

St. John Ambulance (India)
National Headquarters
1, Red Cross Road, New Delhi-110001

No.J.15011/01/21/SJ/Tender

Date: 25th September, 2024

Sub: Notice inviting tender for processing, maintaining data in electronic format and printing of Proficiency Certificates in First Aid, Home Nursing issued by St. John Ambulance (India).

St. John Ambulance (India), {SJA(I)} is a Philanthropic, non-sectarian, voluntary, charitable and humanitarian organization engaged for the relief of sick and injured irrespective of any nationality, race, sex, religion, belief, language, class or political belief. The main activity of SJA (I) is to instruct and impart training in First Aid, Home Nursing, Hygiene & Sanitation, Mothercraft & Child Welfare and other allied and ancillary subjects of Health. Hon'ble President of India is the President of the organisation.

2. Proficiency Certificates in First Aid and allied subjects are issued to the candidates who successfully complete the training and pass the examination in the branches across the country. The First Aid Certificate issued by SJA (I) is recognized by Government departments for employment purpose.

3. SJA (I), National Headquarters invites bids from willing and competent Printing Firms for printing of Proficiency Certificates in First Aid and allied subjects, who comply with the specifications and other requirements. The Terms of Reference are attached.

4. Interested firms are requested to submit their **bids, both Technical and Financial, in separately sealed envelopes, superscribed as Technical Bid and Financial Bid respectively with name of the Firm and contact details, both put in an outer sealed envelope with the subject as above**, for the purpose. A **pre-bid meeting would be held on 15th October, 2024**, at the Conference Room, 5th Floor, IRCS National Headquarters, which all the prospective bidders may attend for any information/clarification on the tender. The last date for receipt of the bids at the Indian Red Cross Society, National Headquarters, 1, Red Cross Road, New Delhi-110001 is **30th October, 2024 by 17.00 hrs.**

5. For clarification, if any, the contact number is Tel: 011-23716442, e-mail: vthulasid@indianredcross.org.

Encl: As above.

(Dr. Vanshree Singh)
Director (Blood Centre & St. John)

ST. JOHN AMBULANCE (INDIA)
NATIONAL HEADQUARTERS

Terms & conditions for processing, maintaining data in electronic format and printing of proficiency certificates in First Aid, Home Nursing issued by St. John Ambulance (India).

1. The number of candidates whose certificates are to be printed and data needs to be converted in to electronic format in prescribed format is approximately 2 lakh per year.
2. The quotation should be inclusive of blank stationary, handling / wastage charges, scanning, processing and printing charges for providing proficiency certificates.
3. The job will involve processing the input, and output data; in consultation with the Director (Blood Centre & St. John), Indian Red Cross Society & St. John Ambulance (India), National Headquarters, New Delhi.
4. The input data will be provided by St. John Ambulance (India), National Headquarters, New Delhi. Based on the input data, the firm will provide data processing services which will include computerized output report and will consist of:-
 - a) The data will be given in hard copy forms for a batch of 30 candidates each. The form also contains the photograph of the candidate. Sample copy is at **Annexure-1**. The details in the form, including the photograph, needs to be converted in to electronic format
 - b) Error generated should also be recorded per candidate in the electronic format. The format of electronic format is at **Annexure-2**.
 - c) The certificate should be printed on a map-litho high grade 170 GSM paper.
 - d) The printing will be in four colours.
 - e) The size of the proficiency certificates would be A4 size. The format is at **Annexure-3**. Format of Student Certificate is at **Annexure-4**.
 - f) The Student certificate does not contain the photograph and the format in which date will be given by IRCS to printer is placed at **Annexure-5**.
 - g) There would be imprint of photograph and signature of the candidate and signature & stamp of Instructor and Examiner in each certificate.

h) Security features like embossed seals of both St. John Ambulance (India) and Indian Red Cross Society and for invisible ink impression and micro text marked as Indian Red Cross Society and St. John Ambulance (India).

i) Each certificate will have two serial numbers i.e. printed stationery number (at the top left corner) and the certificate number (at the top right corner). The serial numbers are to be given by the printer as shown in the sample certificate at **Annexure-6**.

j) Periodic return in respect of summaries/statistics on State UT/Army/ Railway Centre basis and Category-wise of certificates.

