party of the first part, caused by his staff negligence or any theft etc. in building will pay to the party of the first part or allow the amount of loss sustained by the party of first part, to be deducted from any such amount due to the contractor, party of the Second part. The responsibility for any

such loss or damage shall have to be decided by the party of the first part on findings of the Inquiry Committee, fixed for the purpose by the party of the first part.

9. The efficiency is the essence of this contract. The contractor will provide the services set out above, efficiently. In case of failure to provide such services to the satisfaction of the party of the first part, the contractor, party of the second part, shall pay to the party of the first part/or authorize to the party of the first part to deduct the sum equivalent to actual extent of job not done or not properly done and a reasonable sum may be to the extent of 10% of the monthly bills or as decided by the competent authority, as liquidated damages from any payment, due to the contractor, party of the second part.
10. That during the continuance of this agreement, the contractor, party of the second part shall at his own cost arrange, employ/deploy staff at Hamdard Institute of Medical Sciences & Research. The said staff employed by the contractor for rendering the services as contracted, will be the employees of the contractor, and will be on his pay rolls and they shall receive instructions from the contractor, for their duties etc., the contractor shall be solely responsible for the payment of their salaries, remuneration and other dues whatsoever to which such staff will be entitled to, under any law for the time being in force or which may come in force during the currency of the contract.
11. That the contractor, party of the second part will comply with all the provisions of the labour laws including Employees State Insurance Act, Workman's Compensation Act, Payment of Minimum Wages Act, Employees P. F. Act and timely payment of all their dues, in respect of the employees engaged by him for rendering the services and shall keep Hamdard Institute of Medical Sciences & Research indemnified from all acts and omissions, faults, breaches and/or claims, payment, loss, demands, injury and expenses, etc. Jamia Hamdard, party of first part will not be responsible for such acts, omissions, faults, breaches and/or claims, demands, injury and expenses etc.
12. That the monthly bills relating to the aforesaid services shall be paid by the party of the first part each month. The contractor, party of the second part shall submit the Bills and also ensure compliance of provisions of labour law including E. S. I., payment of Minimum Wages, E.P.F. and other obligations under the law in connection with their applicability to his employees / personnel, only on satisfied / Jamia Hamdard shall clear the bill. The party of the second part shall disburse the wages (not less than the rates as notified under the payment of Minimum Wages Act) to his personnel. The representative of the party of the first part may check the payment of all his personnel.
13. That the tenure of the present agreement is for a period ofw. e. f.toHowever this contract can be terminated at any time by giving one-month notice in writing in advance on either side without any reason what so ever. In case if the contractor, fails to provide require man power/ workers for more than one days, in such circumstances the contract can be terminated forthwith by the party of the first part without any notice etc.
15. That the contractor, party of the second part shall deposit a sum of Rs. 5,00000.00 with the party of the first part as Security Money, or a bank guarantee decided by the authority for due discharge of his services or responsibilities, in accordance with the terms and conditions of this agreement. In case of breach of any of the conditions of Agreement, committed by the party of the second part, the security money/amount is liable to be

forfeited. If not forfeited, then the security money is liable to be discharged on the expiry of the contract period, without any interest.

16. That in the event of any dispute, differences, arising between the parties of this agreement for any reason whatsoever relating to this agreement whether during the substance / currency of this agreement or thereafter the parties will endeavor to amicably resolve the same, but in case if dispute or differences still remain unresolved, the same shall be referred to a sole arbitrator appointed by the Director General Hamdard Institute of Medical Sciences & Research. The decision of the arbitrator shall be final and binding upon both the parties concerned.

IN WITNESS WHEREOF,, Dean, Hamdard Institute of Medical Sciences & Research of the party of the first part and Mr., party of the second part have here into respectively signed the agreement on the day and the year first above written.

Mr.....
.....
.....
.....

(Party of the second part)

Witnesses:

Dean
Hamdard Institute of Medical Sciences & Research
Hamdard University
New Delhi-110062.

(Party of the first part)

CONTRACTORS SIGNAND SEAL

Technical Bid Proforma

For the engagement of reputed agency for providing Paramedical and other Staff on Contractual Basis.

