



क्षेत्रीय आयुर्वेदीय पोषणजन्य विकार अनुसंधान संस्थान
Regional Ayurveda Research Institute for Nutritional Disorders
Gandhi Bhavan, Mandi, Himachal Pradesh-175001, India
Ph: 01905-222857, 01905-221636, Email: arri-mandi@gov.in or arri.mandi@gmail.com

No. 1-30/2015/ARRI/Estt./

Dated: 5th July, 2016

LIMITED TENDER NOTICE No. 4/2016

Last date for tenders: 18.7.2016 by 3.00 PM

Opening of tenders: 18.7.2016 at 3.30 PM

To

1. M/s. Manas Mantra Outsourcing Pvt. Ltd., Set No. 3, Shanti Niwas, Near Sanskrit College, Phagli, Shimla-171004.
2. M/s Angel Eye Multi-trade Pvt. Ltd. Ratti Road, Nerchowk, The. Sadar, Dist. Mandi, Himachal Pradesh
3. M/s. Omniscient Consultants & Recruiters, SCO 2/4, Top Floor, Hosital Road, Near Niramay Clinic, Mandi, Himachal Pradesh-175001.
4. M/s. Future Launcher, Office-3, first floor, Sector 35-A, Near flower Market, Chandigarh.
5. M/s. Mentor Solutions Pvt. Ltd. ,Uttam Niwas, Kainth Estate, Phagli, Shimla Pin Code 171004
6. M/s.Total Telecom Solutions Pvt. Ltd., House No. 35, Station View Lower Chakkar, Shimla,171005
7. M/s Byas Infrabuild Pvt. Ltd. 347/11, Near Mahunag Temple, ThaneraMuhalla, Tarna Hill, Tehsil Sadar, Mandi, Himchal Pradesh-175001

Sub: Engagement of Translator (Hindi Assistant).

Regional Ayurveda Research Institute for Nutritional Disorders (RARIND) Mandi, HP under the CCRAS, Ministry of Ayush, Govt. of India invites sealed tenders for engagement of one Translator (Hindi Assistant) on outsourcing basis. The eligibility criteria would be as follows:

S. No	Name of Post	Eligibility Criteria/Remuneration
1.	Translator (Hindi Assistant)	<p>Essential Qualification:</p> <p>(a) Degree of a recognized University</p> <p>(b) Adequate knowledge of Hindi up to the standard of B.A Examination of an Indian University.</p> <p>(c) Ability to translate from English to Hindi and vice versa as evidence by a test.</p> <p style="text-align: center;">OR</p> <p>(d) Post graduate qualification in Hindi with ability to translate from English to Hindi and vice versa.</p> <p>Experience: Must have worked at least for 01 years as translator with any of the office or reputed private/public sector company or Govt. organization.</p> <p>Age: Not exceeding 30 years</p> <p>Desirable:</p> <p>(a) Diploma/Certificate in Office Management</p> <p>(b) Diploma/Certificate in Computer Applications</p> <p>(c) Knowledge of the functioning of the Competition Commission of India or Similarly placed organization.</p> <p>Monthly Salary: Rs.20,000/- + ESI +Service Tax +Agency Charge</p>

The agency should have EPF and ESI approvals to deposit such contributions and submit their documentary proof to this Institute. ESI Cards would also be required to be issued to the employee and monthly salary will have to be paid through cheques as per govt. of India rules which should not be less than the minimum wages fixed by the Labour Commission, Govt. of India from time to time. The terms and conditions of the contract are attached herewith.

In case your agency has EPF/ESI linkage, you are requested to send your quotation indicating the above prescribed remuneration + EPF + ESI + service tax + your minimum agency charges in the prescribed format enclosed to this Institute at the earliest latest by the prescribed date of 18th July, 2016 at 3 PM.



