NOTICE INVITING EXPRESSION OF INTEREST

**Name of work:** Outsourcing of Swimming Pool in JIPMER, PUDUCHERRY – 6

Sealed Expressions of Interest (EoI) invited in two bid systems from eligible swimming pool firms having valid certificates, GST Number and PAN with atleast 5 years of experience in maintaining the swimming pool with proper man power required to maintain the swimming pool.

The Hard copy of the annexure in the last part of this EoI Notice may be downloaded, filled up and invariably attached along with the EoI document to be submitted by the interested, eligible swimming pool firms. EoI without these Annexures will be summarily rejected.

For downloading full text of the EoI and other terms and conditions, please visit [www.jipmer.puducherry.gov.in](http://www.jipmer.puducherry.gov.in)

**Date from which EoI documents can be downloaded:** 17.06.2019

**Date for pre bid meeting:** 21.06.2019

**Last date and time for submission of completed EoI documents:** 02.07.2019 before 04:00 PM

**Date and time for opening of EoI (Technical Bid):** 08.07.2019 at 11:00 AM

**Date and time for opening of Commercial Bid:** 15.07.2019 at 11:00 AM

**Venue for Opening Bids:** Board Room, 3rd floor, Administrative Block, JIPMER, Puducherry.

The completed EoI (Technical & Price bid) should be submitted on or before the closing date and time of submission at the following address. Any EoI document submitted beyond the closing date and time will not be considered.

**The Deputy Director (Admin),**
**Administrative Block,**
**JIPMER, Dhanvantari Nagar,**
**Gorimedhu, Puducherry - 605 006.**
NOTICE INVITING EXPRESSION OF INTEREST

EoI DOCUMENT FOR OUTSOURCING OF SWIMMING POOL IN JIPMER, PUDUCHERRY-6

1. Expressions of Interest invited in sealed covers in two bid system from eligible Swimming Pool Firms having valid Registration Certificates, along with PAN Card/ GST Registration certificate for taking up the Out-Sourcing of Swimming Pool in JIPMER, Puducherry-06.

2. Swimming Pool Firms having good track record, manpower capacity and relevant experience only are eligible to apply. Interested, Swimming Pool Firms should produce a certificate showing a minimum track record of having 5 years of experience in maintaining the swimming pool.

3. A Demand Draft for ₹5000/- (Rupees Five Thousand only) towards the cost of the EoI document to be drawn in favour of “The Director, JIPMER, Puducherry-6.”, payable at Puducherry – 6 shall be enclosed along with the EoI.

4. A Demand Draft for ₹50,000/- (Rupees Fifty Thousand only) towards the Earnest Money Deposit (EMD) to be drawn in favour of “The Director, JIPMER, Puducherry-6.”, payable at Puducherry – 6 shall be enclosed along with the EoI.

5. The Bidder will be required to furnish a Security Deposit/ Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank for sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Security Deposit shall remain valid for a period of 60 days beyond last date of contract.

6. The EoI should be submitted in two sealed covers.

   a) One sealed cover should be super scribed as “TECHNICAL BID “and should contain the following details.

      i) Checklist of documents submitted (as in Annexure-I)
      ii) The duly filled in Proformas (as in Annexure – II & III).
      iii) Profile showing minimum 5 years of maintaining a swimming pool.
      iv) Demand Draft towards the cost of EoI document for ₹5,000/-
      v) Demand Draft towards the EMD for ₹50,000/-

   b) All other required documents like Registrations/GST Registration etc. should be submitted in the other sealed cover should be super scribed as “FINANCIAL BID in r/o EoI for Outsourcing of Swimming pool in JIPMER, Puducherry-6”.

Both the sealed covers should be addressed to:
The Deputy Director (Admin),
Administrative Block, JIPMER,
Dhanvanthri Nagar, Gorimedu, Puducherry – 605 006.
7. Eols received after the closing date and time will be summarily rejected. Incomplete and conditional Eols shall not be accepted.

8. The Technical Evaluation Committee of JIPMER will assess the ability of Swimming pool firms participating in the bid to render the requisite services based on their profile and on such other criteria as it may fix.

9. The financial bids of only those Swimming pool firms who qualify in the Technical Bid will be opened for further assessment.

