

**No.A.12034/1/2023 - DHSE
GOVERNMENT OF MIZORAM
DIRECTORATE OF HEALTH SERVICES**

Tender No.: 1

Dated Aizawl, the ^{16th} June, 2023

NOTICE INVITING TENDER

Sealed tenders are invited from Government registered firms fulfilling all terms and conditions for providing manpower service on outsourcing basis at Directorate of Health Services, MINECO, Khatla, Mizoram. The estimated cost of the tender is Rs. 35,00,000/- (Rupees thirty five lakhs) only. Firms willing to participate in the tender may obtain the tender documents from the Directorate of Health Services, MINECO, Khatla, Aizawl on office working days on payment of Rs 500/- or download from the department website/<https://health.mizoram.gov.in>. The tender will be closed on 4th July, 2023 at 1:00 P.M and will be opened on the same day at 2:00 PM in the Office Chamber of Directorate of Health Services, MINECO, Khatla, Aizawl, Mizoram.


Sd/- Dr. VANLALSAWMA
Director of Health Services
Aizawl, Mizoram

Memo No.A.12034/1/2023-DHSE

: Dated Aizawl, the ^{16th} June, 2023

Copy to:

1. Principal Director, Health & Family Welfare Department, Mizoram, Aizawl for kind information.
2. Under Secretary to the Government of Mizoram, Health & Family Welfare Department for kind information.
3. Director, Information & Public Relation Department, Mizoram, Aizawl for kind information and necessary action with a request to flow this advertisement through 2 (two) leading local daily news paper in 2 (two) consecutive issues.
4. Joint Director (Food & Drugs), Directorate of Health Services, Mizoram, Aizawl for kind information.
5. ✓ Web-site Manager, Directorate of Health Services, Mizoram, Aizawl for information and necessary action.
6. Notice Board/Guard File.


Director of Health Services
Aizawl, Mizoram

TERMS AND CONDITIONS FOR OUTSOURCING OF 7 (SEVEN) FOOD SAFETY OFFICERS UNDER DIRECTORATE OF HEALTH SERVICES

1. All tenders should be submitted in the prescribed format given in FORM-A, which can be obtained at the Directorate of Health Services, MINECO, Khatla, Aizawl, or download at website <https://health.mizoram.gov.in> with a fee of Rs. 500/-.
2. All Firms/ Agency should deposit 'Earnest Money' @ 3% of the fixed remuneration per head in the form of *Call Deposit* in any Nationalized bank in Mizoram in favor of "Director of Health Services, Mizoram; Aizawl".
3. The selected Firm/ Agency should made 'Security Deposit Money' @ 5% of the fixed remuneration per head in the form of *Call Deposit* in any Nationalized Bank in Mizoram in favor of "Director of Health Services, Mizoram; Aizawl".
4. The remuneration of the casual employees @ Rs. 50,000/- (Rupees fifty thousand) only per month for the period of 10 (ten) months fixed as per the Memorandum of Understanding between Food Safety and Standard Authority of India and The State of Mizoram for Strengthening of Food Safety Eco-system in the State/UT will be borne by the Directorate of Health Services, Mizoram; Aizawl which shall be disbursed by the selected firm/ agency.
5. The recruiting agency may take commission charge not more than 10% of the total remuneration of the employee which shall be quoted at the time of submission of the sealed quotation and the commission charge will be borne by the Directorate of Health Services, Mizoram; Aizawl. The GST charge, if any, will also be borne by the Directorate of Health Services, Mizoram; Aizawl.
6. All persons to be recruited by the registered Firms/ Agencies should have acquire all the qualifications for corresponding posts under the Government of Mizoram prescribed by the relevant approved Service Rules/ Recruitment Rules framed by Government of Mizoram (see **Annexure**).
7. All the intending Firms Agencies should fulfill the following criteria:
 - i) Must be a citizen of India.
 - ii) Should furnish GST clearance as per the GST Rules.
 - iii) Must be Scheduled Caste/ Tribe (Caste Certificate to be enclosed)
 - iv) Must have Registration Certificate from Firms & Societies, Mizoram.
 - v) Must not have any criminal case (Certificate of proof from the concerned Police Station be enclosed).
 - vi) Must be financially sound to take up the task (financial soundness certificate to that effect from the Bank where the applicant has an account should be furnished).