5. The bidder should have in-house OMR/ICR scanning and printing facilities for certificates.

6. The bidder will be responsible for correcting the mistakes occurred at their end. Although the input data will be checked by SJA(I) before handing over to the bidder, the same will be checked by the bidder. In case of any doubt bidder will contact this office for clarification, if any.

7. The bidder will ensure collection of data on weekly basis from the office of SJA (I) and delivery of the printed certificates and statements as per para 4 mentioned above.

8. The bidder will ensure that map-litho high grade 170 GSM paper (size A4) as per the sample provided by SJA (I) would be used for the job. No deviation from the approved quality of size and paper would be allowed under any circumstances. In case any deviation is found during the contract, SJA (I), National Headquarters, New Delhi will have full authority to impose penalty for such breach of agreement.

9. The St. John Ambulance (India) would supply the input data in the forms devised for this purpose dully filled up with proper codes.

10. The certificates after printing will be supplied to St. John Ambulance (India), National Headquarters at 1, Red Cross Road, New Delhi-110001 within a period of 10 (Ten) days from the date of receipt of input data.

11. The collection of input data from the office of SJA (I), NHQ and supply of printed certificates to the same office will be without any additional cost to St. John Ambulance (India).

12. The bidder will pay utmost urgent attention on the data marked "urgent" and will supply the printed certificates and related lists and bills as per the requirement in such cases.

13. The bidder will take reasonable care in processing data and will rectify any error/irregularity which may occur at their end.

14. The certificates printed and supplied with wrong data, will be reprinted with correction, without any extra cost.

15. In case of any dispute, the decision of the Secretary General, St. John Ambulance (India) shall be final and binding upon both the parties.

16. The bidder may raise the invoices for payment on quarterly basis.

17. Tax will be deducted at source as per rate applicable from time to time.

18. The contract will be valid for a period of three years with effect from the date of signing of the contract

19. The Indian red Cross Society, National Headquarters, New Delhi, reserves the right to terminate the contract even before its expiry due to the reasons: (a) unsatisfactory services; (b) deviation from the approved quality of paper; (c) deterioration in the quality of printing of the certificates; and (d) any other dispute/reason which will justify termination of the contract before the expiry of the period as indicated above.

[Bidder will be required to submit one sample copy of Proficiency certificate and one sample copy of Student certificate and the electronically converted data of one sample batch along with the technical bid for evaluation purpose]

Note: First Aid and Home Nursing certificates are issued in two categories i.e. Professional and Student categories. There is difference in the format of input data and the format of certificate of the two categories. Professional certificates are of proficiency in First Aid/Home Nursing, which can be used for employment purpose, whereas the Student certificates are only of awareness, which cannot be used for employment purpose.



St. John Ambulance (India) Indian Red Cross Society



SENIOR (PROFESSIONAL)

[FIRST AID (FA)/ HOME NURSING (HN) / MOTHER CRAFT (MC)
HYGIENE & SANITATION (HS) / MECKENZIE (MS)]

A/4-S(P)

REF. No. **2012058**

Date:

NAME OF CENTRE DISTT. STATE

DESCRIPTION OF CLASS (Police/Railways/Teachers/Students/
Brigade/Scout/Guides/NCC/Professionals.)

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE FORM

(1) Do not pin or staple or fold or tag the Examination Reports (2) Make separate batch for each subject and each examination. (3) Maximum number of Sheets in a batch should not exceed 10 (4) No certificate will be issued in respect of Incomplete examination report which will be rejected forthwith. (5) Batch Number in 5 Digit to be filled up by State Headquarter in the space provided. (6) Fill information below for "PASSED" Candidate "ONLY". (7) All information is to be filled in "CAPITAL LETTERS" in Black Colour only.

