



Govt. of Manipur
OFFICE OF THE
STATE HEALTH SOCIETY, MANIPUR

File NO: SHS-ITIn00THR(17.7)/1/2020-ME-SHS

Date: 16/06/2021

NOTICE INVITING TENDER
for Providing HR Services

State Health Society (NHM), Manipur, invites sealed quotations from established reputed and experienced firms to provide HR Services for 6 (six) months in the 7 (Seven) District Hospitals of Manipur as below:


Position	Rates to be furnished for	Minimum Qualification (from recognized institute/university)	Age	Duties & Responsibilities
Data Entry Operator (DEO)	38 nos. of DEOs :- DH Chandel-4, DH Thoubal-7, DH Churachandpur-8, DH Bishnupur-4, DH Ukhrul-5, DH Senapati-5, DH Tamenglong-5	BCA/ B.Sc(Computer) / B.Sc(IT) or Graduate with Diploma in Computer from a recognised Institute with a typing speed of 45 characters per minute.	38 (thirty-eight) years and below (upper age limit is relaxable by 5 years for ST/SC candidates and by 3 years for OBC candidates.	The DEOs will be trained by SHS through NIC. Thereafter, the DEOs will train and handhold the existing staff on registration of OPD, IPD, Billing and ORS (Online Registration System) in the District Hospitals of Manipur.

The firm should have a registered office or branch office with adequate manpower in the state of Manipur. The estimated cost of the tender is **Rs 45.60 Lakhs**

Tender Document is available in the website of the NHM, Manipur (nrhmanipur.org). The intending Service Providers/ bidders may download the tender document containing the terms and conditions and submit the same along with the Tender Document Fee of Rs 6000/- (Rupees Six Thousand Only) non-refundable in the form of Demand Draft in favour of "State Health Society, Manipur" payable at Imphal. Tenders received without the requisite Tender Fee and EMD will be rejected.

All interested service providers/ bidders are requested to submit their sealed quotations as per prescribed procedure to this office on or before **3.00 p.m. of 16/07/2021**

The "Technical Bid" will be opened on the same day i.e. **16/07/2021, 2021 at 4.00 p.m.** in presence of authorised representatives of service providers/ bidders. The 'Financial Bids' of only those firm(s) shall be opened who qualify the eligibility criteria of "Technical Bid" as stipulated in the tender document.


16/06/21

(Dr. N. Shyamjai)
State Mission Director, SHS,
Manipur