1	Date and time for the Submission of tender :	28.04.2017 on 01:00 PM
2	Date and time for the opening of the tender :	28.04.2017 on 02:30.PM
3	Period of Contract :	One Year & can be extended for a further period of one year
4	Rates quoted per Paramedical & other Staff for 8 hours duty: Post of Nursing Orderly, Lab Technician, ECG Technician, CSSD/CSR Assistant, OT Assistant, Plaster Assistant, Ambulance Driver and Junior Assistant.	Enclosed separated sheet for break up. NB: the agency cannot pay less than the minimum wages.
	Earnest Money:	Rs. 3,60,000./- (Earnest Money) to be submitted on or before the closing date of submission of Tender along with the letter to Dean
5	Name of the Agency :	
6	Date of establishment of the agency :	
7	Communication Address and Phone no., Fax number, Mobile Number, E-Mail address of the Agency :	
8	Name of Proprietor/Partner/Owner /Authorized Person/Director of the firm/Company :	
9	Communication Address and Phone no., Fax number, Mobile Number, E-Mail address of the Tenderer :	
10	Permanent Address of the tenderer :	
11	Registration No. of the Agency (Please enclose photocopy of Regn. Certificate with the Statutory Authority) :	
12	Bank Details for further transactions (Copy of One cancelled cheque to be Enclosed)	Bank Name
		A/c no.
		Address
		IFSC Code
		MICR No.
13	Earnest Money DD details :	For Rs. 3,60,000/- (Towards prescribed EMD)
	DD no. &Date :	
	Issuing Date:	
	Validity of DD :	
14	Permanent Account No. of Income Tax Department and latest Clearance Certificate (attach copy) :	
15	Please specify as to whether tenderer is a sole proprietor/Partnership firm/Company (attach document) :	
16	Please specify as to whether tenderer is recognized with Appropriate authority for deploying Paramedical and other Staff on contractual Basis. (attach documents) :	
17	Attach following documents :	

18	a.	Audited Balance sheet of last three financial years i.e. 2013-14, 2014-15, 2015-16	
	b.	Audited Income and Expenditure statement of last three financial years i.e. 2013-14, 2014-15, 2015-16	
	c.	Audited profit and loss Account of last three financial years i.e. 2013-14, 2014-15, 2015-16	
19	Valid Service Tax Registration No. (enclosed Photocopy) :		
20	Valid ESI Registration No. (enclosed Photocopy):		
21	Valid EPF Registration No. (enclosed Photocopy) :		
22	Valid VAT Registration Number (enclosed Photocopy) :		
23	Valid Labour License (enclosed Photocopy) :		

The eligibility for the deployment of the manpower would be followed as per the guideline of Recruitment rules decided by Hamdard Institute of Medical Sciences & Research and Associated Hospital, Hamdard University, New Delhi.

The maximum of the manpower to be supplied would be 100 in different cadres. The number of Paramedical and other staff may be increased or decreased depending upon the requirements. The Manpower engaged would work on the Post of Nursing Orderly, Lab Technician, ECG Technician, CSSD/CSR Assistant, OT Assistant, Plaster Assistant, Ambulance Driver and Junior Assistant.

The successful bidder will be required to execute an agreement on Rs. 500/- Non judicial stamp paper (purchased by the successful bidder) within a period of 2 weeks from the date of issue of Letter of award until extended by Director General Hamdard Institute of Medical Sciences & Research and Associated Hospital, Hamdard University, New Delhi up to a maximum of another one week.

Bid Security (EMD) shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to deposit the security deposit within the time frame specified i.e. within a fortnight of award of contract which can be extended by the Director General Hamdard Institute of Medical Sciences & Research and Associated Hospital, Hamdard University, New Delhi up to a maximum of further one weeks on the written request of successful bidder.

Signature of the tenderer with seal

PERFORMA FOR FINANCIAL BID

I.....Proprietor/Partner/authorized person of M/s..... understand the work and term & condition as entered in the tender document and bound himself/themselves to abide the rule & regulation of Jamia Hamdard. The charges for the deployment of workers as & when as per requirement shall be on minimum wages with E.S.I., P.F., all taxes, other obligations under the law

I also indemnified the Jamia Hamdard from all liability like workers payment, E.S.I. P.F., Bonus & compensation and also other liabilities arises in future.

The total rates for above said services shall be as under (that include all workers, material and all liabilities).

S. No.	Man Power required	Qualification & Experience of staff	Rates/wages per month	Charges towards statutory dues with details	Service charges	Total Amount per month
1.	Junior Assistant	Graduation from recognized University. Knowledge of Computers Application and two year experience of working in a similar position.				
2.	Nursing Orderly	Matriculation from recognized board. Elementary knowledge of first Aid, one year experience in handling and dressing wounds in Govt. approved/ Registered Nursing Home/ Hospital.				
3.	Lab Technician	1. Sr. Secondary/ 10+2 or equivalent qualification with Diploma in MLT from a University /an Institute recognized by AICTE. 2. Experience: One year of Exp. In the field of Laboratory techniques				
4.	ECG Technician	Science Graduate preferably with one year Experience of handling ECG Machine in a Recognized institution. OR Sr. Secondary/10+2 from a recognized Board with three years' experience of handling ECG Machine in a recognized institution.				
5.	CSSD/CSR Assistant	Sr. Secondary/10+2 or equivalent qualification from a recognized Board with one year experience in the relevant field from a				

		recognized/registered Hospital				
6.	OT Assistant	Sr. Secondary/ 10+2 with science qualification from a recognized Board with one year experience in O. T. of a recognized registered Hospital.				
7.	Plaster Assistant	1. 10+2 from a recognized Board. 2. One year's Experience in application of Plaster in an Orthopaedic Unit/Ortho O. T. of a recognized/ registered Hospital.				
8.	Ambulance Driver	Sr. Secondary/ 10+2 with a valid driving license and Medical fitness certificate showing mental & physical fitness. The age driver should not be more than forty years.				

CONTRACTOR SIGN AND SEAL