STATE (2)	BATCH NO (5)	SHT. NO (2)	DISTRICT NAME (9)	PIN CODE (6)	SUBJECT (2) FA	EXAM CD	EXAMINATION DATE (DD/MM/YY)
					FA	S	

Sr. No. 01	Name of Candidate (30 Char.-Capital Letter)									Affix Here 2.5cm X 3cm Photo of Candidate
	Father/husband Name (30 Char.-Capital Letter)									
	Fracture	Haemorrhage	Artificial Respiration	Stretcher	Hand Seats	Triangular Bandage	Viva Voice Paper	Total Marks	Remarks	

Signature

Sr. No. 02	Name of Candidate (30 Char.-Capital Letter)									Affix Here 2.5cm X 3cm Photo of Candidate
	Father/husband Name (30 Char.-Capital Letter)									
	Fracture	Haemorrhage	Artificial Respiration	Stretcher	Hand Seats	Triangular Bandage	Viva Voice Paper	Total Marks	Remarks	

Signature

Sr. No. 03	Name of Candidate (30 Char.-Capital Letter)									Affix Here 2.5cm X 3cm Photo of Candidate
	Father/husband Name (30 Char.-Capital Letter)									
	Fracture	Haemorrhage	Artificial Respiration	Stretcher	Hand Seats	Triangular Bandage	Viva Voice Paper	Total Marks	Remarks	

Signature

Sr. No. 04	Name of Candidate (30 Char.-Capital Letter)									Affix Here 2.5cm X 3cm Photo of Candidate
	Father/husband Name (30 Char.-Capital Letter)									
	Fracture	Haemorrhage	Artificial Respiration	Stretcher	Hand Seats	Triangular Bandage	Viva Voice Paper	Total Marks	Remarks	

Signature

Sr. No. 05	Name of Candidate (30 Char.-Capital Letter)									Affix Here 2.5cm X 3cm Photo of Candidate
	Father/husband Name (30 Char.-Capital Letter)									
	Fracture	Haemorrhage	Artificial Respiration	Stretcher	Hand Seats	Triangular Bandage	Viva Voice Paper	Total Marks	Remarks	

Signature

No. of Candidates Examined	No. of Candidates Passed

I hereby certify that the candidates whose names are written above have attended the requisite number of lectures.

I hereby certify that the Marks allotted to the candidates whose names are written above have given answers for the tests set as indicated on the form.

Seal & Signature alongwith qualification of Instructor

Seal & Signature alongwith qualification of Surgeon Examiner, Qualifications with full denotations should be reproduced in block letters.

His/Her Registration No.....Valid upto.....

Residential Address.....

allotted by the NHQ

Residential Address.....

Phone No.....(Mob.).....
(with STD Code)

Phone No.....(Mob.).....
(with STD Code)

Supplied Through : **The Stores Officer, St. John Ambulance (India)**, 1 Red Cross Road, New Delhi-110001
Ph : 011-23716441/42/43, Fax : 011-23717454