(Dr. S.K. Sharma)
Officer-in-charge

- Encl: 1. Terms and conditions
2. Prescribed format
3. Declarations by the tenderer

Terms and Conditions

1. The staff shall be engaged initially for a period of six months which would be further extendable on six monthly basis subject to requirement of the Institute and satisfactory performance of the employee. However, Officer-in-Charge, RARIND reserves the right to terminate the contract at any time after giving one week's notice to the service providing company.
2. The firm should **enclose a list of the organizations** being served by providing staff on outsourcing basis. Persons deployed by the firm shall not be less than eighteen years of age.
3. The firm should have adequate infrastructure, qualified and expert manpower to conform to the standards of knowledge/skill and experience before deployment.
4. The firm should have its office with telephone, e-mail account, Bank Account and a valid license from competent licensing authority for providing staff on outsourcing basis.
5. The firm shall **enclose an affidavit** that it has not been black listed by Central/State Government/any PSUs/Private Sector. The firm should be registered with Income Tax and Service Tax authorities, Employees Provident Fund and Employees Sate Insurance Act etc.
6. The interested company may **submit its tender** along with Earnest Money of Rs. 10,000/- (Rupees ten thousand only) in the form of DD/Pay Order drawn in favour of Asstt. Director, RARIND and other documents latest by 3.00 PM on **18th July, 2016**. The tenders shall be opened at 3.30 PM on 18th July, 2016 at RARIND, Mandi in the presence of the tenderers present. EMD will be refunded to firms within a period of 30 days after the award of the contract.
7. **The firm should enclose self attested photocopies of** (a) PAN/GIR No., (b) Incorporation Certificate (c) Service Tax Registration No. (d) EPF Registration No. (e) ESI Registration No.(f) Documents of providing personnel on outsourcing basis to other offices (g) Copies of Income Tax Returns for the last two years, failing which the bids would be summarily rejected.
8. Conditional tenders shall not be considered and will not be accepted and out rightly rejected. All pages of the bid shall be signed by the authorized signatory with rubber stamp of the firm. The Officer-in-Charge, RARIND, Mandi reserves the right to accept or reject any or all the tenders without assigning any reason.
9. Payment of bills shall be made within 30 days through cheque/RTGS/NEFT/ECS from the date of submission of bills by the firm. The Service provider shall ensure that the salary to the employees provided is paid by the 7th day of succeeding month as per wages approved.
10. The Income Tax/TDS and other statutory deductions as applicable will be deducted from the payment and TDS certificate would be issued to the firm. Individual deductions of taxes, EPF and ESI shall be the responsibility of the firm.
11. If a person deployed by the firm is not able to attend office for more than 03 days, the firm shall provide a suitable substitute in his/her place, failing which a penalty equal to the amount of payment for deployment of that person shall be recovered from the wage bill of the firm.
12. In case of any violation of any of the terms and conditions by the firm, the Officer-in-Charge reserves the right to unilaterally terminate the contract and his decision would be final and binding.

13. The Service Provider shall be responsible to comply with all statutory requirements in respect of the manpower deployed by him and this Institute shall not be a party to any dispute out of such deployment by the contractor.
14. The persons deployed by the firm should not have any Police record/criminal cases against them and they should be deployed after police verification. The character verification of the personnel through local police should be furnished at the time of deployment. Such staff will have to work at Mandi or Pandoh premises of RARIND and working hours will be from 9.00 AM to 5.00 PM with half an hour lunch break. They may also be required to work beyond office hours and also on holidays.
15. For interview and skill test, the service provider will have to send a list of candidates three times of the requirement within a week's time. Copies of appointment letters of the employees shall be sent to this institute along with their present and permanent addresses and photographs.
16. The firm shall replace within twenty four hours any of its employee if unacceptable to this Institute and provide a substitute well in advance if any of them is likely to leave the job. The staff provided should be polite, cordial, positive, efficient and disciplined. Damages if any caused to Institute property by such staff shall be recovered from the security deposit or other dues of the firm.
17. The staff provided shall not divulge or disclose to any person any details of office, operational process technical knowhow, security arrangements which are of confidential nature. The firm shall issue Photo Identity cards to the personnel provided and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act, 1970.
18. The staff provided shall not have any right to claim any benefit/compensation/absorption or regularization of services in this Institute under the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Such undertakings of employees shall be submitted by the firm.
24. All disputes relating to this agreement will be resolved through joint discussions. However, if disputes are not resolved, the matter will be referred for arbitration as per provisions of Arbitration Act, 1940 where the Asstt. Director, RARIND or his nominee will be the Sole Arbitrator.
19. The firm shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed. In case this Institute is put to any loss on account of any failure of the firm to comply with any statutory/taxation liability, such loss shall be recovered out of the outstanding bills of the firm or its Security Deposit.
20. The outsourced manpower shall be paid at least at the rate of minimum wages per month as per Govt. of Delhi's Minimum Wages Act plus obligatory payments towards EPF/ESI/Service Tax as applicable.
21. The successful tenderer will have to deposit a performance security equal to 10% of the six monthly contract value within 15 days of the receipt of the formal order/signing of the agreement by way of a DD in favour of Asstt. Director, RARIND or FDR from a Nationalised Bank in the name of the firm but hypothecated to RARIND, Mandi which should remain valid for a period of 60 days beyond the date of completion of the contract.
22. In case of breach of any terms and conditions stipulated in the contract, the performance security deposit of the company will be liable to be forfeited by the RARIND besides cancellation of the contract. RARIND reserves the right to withdraw/relax any of these terms and conditions so as to overcome the problems encountered by the contracting parties.

