

**DIRECTORATE of CIVIL AVIATION, U.P.
LUCKNOW AIRPORT, LUCKNOW**



Tender form for Supply of a Physiotherapist

Tender number : - 02 /CAD/2017-18

**Cost of Tender Form : Rs. 500/- (By cash)
: Rs. 600 (By Post)**

Last date of receipt :24.05.2017 Upto 13:30 hrs.

Date of opening : 25.05.2016 Upto 15:30 hrs.

: E-Mail : dsca@bsnlt.in

**DIRECTORATE OF CIVIL AVIATION
GOVERNMENT OF UTTAR PRADESH
LUCKNOW AIRPORT, LUCKNOW**

Tender for Supply of a Physiotherapist

Tender number : 02 /CAD/2017-18

Due on 25.05.2017

Terms and conditions

The Directorate of Civil Aviation Uttar Pradesh, Lucknow Airport, Lucknow (herein after referred to as the "Directorate") requires the services of manpower through out sourcing agencies (herein after referred to as the "Service Provider") for providing one physiotherapist in this Directorate as per details given below :-

1	Total No. of personnel to be provided	One
2	Educational Qualification and Experience.	Diploma or Degree in Physiotherapy from a recognised Institute or an University duly recognised. At least two years working experience as physiotherapist in the recognised Hospitals/Institutions.
3	Job requirements	To provide physiotherapy treatment to all the employees of the Directorate of Civil Aviation, Govt of UP in the diseases like Cervical Spondylitis, Frozen Shoulder, Back pain, Neck pain, Knee pain, Joint pain etc.
4	Period of Service	One Year
5	Period within which the manpower is required.	within 15 days of award of the contract.
6	Duty Hours	01PM to 04 PM on each working day
7	Place of work	Allopathic Dispensary of Directorate

8. The agency should be registered with the concerned Govt. Authorities under the Companies/Firms/Societies Act, ESI Act, & Service Tax under Central Excise Act and a copy of the registration should be submitted alongwith the tender document. The Agency should provide an undertaking to this effect that they would comply with all relevant statutory norms.
9. All tenderer should submit their PAN and Sales Tax Registration Number.
10. An earnest money deposit of Rs. 5,000/- in the form of Fixed Deposit Receipt/Call or Term Deposit Receipt of a Schedule Bank or National Saving Certificate of Kisan Vikas Patra duly pledged in favour of Director, Civil Aviation, Uttar Pradesh, Lucknow should be submitted along with the Tender failing which the tender will not be considered.

11. The earnest money deposited by the successful tenderer shall be retained by the undersigned till satisfactory execution of the work (read this document for the meaning thereof). The earnest money of the unsuccessful tenderer shall be refunded upon receipt of written request on the tenderer's letter head.
12. The successful tenderer would be required to furnish a Security deposit equivalent to 50% of the amount payable per month. This amount shall be forfeited in case the supply of Physiotherapist is delayed beyond the stipulated period as indicated at para 5 above or in case of frequent absence from duty or misconduct as the case may be.
13. The tender documents can be obtained from Office of the undersigned on payment of a non-refundable fee of Rs. 500/- (Rupees Five Hundred) only either by cash or demand draft of a Scheduled Bank or Nationalized Bank made in favour of "Director, Civil Aviation, Government of Uttar Pradesh, Lucknow" Payable at Lucknow. Tender documents can also be obtained by post on payment of Rs 600/- only through demand draft drawn in favour of Director, Civil Aviation, Government of Uttar Pradesh, Lucknow payable at Lucknow.
14. The tender document will be sold between 11:00 hrs and 16:00 hrs upto 24.05.2017 on all working days. The sealed tender will be received up to 13:30 hours on 25.05.2017 in the office of Director, Civil Aviation, Government of Uttar Pradesh, Lucknow. Tenders received with out earnest money shall be rejected.
15. The tender document can also be downloaded from directorate's **website <http://civilaviation.up.nic.in>**. However in this case, the tenderer would be required to submit the tender document fee of Rs 500/- through demand draft in favour of "Director, Civil Aviation, Government of Uttar Pradesh, Lucknow" payable at Lucknow
16. The tenders will be opened by the undersigned or tender committee on 25.05.2017 at 15:30 hours in the presence of such tenderers or their duly authorized representatives who would like to be present.
17. The Director reserves the right to dismiss or remove from the site of work to person employed by the service provider for his misconduct or incompetences. The service Provider shall comply with such requirements.
18. The service provider has to provide Photo Identify Card to person so employed by him.
19. The person engaged by the service provider must have educational qualification and experience as indicated in para 2 above.
20. The service provider shall replace immediately the person if he is unacceptable to this Directorate because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct, upon receiving written notice from Directorate.
21. The Directorate shall not be laible for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the person of the service provider.
22. The person so provided by the service provider should be polite, cordial, positive and efficient, while handling the assigned work and his actions shall promote goodwill

and enhance the image of the Directorate. The service provider shall be responsible for any act of indiscipline on the part of person deployed by him.