10. The Bidders are required to submit the cost of the Eol document by way of a D.D drawn in favour of the Accounts Officer, JIPMER, along with the attested copies of valid Registration Certificate, Pan-card and Up-to date GST Registration certificate along with the bid documents, failing which the Bidder shall be declared as non-responsive and the bid will be summarily rejected.

11. The Bidders also should submit a self-undertaking accepting all the terms and conditions of JIPMER along with their Eol document without which the Eol will be summarily rejected.

12. If any of the Eols are rejected for any reasons the cost of the Eol document will be forfeited in favour of JIPMER. No claim in this regard will be entertained at any point of time.

13. The Bidders, while submitting the Eols, shall furnish an undertaking along with the Eols about the authenticity of the Eol document. Conditional Eols will not be accepted under any circumstances.

14. If the bidders, quotes NIL charges /consideration, the bid shall be treated as unresponsive and will not be considered. The service charges shall be over and above zero percentage. Zero percentage includes all derivate of zero upto 1.9999 (2%).

15. The Demand Draft produced along with the Eol should be drawn on any Scheduled Bank in favour of the “The Director, JIPMER, Puducherry-6, payable at Puducherry – 6.

16. Other details can be obtained from the bidding document given below.

17. The Competent Authority of JIPMER reserves the right to reject any or all the Eols without assigning any reasons thereof.

**Rights to accept or reject Eols**

1. The Eol is liable to be rejected inter-alia:
   
   i) If it is not in conformity with the instructions mentioned in the Eol document.
   
   ii) If it is not properly signed by the Bidder.
   
   iii) If it is received by telex or telegram.
   
   iv) If it is received after the closing date and time.
   
   v) If the cost of the Eol Document and the Earnest Money Deposit are not enclosed with the Eol by way of D.D.
   
   vi) If it is not accompanied with proper documents.
vii) If a list of manpower available with the swimming pool firm with their qualifications is not enclosed along with the EoI document.

viii) If the self-undertaking accepting the terms and conditions of the EoI is not submitted along with the EoI document.

2. JIPMER reserves the right to:
   i) Accept / Reject any of the EoIs in full or part thereof.
   ii) Revise the requirement at any time or at the time of placing the order.
   iii) Add, modify, relax or waive any or all of the conditions stipulated in the EoI Specifications, wherever deemed necessary.
   iv) Reject any or all the EoIs in part or full without assigning any reasons thereof.

**JOB SPECIFICATIONS FOR OUT SOURCING OF SWIMMING POOL**

**Educational Qualification, Experience & Age for the required Chief Coach (Pool Manager) (01 No)**

(a) Diploma in Swimming from National Institute of Sports (NIS) under Sports Authority of India having worked as a swimming coach for 5 years post diploma.

(b) Age: Not exceeding 35 Years as on the date of notification.

**Educational Qualification, Experience & Age for the required for Assistant Life Guard (03 Nos)**

(a) Having relevant certificate in Life guard and having a minimum of 1 year experience in a reputed swimming pool.

(b) Age : Not exceeding 50 years.

**Physical Efficiency Test (PET) for the post of Chief Coach/ Assistant Life Guard**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Events</th>
<th>Minimum Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage-I</td>
<td>100 Meters Swimming</td>
<td>10 Minutes</td>
</tr>
<tr>
<td>Stage-II</td>
<td>Floating</td>
<td>05 Minutes</td>
</tr>
<tr>
<td>Stage-III</td>
<td>Jump</td>
<td>03 Meters</td>
</tr>
</tbody>
</table>

**Salary And Wages Under Skilled Category**

i. For Chief Coach (Pool Manager) - ₹35,000/- (Consolidated Pay)

ii. For Assistant Life Guard - ₹20,000/- (Consolidated Pay)

**Duties and Responsibilities of Chief Coach (Pool Manager)**

1. Chief Coach shall be over all in-charge of swimming pool for the day to day activities and he is responsible for the smooth functioning of the pool.

2. Chief Coach should assign duty rosters to the Instructors, Assistant Life Guard and the person in charge of Counter/Reception.

3. It is the responsibility of the Chief Coach to maintain discipline in the swimming pool and report to the authorities for any untoward incidents.

4. Chief Coach to ensure the quality of water in the swimming pool and ensure the chemicals is mixed properly so as to avoid any skin infection to the users.
5. Supervision of laminated membership cards issued to the members by the bidder.
6. Any other work is assigned by the Authorities of JIPMER.