TENDER FORMAT FOR PROVIDING STAFF TO RARIND, MANDI ON OUTSOURCING BASIS

S.No.	Particulars of the firm	Reply of the firm
1.	Name of the Tendering firm (attach certificates of registration)	
2.	Name of Proprietor/Director of the firm	
3.	Full Address of Registered Office with Telephone/Fax/E-mail	
4.	Banker of firm with full address (attach certified copy of statement of bank account for last six months)	
5.	PAN/GIR No.	
6.	Service Tax Registration No.	
7.	EPF Registration No.	
8.	ESI Registration No.	
9.	Whether provided staff on outsourcing basis to any office during last two years. (attach documents)	
10.	Whether the terms and conditions enclosed are acceptable to the firm (write Yes or No)	
11.	Demand Draft/Pay Order for EMD of Rs. 10,000/- (Mention name of bank, DD/Pay Order No. and date)	
12.	Whether declaration of authorized signatory and fraud and corrupt practices is duly signed and attached in the prescribed format	

Rates are to be quoted at least in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi and other by-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.

S. No.	Manpower type	Wages per month	PF/ESI/Service Charges and Service Tax/Total (in Rs.)				
			PF	ESI	Service Charges	Service Tax	Total (3+4+5+6+7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Translator (Hindi Assistant)	Rs.20,000/-	N.A				
2.	Driver	Rs.16,000/-	N.A				

Note:

1. All rates should be quoted in Indian rupees only.
2. The rates quoted by the firm should be inclusive of all statutory requirements i.e PF, ESI, Bonus etc./taxation liabilities as applicable.
3. No column should be left blank.
4. Agency charges are to be paid by RARIND to the Service provider.
5. Service tax as applicable.

Signature of Authorized Person with Stamp

Date: _____

Place: _____

DECLARATIONS BY THE TENDERER

1. I _____ son/daughter/wife of Shri _____ authorized signatory of the firm mentioned below is competent to sign this declaration and execute this tender document.
2. I/we have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the tender are true and authentic to the best of my knowledge and belief.
4. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. We certify that in the last three years, we have neither failed to perform on any contract nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. We have not directly or indirectly or through any agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with any Authority or any other public sector enterprise or any Govt., Central or State.
7. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by any regulatory authority which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.
8. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Govt. or convicted by any court of Law.
9. We further certify that no investigation by any regulatory authority is pending either against us or against our CEO or any of our directors/managers/employees.
10. We hereby accept all the terms and conditions and assure our best cooperation for providing staff on outsourcing basis to RARIND, Mandi.

Signature of authorized person

Full Name:

Seal

Date: _____

Place: _____



क्षेत्रीय आयुर्वेदीय पोषणजन्य विकार अनुसंधान संस्थान

केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार
गांधी भवन, मण्डी, हिमाचल प्रदेश-175001

Regional Ayurveda Research Institute for Nutritional Disorders
(Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt. of India)

Gandhi Bhavan, Mandi, Himachal Pradesh-175001, India

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फा0स01-30/2015/आरएआरआइएनडी/स्था./280

दिनांक 5 जुलाई, 2016

सीमित निविदा आमंत्रण नोटिस सं. 4/2016

अंतिम तिथि: 18-7-2016 (3.00 बजे)

निविदायें खोलने की तिथि: 18-7-2016 (3.30 बजे)

