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## आयुर्वेद मानसिक स्वास्थ्य अनुसंधान संस्थान

### AYURVEDA MENTAL HEALTH RESEARCH INSTITUTE

(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, नई दिल्ली द्वारा संचालित)

आयुष मंत्रालय, भारत सरकार)

(Under Central Council for Research in Ayurvedic Sciences,  
Ministry of AYUSH, Govt. of India)

घरकुल परिसर के पास, एन.आय.टी.कॉम्प्लेक्स, नंदनवन, नागपूर-४४० ००६

**Near Gharkul Parisar, N.I.T. Complex, Nandanvan, NAGPUR - 440009 (MS)**

F.No. 1-10/15-16/AMHRI-Nag./Paramedical Staff/Estt./

Dated: 29-12-2015

### **TENDER DOCUMENT**

For providing manpower for the services of Para Medical Staff i.e. Staff Nurse, Panchkarma Technician, Cook at  
A.M.H.R.I., Nagpur  
initially for the period of one year.

1. ORIGINAL : To be submitted in a sealed cover addressed to  
The Assistant Director In-charge,  
A.M.H.R.I./ RRI(Ay.)  
Near Gharkul Parisar, N.I.T. Complex, Nandanvan  
Nagpur.
2. Cost of Tender Document : 1,00/- (non-refundable)
3. Sale of Tenders : Available in the office during office hours or download from  
the Council's website tender document cost should be paid  
through DD of Rs.100/- in the name of RRI (Ay.), Nagpur,  
payable at Nagpur.
4. Last Date & Place for Submission 15/01/2016 till 1.00 pm in the office of  
The Assistant Director In-charge,  
A.M.H.R.I./RRI (Ay) , Nagpur
5. Date & Time of Tender Opening 3.00 pm on 15/01/2016 in the office of  
The Assistant Director In-charge,  
A.M.H.R.I./RRI (Ay) , Nagpur
- 7.EMD Rs. 48,000/-(Rs. Forty eight thousand only)  
refundable.
6. Security deposit at the time of agreement : One month salary.

Tender issued to:

M/s \_\_\_\_\_

\_\_\_\_\_

Signature of the Asstt. Director In-charge

Issuing the Tender

Contd....02

**TENDER INVITATION NOTICE**

Sealed quotations are invited from the registered firms having PAN/TIN/Service Tax numbers in the name of the firm only and having adequate working experience in Govt. and Public Undertakings for providing services of Para Medical Staff i.e. Staff Nurse, Panchkarma Technician, Cook and Attendant etc.

**The terms and conditions of the Contract will be as under:-**

1. Tender not confirming to the conditions specified in this document will be summarily rejected and no correspondence thereon shall be entertained whatsoever.
2. The tender forms should clearly be filled in ink legibly or typewritten giving full address of the tenderers. The tenderer should quote in figures as well as in words. The rates and amount tendered by him /them without cutting or overwriting. The tender should be signed by the tenderer himself/themselves. The forwarding letter duly signed should invariably returned along with quotations furnished.
3. The tenderer should take care that the rate and amount are written in such a way that interpolation is not possible. No blanks should be left which could otherwise make the tender liable for rejection.
4. In case of non compliance of any of the clause/terms, the competent authority will have the right to impose penalty as deemed fit and employ staff at the contractor's cost and risk and may forfeit the security in full or in part. The decision of competent authority in this regard shall be final and binding.
5. The competent authority of this Institution reserve the right to cancel/reject full or any part of the tender which generally do not fulfill the conditions stipulated in the matter.
6. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
7. Any act on the part of the tenderer to influence anybody in the said Department is liable for rejection of his tender.
8. The tender should accompany the tender document cost of Rs. 100/- (Rupees hundred ) in the form of Demand Draft from any scheduled bank drawn in favour of RRI(Ay.), Nagpur. No other mode of payment is acceptable. However, tenders received without tender document cost will be rejected.
9. The amount of EMD of Rs.48,000/-(Rs. Forty eight thousand only) should be deposit along with tender. submit the DD in favour of 'RRI(Ay.),Nagpur', payable at Nagpur. It is refundable without interest to the unsuccessful bidder. The EMD amount of Rs.48,000/- (Rs. Forty eight thousand only) is liable to be forfeited, if the Contractor(s) selected for the work fails to sign the formal agreement within fifteen days from the date of information about their tender being accepted or otherwise fails to start work within fifteen days from the date of order to commence the work.
10. The successful contractor will provide a non-judicial stamp paper of Rs.100/-for preparing the rate contract agreement.

11. The contract can be terminated by giving one month clear notice by authority.
12. That the agency staff will work under the overall supervision and direction of the Assistant Director In-charge, Ayurveda Mental Health Research Institute/RRI(Ay.), Nagpur.
13. That the agency shall not engage any sub-contractor or transfer the contract to any other person.
14. Agency should co-ordinate with the fire fighting department in case of emergency/fire.
15. The tenderers will submit the following information/document.
  - a. Details of registration and category of the firm, P.F. registration details and a photocopy thereof.
  - b. No. of employees engaged by the tenderer in proceeding 6 months.
  - c. P.F. registration
  - d. ESI registration details and a photocopy thereof
  - e. Details of registration with Labor Commissioner and a photocopy thereof.
  - f. Latest Income Tax Clearance Certificate and a photocopy thereof.
  - g. Bank Solvency Certificate.
  - h. Details of other organizations with documentary evidence where the tenderer company has provided manpower for this work.
16. The period of contract will be for one year initially.
17. The rates quoted shall be inclusive of costs and charges for manpower, transport, supervision, the service charges, service Tax, VAT, if applicable, should shown separately.
18. **The duty timing will be informed accordingly.**
19. The contractor shall carry out the work of the each employee's services in the prescribed timing but the same can be changed at the discretion of the competent authority of Ayurveda Mental Health Research Institute/RRI(Ay.), Nagpur.
20. Each tenderer should visit the various areas and study the details and nature of services before sending his tender.
21. The contractor shall provide the staff of minimum 3 Staff Nurse, 1 Male and 1female panchkarma technician, 1 Cook, 3 Male Attendant, 3 Female Attendant.
22. They will have Identity Card with photographs and proper uniforms to be supplied by the contractor.
23. If the services rendered by the contractor is found unsatisfactory, the same shall be brought to his notice and still if no improvement is found, then penalty can be imposed, which will be deducted from the monthly bill. The services of the contractor can be terminated by giving one months notice. Police verification of all these staff to be engaged should have been done before engagement & submitted to the Department (Photo copies duly attached).