**Duties and Responsibilities of Assistant Life Guard**

1. Assistant Life Guards will work under the supervision of Chief Coach
2. Assistant Life Guards should always be present during the working hours and be watchful on the swimmers and responsible for the safety of the swimmers.
3. Assistant Life Guards should handle the mixing of chemicals in pool.

**SPECIAL, LEGAL AND OTHER IMPORTANT CONDITIONS**

i) **Special conditions:**

1. The period of contract for outsourcing of Swimming pool in JIPMER is for one (1) year only which may be extended/curtailed as per the discretion of the competent authority of JIPMER based on various criteria and performance of the Successful Bidder.
2. The Successful Bidder should ensure that the employees engaged by him in JIPMER Swimming pool are paid at the rates as quoted in your bid.
3. The Successful Bidder shall pay all the applicable taxes, as prevailing from time to time.
4. The Successful Bidder shall maintain proper records, as required under the Law and submit to the Officer in Charge of Physical Education.
5. If the employees are not having bank accounts, the Successful Bidder will take necessary steps to create the bank account in the name of those employees engaged. The copies of the bank pass books of all the employees to be engaged, towards the proof of having bank accounts, shall have to be submitted to the Outsourcing Services Wing of JIPMER, before engaging by the Successful Bidder.
6. The copies of the bank pass books as well as the proof of payment of emoluments with the counter signature of the authorized officer of JIPMER will be sent to the Accounts section along with the claim bills after the bills processed against the claim bills by the Outsourcing Services Wing for each month. Without the same the claim bill for that month will not be processed.
7. If any of the employees engaged by the Successful Bidder for serving in JIPMER fails to do his/her duties as required by the JIPMER Authorities, his/her emoluments/wages will not be paid and he/she is to be automatically removed/deemed to be removed from offering service in JIPMER. In case the Successful Bidder fails to execute/perform the assigned works or a part thereof, JIPMER shall be authorized to deduct an amount as deemed fit by its Competent Authority from the bill of the Successful Bidder as penalty to the extent of loss or damage.
8. In case of any unsatisfactory service, deduction up to 10% of the amount due for the month will be imposed as fine on the Successful Bidder.
9. In case of late attendance/absence during working hours/loitering during working hours by any employees provided by the Successful Bidder, the Competent Authority of JIPMER reserves the right of reduction of any amount from the bill payable as it may deem fit.
10. If any of the employees engaged by the Successful Bidder is suffering from any serious communicable disease or misbehaves with any of the officials of JIPMER/Patients or commits any misconduct or manhandles/misuses any property of JIPMER/Patients/ visitors/dispenses wrong drug/gives wrong advice to patient etc., the Successful Bidder shall replace such person immediately with another suitable person.
11. In case the Competent Authority of JIPMER feels that the conduct/actions of any of the employees engaged by the Successful Bidder is detrimental to the interests of JIPMER, he/she shall have the irrevocable right to deny entry for such employees to JIPMER premises and report the same to the competent Authority at any time. In such cases the Successful Bidder shall arrange for an immediate replacement of that person(s). Such action may be resorted to for incompetence, unreliability, misbehaviour, security reasons etc. The Successful Bidder shall comply with any such requests to remove such personnel at his/its expense unconditionally within the time limit allowed by JIPMER.

12. The Successful Bidder shall not engage/employ persons below the age of 18 years and above the age of 50 years.

13. The Successful Bidder shall get the antecedents of the employees engaged by them verified from police station concerned and produce a certificate in this regard to JIPMER.

14. It is clearly agreed and understood that all the employees engaged by the Successful Bidder shall be the employees of the Successful Bidder and all disputes between the Successful Bidder and its personnel shall have no bearing on JIPMER and it shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee of the Successful Bidder.

15. The Successful Bidder is fully responsible for disciplined behaviour of its employees engaged by him/it in JIPMER.

16. The Successful Bidder shall pay emoluments/wages directly to its employees to their respective bank accounts. The Successful Bidder should register their firm in EPF Office of Puducherry as per Sec.2(A) of PF Act. The Successful Bidder should also ensure that no amount by way of Commission other than the statutory requirement of EPF and ESI contribution, if any, is deducted & recovered from the emoluments/wages.