23. The service provider shall not assign, transfer, pledge or sub contract the services without the prior written consent of the Directorate.
24. The person deputed by the service provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
25. The service provider's person shall not claim any benefit/compensation/absorption/regularization of services with the Directorate under the provision of industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
26. The person deployed shall not claim any "Master & Servant relationship" against this office
27. The service provider shall ensure deployment of suitable person from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph.
28. The service provider shall ensure proper conduct of the person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking etc.
29. This said person engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay his salary every month. There is no Master & Servant relationship between the employee of the service provider and the Purchaser (Directorate) further that the said person of the service provider shall not claim any absorption.
30. The service provider shall pay to the person deployed the wages in conformity with the government rules regarding minimum wages for the particular category of employees.
31. The transportation, food, medical and other statutory requirement in respect of person of the service provider will be the responsibility of the service provider.
32. The character and antecedents of the person of the service provider will be verified by the service provider before his deployment and a certificate to this effect shall be submitted to the Directorate.
33. The person may be called on Saturday, Sunday and other gazetted holidays, if required. He will not be paid extra for these days by the Directorate.
34. The service provider will provide the required person for a shorter period also, in case of any exigencies as per the requirement of the Directorate.
35. The service provider will submit the bill in triplicate in the 1st week of the following month.
36. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his own personal reasons. The

payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

37. Payments to the service provider would be strictly on certification by the officer with whom the person is attached that his services were satisfactory and attendance was claimed in the bill submitted by the service provider.
38. The service provider shall be contactable at all times and messages sent by Telephone/E-mail/Fax/Special Messenger from Directorate to the service provider shall be acknowledged immediately on receipt on the same day.
39. The normal period of engagement against this tender shall be one year. However, if need be, the undersigned may extend the period on the same rates, terms and conditions on which the contract was granted. The engagement shall have to work for such extend period.
40. The Director, Civil Aviation reserves the right to reject any or all received tenders, alter the date of receipt/opening of the tender or cancel/suspend the whole tender process, without assigning any reason.
41. In case of any dispute, the jurisdiction of the Courts situated at Lucknow, India shall be final.
42. All disputes arising out shall be referred to the Principal Secretary Civil Aviation Govt. of Uttar Pradesh, who shall act as arbitrator. The decision taken by the arbitrator shall be final and binding on both the parties.
43. The information as per Annexure-I should be attached alongwith Tender Form.
44. Price should be quoted on Annexure-II attached alongwith Tender Form.

Signature of the Firm with seal

Annexure-I

Tender document should indicate the following information in brief along with the self attested photocopies of these documents :-

- a) Tender fee
- b) Profile of the Company/ Firm/ Society.
- c) Proof of Incorporation/inception of the Agency (Proof to be attached)
- d) EPF Registration details (Proof to be attached)
- e) ESI Registration details (Proof to be attached)
- f) PAN Number (Proof to be attached)
- g) Service Tax registration number (Proof to be attached)
- h) Name of Organization/Government Institutes where the manpower was supplied (Proof to be attached)
- i) Any other relevant information (Proof to be attached)
- j) EMD of Rs 5,000/- in form of Fixed Deposit Receipt/Call or Term Depositi Receipt of schedule bank or National Saving Certificate or Kisan Vikas Patra duly pledged in favour of Director Civil Aviation, Uttar Pradesh payable at Lucknow.
- k) Undertaking for Acceptance of terms and conditions metioned in tender document.

Name and Signature of the authorized person
of the firm/agency alongwith the seal.

Annexure-II

To,
Director,
Civil Aviation, Uttar Pradesh,
Lucknow Airport, Lucknow.

Subject :-Tender for award of contract for providing one Physiotherapist for a period of one year.

Sir,
I/we quote the rate for Supply of Physiotherapist as under :-

Sl No.	Particulars	Rate per month	
		Rates in figures	Rate in words
01	Rate per month inclusive of all charges, service tax etc.		

Yours faithfully,

(authorised signatory)