सेवा में,

1. मै0 मानस मन्त्रा आउटर्स प्रा. लि., सैट न.3, शान्ती निवास, नजदीक संस्कृत कालेज, फागली, शिमला-171004 ।
2. मै. ऐन्जल आई मल्टी-ट्रेड प्रा.लि., रती रोड, नेर चौक, तहसील सदर, जिला मण्डी (हि.प्र.)
3. मै. ओमनीसिएन्ट कन्सल्टेंट्स एण्ड रिकरूटर्स, एस.सी.ओ. 2/4, टॉप फ्लोर, अस्पताल रोड, निरामय क्लीनिक के पास, मण्डी (हि.प्र.)
4. मै. फयूचर लान्चर, आफिस-3, 1st फ्लोर सैक्टर 35-ए, फलावर मार्केट के नजदीक, चण्डीगढ़ ।
5. मै. मैन्टर सोल्यूशनज प्रा0 लि0, उत्तम निवास, कैन्थ इस्टेट, फागली, शिमला-171004
6. मै. टोटल टैलिकाम सोल्यूशनज प्रा0 लि0, मकान न. 35, स्टेशन व्यू, लोअर चक्कर, शिमला- 171005
7. मै. ब्यास इन्फ्राबिल्ड प्रा0 लि0, 347/11, नजदीक माहुनाग मन्दिर, टारना हिल, मण्डी (हि.प्र.)

विषय: बाह्य स्रोत से अनुवादक (हिन्दी सहायक) की नियुक्ति ।

क्षेत्रीय आयुर्वेदीय पोषणजन्य विकार अनुसंधान संस्थान मण्डी, अधीनस्थ केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मन्त्रालय, भारत सरकार, बाह्य स्रोत आधार पर अनुवादक (हिन्दी सहायक) की नियुक्ति के लिये सीमित निविदायें आमंत्रित करता है जिसके लिये निम्नलिखित पात्रता मापदण्ड होंगे:

क्र.सं	पद का नाम	पात्रता के माप दण्ड/ वेतन
1	अनुवादक (हिन्दी सहायक)	<p>आवश्यक योग्यताएं</p> <p>(क) किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि (ख) किसी भारतीय विश्वविद्यालय से स्नातक परीक्षा स्तर तक हिन्दी का प्रयाप्त ज्ञान (ग) हिन्दी से अंग्रेजी व अंग्रेजी से हिन्दी में परीक्षा प्रमाण सहित अनुवाद की योग्यता या (घ) हिन्दी से अंग्रेजी व अंग्रेजी से हिन्दी में अनुवाद की योग्यता सहित हिन्दी में स्नातकोत्तर स्तर की परीक्षा पास की हो।</p> <p>अनुभव: किसी प्रतिष्ठित निजी/ पब्लिक सैक्टर कम्पनी या सरकारी संस्थान में अनुवादकर्ता का अनुभव।</p> <p>आयु: नियुक्ति तिथि पर 30 साल से अधिक न हो।</p> <p>वांछनीय: (क) कार्यालय प्रबन्धन में डिप्लोमा/ प्रमाण पत्र (ख) कम्प्यूटर एप्लीकेशन डिप्लोमा/ प्रमाण पत्र</p> <p>मासिक वेतन: ₹0 20,000/- +ई.एस.आई.+सेवा कर+एजेन्सी शुल्क</p>

एजैन्सी इ.पी.एफ. एवं इ.एस.आइ. योगदान जमा करने के लिये स्वीकृत हो जिसका प्रमाण इस संस्थान को भेजना होगा। कर्मचारी को इ.एस.आइ. कार्ड जारी करना होगा तथा भारत सरकार के नियमापुसार उसके वेतन का भुगतान चैक द्वारा करना होगा जो श्रम आयोग द्वारा निर्धारित न्यूनतम वेतन से कम न हो। संविदा के नियम और शर्तें संलग्न हैं।

यदि आपकी एजैन्सी इ.पी.एफ. एवं इ.एस.आइ. के लिये स्वीकृत हो तो आप उपरोक्त निर्धारित वेतन+इ.एस.आइ.+सेवा कर+ आपके न्यूनतम एजैन्सी शुल्क पर इस संस्थान से बाह्य स्रोत आधार पर उपरोक्त कर्मचारी प्रदान करने के लिये निर्धारित प्रपत्र में अपनी मुहरबन्द निविदायें प्रभारी (संस्थान) क्षेत्रीय आयुर्वेदीय पोषणजन्य विकार अनुसंधान संस्थान, गांधी भवन, मण्डी हिमाचल प्रदेश-175001 को निर्धारित अवधि दिनांक 18-7-2016 (तीन बजे तक) भेज दें।



(डा.एस.के.शर्मा)
प्रभारी(संस्थान)

संलग्नक

1. नियम एवं शर्तें
2. निर्धारित प्रपत्र
3. निविदाकर्ता की घोषणायें