Error List Format

A-2

No.	Fileflag	Pkt	State	Batch	Centre	Exam date	Name	Father name	Status	SFA			Error
										No	Date	Cent.	
IRCS													
1	F348148_1	0004	ANDHRA PRADESH	ATP51	IRCS ANANTAPUR	050224	SASTHRAN S	SEKAR V D	PASS	02491834	100622	R.C.TVPM	NO_PHOTO;
2	F348165_4	0006	GUJARAT	69126	I R C S GODHRA	040424	PARMAR VIRENDRASINH		PASS				NO_FNAME;
3	F348294_3	0008	JAMMU & KASHMIR	290	JAMMU (J&K)	140224	DEEPAK KUMAR		PASS				NO_FNAME;
ST. JOHN													
4	F348377_3	0011	UTTAR PRADESH		SHADAB CARPETS	280224	MOHD IBRAHIM		PASS				NO_FNAME;
5	F348488_2	0012	ARMY UNIT	24459	459 FIELD HOSPITAL	090324	SANJEET MUNDA		PASS				NO_FNAME;
6	F348533_1	0012	ARMY UNIT	00003	4016 FIELD HOSPITAL	011223	MANOJ RAI		PASS				NO_FNAME;
7	F348533_4	0012	ARMY UNIT	00003	4016 FIELD HOSPITAL	011223	ABDUL MANAN		PASS				NO_FNAME;
8	F348567_5	0013	ARMY UNIT	BFNA03	4014 FIELD HOSPITAL	220324	JAGDEEP KUMAR	KARAM CHAND	PASS				NO_PHOTO;
9	F348841_5	0017	ODISHA		HIRAKUD FRP	090124	BHUMISUTA SAHOO	BANABIHARI SAHOO					STATUS;
10	F348858_2	0017	ODISHA		IMS	080324	SURAJ MOHAKUD	RAGHUNATH MOHAKUD					STATUS;
11	F348897_1	0017	ODISHA		D M T C BBSR	091223	GANESWAR SANTA	SINADU SANTA	PASS	02645509		DMTC BBSR	NO_SFADATE;
12	F348899_1	0017	ODISHA		D M T C BBSR	091223	ARABINDA NAIK	JADA NAIK	PASS	02645914		DMTC BBSR	NO_SFADATE;
13	F348899_2	0017	ODISHA		D M T C BBSR	091223	SUBODHA BEHERA	KARUNAKAR BEHERA	PASS	02413426		DMTC BBSR	NO_SFADATE;
14	F348899_3	0017	ODISHA		D M T C BBSR	091223	RASHMI RANJAN SWAIN	MAHESWAR SWAIN	PASS	02413427		DMTC BBSR	NO_SFADATE;

SL. No. **3947631**CERTIFICATE NO. **RR02695075**

St. John Ambulance (India) Indian Red Cross Society



National Headquarters, 1, Red Cross Road, New Delhi - 110 001

President
The President of India

Chairman
Minister of Health & Family Welfare
Government of India

Secretary General



(Handwritten Signature)
Signature



This is to certify that

son/daughter/wife of Shri

GORANTI MEENA

HARI CHARAN MEENA

has been awarded this certificate

EXAMINATION	SENIOR PROFESSIONAL	CENTRE	IRCS SHQ JAIPUR
SUBJECT	FIRST AID	DATE OF EXAMINATION	07-Jul-2023

This certificate is valid for a period of three years from the date of examination. The holder may undergo training and examination for the next level certificate within the period of validity of this certificate.

(Handwritten Signature)
DR. TARUN SHARMA
Reg. No. 28988
(MCP)

Instructor
(Seal & Signature)

Place : New Delhi

Date: 01/12/2023

(Handwritten Signature)
DR. ABHISHEK SHRIVASTAVA
Reg. No. 7477
7-7-2019-196

Surgeon Examiner
(Seal & Signature)



CPN: F325496_5

(Handwritten Signature)

Secretary General

SL. No. M 866130

CERTIFICATE NO. SFA0766535



St. John Ambulance (India) Indian Red Cross Society



National Headquarters, 1-Red Cross Road, New Delhi - 110 001

President
The President of India

Chairman
Minister of Health & Family Welfare
Government of India

Secretary General



This is to certify that **DHANUSH S NIVAS**
son/daughter/wife of Shri **SRINIVAS V**
has been awarded this certificate

EXAMINATION	SEEDS STUDENT LEVEL	CENTRE	BANGALORE
SUBJECT	FIRST AID	DATE	27-Apr-2019

This certificate will be incomplete unless the holder has affixed his/ her signature (or thumb impression) below and will become invalid unless he/ she is re-examined within three years of the date of his/her examination. This certificate is not valid for employment purposes.

