



REGIONAL CANCER CENTRE, THIRUVANANTHAPURAM
TEL: +91 471 2442541 email: webmaster@rcctvm.gov.in

File. No.RCC/123/2016-ADMN4

Dated: 29/12/2017

Sub: Inviting Quotation for hiring man power.

Sir,

Interested Contractors/HR-manpower hiring agencies may submit their quotes for providing the following man power, on all days in a month with the terms & conditions as prescribed below.

Sl.No.	Name of the category	Area of working	Qualification	No. of persons to be provided	Purpose
1	Manifold Operator	Medical Gas Plant System	i.Pass in Standard X ii. ITI Fitter Trade Certificate iii. Two years experience in manifold operation in a major hospital having 100 beds	3	To operate Medical Gas Plant System (MGPS) and Manifold

Terms & Conditions:

1) The contractor/Man power agencies shall follow the minimum wages as prescribed in the G.O.(P) No.56/2017/Fin dated 28/04/2017.

2) Also the mandatory EPF/ESI contributions should be made for the manpower being provided by the agency.

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- 3) The duty timings shall be prescribed by this office. Duties and responsibilities of the Manifold Operator is attached in Annexure-I.
- 4) The requisite manpower shall be provided daily. One day weekly off is admissible.
- 5) If any absence of labours on any day, the contracting agency shall provide substitute for the same. If substitute is not provided, payment shall not be made.
- 6) The GST rates as applicable shall be indicated separately and the GST No/PAN No. of the agency shall be indicated in the quotation.
- 7) Monthly bills shall be raised along with Pre-Receipted bill so that payment shall be made within two weeks of the receipt of the bills.
- 8) The contractor is free to charge the service charges for the services being offered.
- 9) If the agency fails to follow the minimum wages & the mandatory EPF /ESI contributions, the quote shall be summarily rejected.
- 10) If any injury/death occurred to any of the labours being provided, while on their duty, this office shall not be responsible by any way.
- 11) The quotation may be submitted in a sealed envelope and superscribed as :

“QUOTATION FOR PROVIDING MAN POWER FOR REGIONAL CANCER CENTRE, THIRUVANANTHAPURAM”.

Address:

**THE DIRECTOR
REGIONAL CANCER CENTRE
MEDICAL COLLEGE CAMPUS
THIRUVANANTHAPURAM-695011**

The quotation should be submitted by Hand or By Post so as to reach us on or before **15/01/2018-15.00 hrs**

- 12) The contractors/agencies who had quoted the lowest shall be awarded the work.
- 13) If the services of the work personnel are not up-to the mark, the contract will be terminated immediately by issuing a notice. The Contractor/Agency should also ensure prompt and timely payment to the labour and no labour complaints shall be entertained regarding payments/benefits issue.

14) The contracting period shall be a period of One year and no hike in rates shall be permissible during the contracting period.

15) In no way this office shall have any direct dealing with the work personnel and the correspondence/dealings shall be with the contracting agency only.

16) Since the above work is purely contract in nature work personnel cannot claim any rights for any sort of employment in this office.

17) The last date and time for receipt of quotation is **15.00hrs** on **15/01/2018** and shall be opened on the same day at **16.00hrs** in the presence of tender participants.

18) Earnest money amounting to ₹3000/-(Rupees Three Thousand Only) shall be in the form of Demand Draft/Bank Guaranty from and Indian scheduled commercial Bank in favour of "The Director, Regional Cancer Centre, Thiruvananthapuram" and should be submitted to this office in a separate cover superscribed with in the name of tender and due date.

19) The selected bidder has to submit a security deposit of equal to 10% of the quoted amount at the time of entering into agreement. The security deposit will be refunded after the expiry of the contract without any interest after adjusting the dues, if any, which are to be recovered from the bidder for the losses/lapses as determined.

20) The EMD deposited by successful agency will be adjusted towards Security deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of letter of award of work, his bid security shall be forfeited unless time extension has been granted by Director, Regional Cancer Centre.

**Sd/-
DIRECTOR**

ANNEXURE-I

DUTIES & RESPONSIBILITIES OF MANIFOLD OPERATOR

1. The safe and efficient day-to-day management of the Medical Gas Plant System (MGPS) and Manifold, in accordance with the statutory requirements, current guidelines and best practice.
2. To conduct routine visits to all clinical service areas for monitoring the status of Central Medical Gas System & Cylinders supplied.
3. To carry out work on the MGPS in accordance with the relevant installation and maintenance specifications.
4. To carry out repair, alteration or extension work, as directed by the Biomedical Engineer.
5. To carry out all work in accordance with the Health and Safety Policy.
6. To carry out cylinder changes on primary supply manifolds and associated ESM's.
7. Ensure that the manifold room is kept clean and tidy, reporting any inappropriately stored items to the authority.
8. On completion of a change of cylinders on a manifold, record the activity on the log sheets provided
9. Isolate systems only under direct supervision of the Biomedical Engineer.