24. All payments will be made by means of crossed cheques drawn on State Bank of India, \_\_\_\_\_, Nagpur, after completion of every month on submission of bills along with proof of payment break-up made such as PF/ESI etc. by the Contractor after due certification by the concerned officer in AMHRI, Nagpur. The bill should be accompanied with the details of ESI/PF deposited every month in the individual personal accounts like Employee name, Account No., Employee contribution etc.
25. The minimum age of the employees should be 18 years and above upto 45 years.  
The contractor shall comply with all Labour Rules and Regulations and "Contract Labour Wages Act, Bonus Act 1965, PF Act 1952.
26. The details which are to be undertaken under various services are detailed below:-

**1. Staff Nurse:**

3 staff nurse will be engage in the hospital in accordance the rule of CCRAS and fully under control of the Assistant Director In-charge of AMHRI, Nagpur. Rotation and shift wise duty will be carried out. Services of the staff nurse it will be provided for 7 days and 24 hours, contractor has to take care of Holidays and other leaves without interrupting the services.

**Essential qualification:** BSc/ ANM Nursing (Female), registration of the nursing council.

**Experience:** 2-3 years experience in the Ayurvedic hospital in Panchkarma is Desirable.

**2. Panchkarma Technician:**

One Male and One Female Panchkarma technician required.  
Contractor has to take care of Holidays and other leaves without interrupting the services.

**Essential Qualification:** Completed a training of Panchkarma technician or equivalent from reputed Institution, 2-3 years experience is desirable of specialty in Panchkarma.

**3. Cook:**

One Cook required

Duty hours will be decided by the competent authority. Contractor has to take care of Holidays and other leaves without interrupting the services.

**Experience:** 2-3 years experience of preparing quality of food, with maintaining hygiene in Ayurvedic Hospital is desirable.

**4. Attendant:**

3 Male and 3 Female attendants required

**Essential qualification:** Minimum SSC passed and having the working experience in the Ayurvedic Hospital is desirable. Duty hours will be decided by the competent authority, Contractor has to take care of Holidays and other leaves without interrupting the services.

27. The Agency should have a experience of minimum three years for providing the services in the hospital sector in Government/Semi-Government/Autonomous Bodies etc. copy of the order executive may be enclosed with the offer. Any failure in carrying out the work properly will attract penalty which will be decided by the authority and the recovery of penalty will be made from the monthly bill of the contractor.

28. Security Deposit one month salary of approved staff it should be deposited at the time of agreement.
29. The Security Deposit amount deposited by the successful tenderer will be released after THREE MONTHS from the date of termination/expiry of contract, subject to the condition that any recovery is to be made. In case of any recovery to be affected the same will be made from the Security amount. The Security Deposit amount will be refunded without any interest.
30. The approved manpower should provide or replacement immediately as per the requirement otherwise competent authority is having right to discontinuing the agreement.
31. In the event of any dispute regarding contract, the decision of the Competent Authority of the Ayurveda Mental Health Research Institute, Nagpur will be final and binding.
32. The quotation completed in all respect may be sent to the Assistant Director in-charge, AMHRI, Nagpur in a sealed cover and dropped in the tender box placed on the 1<sup>st</sup> floor of the Institute main building in a dispatch section by 15-01-2016 at 1.00 p.m. positively. At the time of submission of the tender submit a DD of Rs.100/- in 'R.R.I. (Ay), Nagpur', payable at Nagpur. The tender will be opened in the presence of company's representative at 3.00 p.m. on the same day. All pages along with declaration should be signed by the competent authority of the agency.
33. The firm applying for tender should certify that they will adhere, fulfil and meet the terms of payment of Minimum wages under Minimum Wages Act as declared by Maharashtra Govt. from time to time.
34. **The rates may be quoted separately for Personnel as given below:-**

**The minimum wages is applicable as per the Maharashtra State Government labor rule.**

S. No.	Description	Wages per month	PF	ESI	Other charges, if any (details should be given)	Total per employee	Total for all employees
1.	Staff Nurse (3)						
2.	Male Panchkarma Technician (1)						
3.	Female Panchkarma Technician (1)						
4.	Cook (1)						
5.	Male Attendant (3)						
6.	Female Attendant (3)						
	<b>Total</b>						

**DECLARATION**

I, ..... Son / Daughter of Shri ..... Proprieter / Partner / Director / Authorized Signatory of ..... Competent to sign this declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender vide letter No. **F.No. 1-10/15-16/AMHRI-Nag./Paramedical Staff/Estt./**, dated: **--29/12/2015** and hereby convey my acceptance of the same.

2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. 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.

Date:

Signature

Place:

Name :

Designation

Tender document for Para Medical Staff at AMHRI, Nagpur