8. The recruiting Agency will be responsible for the conduct and performance of the employee. In the event of misconduct or damage caused by the employee resulting in loss of the Government property, the Director of Health Services will report to the recruiting Firm/Agency for taking appropriate action as deemed fit.
9. Selection of Firm/ Agency for outsourcing of manpower will be made by the Directorate of Health Services from the Firms/ Agencies which submitted sealed quotation within the prescribed period.
10. If the selected Firm/ Agency fails to supply manpower within the stipulated period or if it fails to continue the provision of manpower at any time during the term of the contract agreement, the Security Deposit made by the Firm/ Agency shall be forfeited to the Government as revenue and such Firm/Agency may be declared as 'Defaulter' for a minimum period of 3 (three) months that may cause ineligibility to enter into any agreement with the Government for the suspension period.
11. A deed of agreement in a non-judicial stamp worth not less than Rs. 50/- (Rupees fifty) only shall be signed by the Directorate of Health Services on the first part and the recruiting Firm/ Agency on the second part in line of the format appended in FORM-B of the 'Mizoram Guidelines for Outsourcing of Manpower, 2022'.
12. The Work Distribution, Daily Duty Details, Work Evaluation and Monitoring of the casual employees will also be observed and monitored by the authority of the Directorate of Health Services from time to time.
13. Release of 'Earnest Money Deposit' and 'Security Deposit':
 - (a) *The Earnest Money Deposited by the unsuccessful Firms/ Agencies may be released after the selected Firm/ Agency deposit Security Deposit and also signs an agreement with the Department.*
 - (b) *The Security Deposit made by the selected Firm/ Agency may be released after satisfactory' completion of the contract.*
14. As prescribed under Rule 77 (ii) of the 'Mizoram Public Procurement Rules, 2020, Evaluation of bid and points will be as awarded as —

<u>Details</u>	<u>Max. Points</u>
1) Experience of the Firm	20
2) Methodology, work plan and understanding of firms:	25
3) Suitability of the key personnel for the assignment	45
4) Capability of Transfer of knowledge/ training	10
5) <u>Rate of Commission charge</u>	<u>50</u>
TOTAL	150

15. The offer shall remain valid for a period of 30 (thirty) days from the date of opening of bid and the Bidder(s) shall have no right to withdraw the offer or alter any terms and conditions during the period of validity. In case the bidder withdraws or alters any terms and conditions during the period of validity, EMD submitted by the bidder shall be forfeited.
16. The Department will reserve the right to commute the quantity of manpower to be outsourced regardless of the quantity indicated on the invitation letter.
17. As prescribed under Rule 49 (l) (a) (b) (c) (d) of the Mizoram Public Procurement Rules, 2020, the Department will have the right to reject any quotation or to annul the bidding process and reject all bids at the discretion of the competent authority.
18. In case any legal dispute/ litigations arising out of this Tender Notice or its terms. The local courts shall have the jurisdiction as per the relevant laws in force.
19. If the above terms are violated or unfulfilled, tender shall be rejected at the time of opening the tender.

TENDER FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

ANNEXURE-

Details of Manpower requirement at Directorate of Health Services, Mizoam; Aizawl.

Sl. No.	Position	Rate to be furnished for	Minimum Qualification (from recognized Institute/University)	Expe-rience	Duties & Responsibilities
1	Food Safety Officer, Group 'B' @ Rs. 50,000/- per month	7 (seven) nos.	<ol style="list-style-type: none"> 1) Graduate in Food Technology/ Dairy Technology/Biotechnology /Oil Techno-logy/ Agriculture Science/ Veterinary Science/ Biochemistry Microbiology/ Medicine or Master Degree in Chemistry from a recognized University. 2) Working knowledge of Mizo language at least Middle School standard. 3) Basic knowledge of computer application equivalent to Course on Computer Concepts (CCC) of National Institute of Electronics and Information Technology (NIELIT) or Diploma in Computer Application/Certificate in Computer Application from Institutions recognized by Mizoram State Council of Technical Education or such other courses of the level as determined by the Govt. from time to time. 	NA	<p>The duties and responsibilities are vast and varied. Apart from inspection and sampling of food articles, the FSSAI has initiated many activities in the form of <i>Eat Right Challenge</i>. The FSO is the key personnel in initiating these initiatives and the State Food Safety Index scoring depends on the activities of these initiatives. The main objectives of the FSS Act, Rules & Regulations are executed by the Food Safety Officer from the grass-root level. The scenario of food safety of the State solely lies on the performance of the Food Safety Officer and their absence/non-availability will compromise food safety, putting the health of the people at risk. Food Safety is a State subject and is listed in the Concurrent list given in the Seventh Schedule to the Constitution of India.</p>

TENDER FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

FORM-B
(See Clause 15)

DEED OF AGREEMENT UNDER

On this _____ day of 20____, _____ (Name of Department/Body), Government of Mizoram on the first part and _____ (Name of Firm/Society) on the second part hereby enter into agreement for outsourcing of manpower as specified below for a period of 1 (one) year from the date of signing this agreement extendable for appropriate period with the approval of DP & AR and Finance Department under Rule 15 of the 'Mizoram Outsourcing of Manpower Guidelines, 2022'.

- 1. Designation of employees : _____
- 2. Classification (Group/Category) : _____
- 3. Remuneration : _____
- 4. Rate of commission charge : _____
- 5. Place of deployment : _____

(_____)
Head of Deptt.
Seal

(_____)
Head of Agency
Seal

WITNESSES

1. (_____)

(Designation & Office)

2. (_____)

(Designation & Office)

1. (_____)

(Designation & Office)

2. (_____)

(Designation & Office)