17. The Successful Bidder shall be responsible for payment of overtime emoluments/wages to his/ its employees if any, in case they are required to work beyond the prescribed hours under law. No employees shall work for more than a shift in a day.

18. Compliance to minimum wages. The contractor shall pay to the employee not less than the minimum wages and allowances notified from time to time by the Puducherry Govt. under the minimum wages Act. Contractor shall be responsible for timely payment of wages of all employees engaged in JIPMER at not less than the prescribed minimum wages in each case and without any deduction of any kind except specified by Government or permissible under the Payment of Wages Act. Non-adherence to the minimum wages as per Minimum Wages Act. 1948 will result in cancellation of the contract, forfeiture of EMD/Security deposit and appropriate Administrative action.

19. Employees Provident Fund. The contractor wherever applicable shall cover all his eligible employees engaged on JIPMER jobs under the Employees Provident Fund Act. and pay the contribution both in respect of his employees and his own. He shall submit all the necessary returns and other particulars periodically as prescribed under the said scheme by filling requisite returns to concerned authorities and obtaining code number/Account number.

20. Employees’ Stat Insurance. Contractor should also cover all the contract labourers working on JIPMER job, under the Employees State Insurance Act and Scheme by furnishing necessary returns to appropriate authority and pay both employees and employers contribution in respect of these employees to the concerned authorities. He shall also furnish an undertaking that he will not engage on our work, who is not covered under said scheme/Act.

21. The Successful Bidder may provide only male as employees and shall provide proper identification cards to their employees engaged in JIPMER.

22. The Successful Bidder shall ensure that the employees engaged by him/it shall have identity cards, provided by him/it, which shall be worn in such a way that it is prominently displayed and visible so that any person can identify the individual representing the Successful Bidder.
23. The attendance of the employees shall be maintained and the same may be sent to the authorized officer of JIPMER daily for perusal and verification.

24. The Successful Bidder should submit an undertaking that no case is pending with the police/legal proceeding in court of law against the Successful Bidder and the employees engaged by the Successful Bidder.

25. The employees engaged by the Successful Bidder shall meet the following requirements:
   i) Should be medically fit.
   ii) Should possess good conduct and discipline.
   iii) Should not have any criminal records.
   iv) Should be more than 18 years and less than 50 years of age.

26. Submission of EoI document implies that the Successful Bidder has read this notice and all the documents and has made himself/ itself aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.

27. The requirement given in the scope of work is only indicative. JIPMER reserves the right either to increase or decrease it as per requirement. The decision of JIPMER in this regard shall be final and binding on the Successful Bidder.

28. The Successful Bidder should submit the bills before 5th of the succeeding month along with a satisfactory certificate in the prescribed claim format. The Successful Bidder will register attendance of the employees at their own cost. It is the responsibility of the Successful Bidder to get the monthly attendance statement duly attested by the Officer in charge of the Physical Education and to submit it to the Outsourcing Services Wing on or before 5th of the succeeding month.

29. Soft copy of records pertaining to disbursement of emoluments as applicable should be sent to the Outsourcing Services Wing on or before 5th of the succeeding month.

30. The employees engaged by the Successful Bidders shall be working on shift basis and shall be entitled to leave/off as decided by the Administration of JIPMER.

Penalty Clause:-

1. If the Successful Bidder fails to provide the employees required by JIPMER on any day/time, he/it has to pay penalty of double the emoluments/wages.

2. If damages, if any arise due to negligence of the employees engaged by the Successful Bidder, the authorities of JIPMER may quantify the loss due to such damages and such amount will be deducted from the bill of the Successful Bidder.

3. The entire penalty will be deducted from the service charge. If the penalty exceeds service charge, the excess will be deducted from the EMD.

Accountability

The Successful Bidder is accountable for the misdeeds, crimes and other illegal activities done by the employees engaged by him/it.

Other terms and conditions

1. The contract can be terminated/ curtailed by JIPMER without giving prior notice if the same deems fit for the competent authority.

2. The contract may be extended for a few months or till a new contract is finalized on annual cessation of the existing contract. The Successful Bidder is liable to provide his complete services during such extended period also.
3. For any accidents, injuries, diseases occurred due to the negligence of the employees engaged by the Successful Bidder, JIPMER authorities are not responsible. To prevent such incidents, the Successful Bidder/employees should take the appropriate precautionary measures.