Signature of the Candidate

Place : New Delhi

Surgeon Examiner
(Seal & Signature)

Secretary General

CPN: M975114_1

STATE (2)	BATCH NO (5)	SHT. NO (2)	DISTRICT NAME (9)	PIN CODE (6)	SUBJECT (2) FA/HN/MC/HS/MS	EXAM CD	EXAMINATION DATE (DD/MM/YY)
						S	

Sr. No. 06	Name of Candidate (30 Char.-Capital Letter)									
	Father/husband Name (30 Char.-Capital Letter)									
	Fracture	Haemorrhage	Artificial Respiration	Stretcher	Hand Seats	Triangular Bandage	Viva Voice Paper	Total Marks	Remarks	

Sr. No. 07	Name of Candidate (30 Char.-Capital Letter)									
	Father/husband Name (30 Char.-Capital Letter)									
	Fracture	Haemorrhage	Artificial Respiration	Stretcher	Hand Seats	Triangular Bandage	Viva Voice Paper	Total Marks	Remarks	

Sr. No. 08	Name of Candidate (30 Char.-Capital Letter)									
	Father/husband Name (30 Char.-Capital Letter)									
	Fracture	Haemorrhage	Artificial Respiration	Stretcher	Hand Seats	Triangular Bandage	Viva Voice Paper	Total Marks	Remarks	

Sr. No. 09	Name of Candidate (30 Char.-Capital Letter)									
	Father/husband Name (30 Char.-Capital Letter)									
	Fracture	Haemorrhage	Artificial Respiration	Stretcher	Hand Seats	Triangular Bandage	Viva Voice Paper	Total Marks	Remarks	

No. of Candidates Examined	No. of Candidates Passed

I hereby certify that the candidates whose names are written above have attended the requisite number of lectures.

Seal & Signature alongwith qualification of Instructor
 His/Her Registration No.....Valid upto.....
 allotted by the NHQ
 Residential Address.....
 Phone No.....(Mob.).....
 (with STD Code)

I hereby certify that the Marks allotted to the candidates whose names are written above have given answers for the tests set as indicated on the form.

Seal & Signature alongwith qualification of Surgeon Examiner,
 Qualifications with full denotations should be reproduced in block letters.
 Residential Address.....
 Phone No.....(Mob.).....
 (with STD Code)

SL. No. **3947631**CERTIFICATE NO. **RR02695075**

St. John Ambulance (India)

Indian Red Cross Society



National Headquarters, 1, Red Cross Road, New Delhi - 110 001

President
The President of India

Chairman
Minister of Health & Family Welfare
Government of India

Secretary General



(Signature)
Signature



This is to certify that

son/daughter/wife of Shri

GORANTI MEENA

HARI CHARAN MEENA

has been awarded this certificate

EXAMINATION	SENIOR PROFESSIONAL	CENTRE	IRCS SHQ JAIPUR
SUBJECT	FIRST AID	DATE OF EXAMINATION	07-Jul-2023

This certificate is valid for a period of three years from the date of examination. The holder may undergo training and examination for the next level certificate within the period of validity of this certificate.

(Signature)
DR. TARUN SHARMA
Reg. No. 28980

Instructor
(Seal & Signature)

Place : New Delhi

Date: 01/12/2023

(Signature)
DR. ABHISHEK SHRIVASTAVA
Reg. No. 7477

Surgeon Examiner
(Seal & Signature)



CPN: F325496_5

(Signature)

Secretary General

**(I) Technical Bid (To be submitted in a separate sealed envelope)
superscribed as Technical Bid with name of the Firm and contact details)**

The bidder is required to furnish the competency of the firm to comply with the requirements, point wise, mentioned at points (a) to (n) of Para 4 of Terms & Conditions.

The bidder is also required to provide, in details, a background note on the firm, its work experience in the field with the number of years of its existence and other relevant details.

**(II) Financial Bid (To be submitted in a separate sealed envelope
superscribed as Financial Bid with name of the Firm and contact details)**

Sl. No.	Cost per certificate	All inclusive cost in INR (exclusive of taxes)	
		In figures	In words
1.	Professional Certificate		
2.	Student Certificate		

Authorised Signatory

Name:

Designation:

Firm's name & address

Email:

Contact Number: Mobile No. _____ Landline _____