4. For any criminal activities indulged by the employees engaged by the Successful Bidder, the responsibility will be fixed on the Successful Bidder only and action will be taken as per the laws/rules.

5. JIPMER reserves the rights of termination of the contract at any time by giving one month written notice if the services are found unsatisfactory.

6. JIPMER reserves the right to award the contract to any other selected Successful Bidder at the risk and cost and responsibility of existing Successful Bidder and excess expenditure incurred on account of this will be recovered by the JIPMER form the Successful Bidder’s security deposit pending bills or by arising a separate claim.

7. All necessary reports and other information will be supplied on mutually agreed basis and regular meeting will be held with the authorized Officers of JIPMER.

9. The Successful Bidder shall not assign or sublet this assignment or any part thereof to any third party.

10. Training on behaviour aspects and ethics must be imparted regularly to all employees engaged by the Successful Bidder.

11. In case of any dispute, the jurisdiction of the court of law suit is Puducherry only.

**Dispute settlement**

It is mutually agreed that all differences and disputes arising out of or in connection with this assignment shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be resolved through arbitration in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will take place in Puducherry only.

[Signature]

DEPUTY DIRECTOR (ADMN.)
JIPMER, PUDUCHERRY
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents to be Submitted</th>
<th>Submitted</th>
<th>Not Submitted</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copy of Registration of the Swimming Pool Firm</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Copy of GST Registration</td>
<td></td>
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<tr>
<td>3</td>
<td>Copy of PAN/TAN Card</td>
<td></td>
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<tr>
<td>4</td>
<td>Last 2 years audited statement From Chartered Accountant</td>
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Signature of Bidder Seal of Establishment

Full Name of Bidder with address & Date
### PROFORMA FOR TECHNICAL BID

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>To be filled in by the Bidder</th>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Bidder</td>
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<tr>
<td>2</td>
<td>Details of EMD</td>
<td></td>
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<tr>
<td></td>
<td>(i) Amount</td>
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<tr>
<td>2</td>
<td>(ii) Draft No.</td>
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<td></td>
<td>(iii) Date</td>
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<td>2</td>
<td>(iv) Issuing Bank</td>
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<tr>
<td>3</td>
<td>Date of establishment of the Bidder</td>
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<td>4</td>
<td>Detailed office address of the Bidder with Office Telephone Number, Email ID,</td>
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<tr>
<td></td>
<td>Fax Number and Mobile Number and name of the contact person</td>
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<td>5</td>
<td>Whether registered with and holding license from all Concerned Government</td>
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<tr>
<td></td>
<td>Authorities. (Copies to be Attached)</td>
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<tr>
<td>6</td>
<td>PAN/TAN Number (copy to be enclosed)</td>
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<td>7</td>
<td>GST Registration Number (copy to be enclosed)</td>
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<tr>
<td>8</td>
<td>Whether the bidder is blacklisted by any Government Department or any</td>
<td></td>
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<td></td>
<td>criminal case is registered against its owner/partners anywhere in India.</td>
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<tr>
<td></td>
<td>(If No, a Certificate is to be attached in this regard)</td>
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<tr>
<td>9</td>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Turnover</td>
<td></td>
</tr>
</tbody>
</table>
## PRICE SCHEDULE

### SCHEDULE- I CHARGES FOR MAN POWER DEPLOYMENT

**NOTE:** Consolidated Emoluments/wages

**THE BIDDER IS REQUIRED TO SPECIFY THE SERVICE CHARGE ALONE.**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation</th>
<th>No of Persons</th>
<th>Service Charge Quoted Per Person</th>
<th>Total Service Charges Quoted For Proposed No. of Persons/Month</th>
<th>Total Service Charges Quoted For Proposed No. of Persons/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Coach</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Asst. Life Guard</td>
<td>03</td>
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<tr>
<td>3</td>
<td>Chemicals for maintenance of the pool</td>
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<tr>
<td></td>
<td>(To be quoted for 1 year)</td>
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<tr>
<td>4</td>
<td>Issue of laminated membership card</td>
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<tr>
<td></td>
<td>(Approximately 2000 members one time investment)</td>
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**Note:** The manpower may be increased / decreased by JIPMER as per requirement from time to time.

**Signature of Bidder with Date**

**Date:**

**Seal of the Bidder**