



REGIONAL AYURVEDA RESEARCH INSTITUTE FOR METABOLIC DISORDERS
(CCRAS, Ministry of AYUSH, Govt. of India)

Govt. Central Pharmacy Annexe, Ashoka Pillar, Jayanagar, Bengaluru 560011
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File No. 2-7/2016/RARIMD/BNG/Rct./O-S/ 27/2016/RARIMD | Date: 09/06/2016

To

BNG Rct/05-255 TO 261

Sub: ADVERTISEMENT FOR OUTSOURCING MANPOWER ON CONTRACT BASIS

Sir,

Regional Ayurveda Research Institute for Metabolic Disorders (RARIMD), Bengaluru, a unit of Central Council for Research in Ayurvedic Sciences (CCRAS), under Ministry of AYUSH Govt. of India, invites sealed quotations from registered agencies for supply of manpower (detailed in **Appendix 'A'**) on contract basis at the above address and our Clinical Unit at Tulasi Thota, Mejestic, Bengaluru. The interested registered agencies/firms are required to submit quotations in the Sealed Cover superscripted "Quotation for Supply of Manpower" to RARIMD office (above mentioned address) **on or before 30-06-2016 5 pm by post only**. Each page of the document should be signed by the tenderer.

1. This proposal for quotation shall be governed as per the terms and conditions contained in **Appendix 'B'** enclosed.
2. The agency **MUST** submit its bid as per the format given in **Appendix 'C'** along with a Demand Draft/ Check in favour of NADRI Bangalore for **tender document fee (non-refundable) of Rs.500/-** (Rs. Five hundred only). Checklist of Information to be provided along with the quotation is available at **Appendix 'D'**. The quotation not submitted in the prescribed format is **liable to be rejected out rightly**.
3. The successful agency will be intimated by a formal Letter of Acceptance/Letter of Intent and thereafter will enter into Bilateral Contract Agreement.

Opening and Evaluation of Bids

1. The quotation duly sealed and superscribed with '**Quotation for Manpower Services**' should be sent to the above said address **on or before 30-06-2016 5 pm by post only**.
2. The quotations will be opened **on 01-07-2016 at 3 p.m** in the presence of authorised representatives of the agencies who wish to be present.
3. The agency will be ranked based on service charge(5% and less will be outrightly rejected) offered for the services as also extent of meeting the other requirements on the establishment, experience, reputation, recognition such as ISO and track record. In case of equality of rate of two or more bidders, the selection will be made on evaluation of other standards and in this regard the decision of In-charge is final.
4. The agencies with a good track record of providing services to Government organisations will be given preference.
5. Please read the terms and conditions carefully before quoting. Clarifications if any may be sought in person/telephonically on any working day from 10am to 5.30 pm from above mentioned address.
6. The Officer In-charge of RARIMD reserves the right to cancel all the bids without assigning any reason thereof.

Yours faithfully

Dr. Sulochana Bhat, Research Officer (Ay. Scientist-3) and In-charge

प्रभारी अनुसंधान अधिकारी (वै.-3)
आर.ए.आर.आई.एम.डी., बेंगलूरु-11.
(सी.सी.आर.ए.एस., आयुष मंत्रालय)

Requirement of manpower (Ashoka Pillar, Jayanagar & Mejestic, Bengaluru)

Sl. No.	Name of the post	Age limit	qualification/experience	Remuneration/month
1.	Multi Tasking Staff-8 (Including 3 Chowkidars)	25 yrs.	Essential: At least 10 th pass or equivalent from a recognised board. or ITI pass certificate from a recognised Institute.	13,000
2.	Laboratory Attendant - 01	27 yrs.	Essential: a) At least 10 th pass b) work experience in a recognised Laboratory.	13,000
3.	Data Entry Operator - 01	27 yrs.	Essential: Bachelor Degree in any Discipline from a recognised University, Diploma/Certificate in Computer application of not less than 1 year. English typing speed of at least 30 w.p.m .	16,000
4.	Pharmacist Gr. I- 01	27 yrs.	Essential: Diploma in pharmacy/D'pharma (Ay.) from Recognised University/Institute with 2 years experience in recognised Ayurvedic Hospital or B'Pharma (Ay.)	16,000
5.	Office Asst. (Hindi/Hindi translator) - 01	30 yrs.	Essential: 1) Degree of a recognised University. 2) Adequate knowledge of Hindi upto the standard of B.A examination of an Indian University. 3) Ability to translate from English to Hindi and vice-versa as evidenced by a test. or Post-graduate qualification in Hindi with ability to translate from English to Hindi and vice versa. Hindi and English typing on Computer.	20,000
6.	Office Assistant - 01	65 yrs.	a) He/she should have retired and held the post of Section officer/Assistant/Office Superintendent or equivalent in the Grade pay of Rs 4200/4600/4800/5400 in the Ministry /Department of the Central/state Government have experience in Establishment/General Administration /Budget and Accounts matters (b) Computer knowledge	Rs 20000/-

Note: The personnel deployed will perform the duties as per the norms of the Government /allotment of the office.

General Terms & Conditions

1. The contract is likely to commence from 1.8.2016 and would continue for a period of one year. The period of the contract may be further extended if needed by RARIMD or may be curtailed/terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected company or cessation of the requirement of work. Any change in the requirement of manpower may also be decided as per mutual bilateral agreement.
2. During the period of contract, no increase in service charges will be considered. However, the other rates as revised by the Govt. shall be allowed.
3. The manpower is required to be positioned at Govt. Central Pharmacy Annexe, Ashoka Pillar, Jayanagar and Clinical Unit at Tulasi Thota, Mejestic, Bengaluru within 10 days of signing the contract.
4. The agency shall submit the copy of 1) Registration (valid) 2) Labour license from Assistant Labour Commissioner 3) Provident fund code no. 4) ESI code no. along with the quotation.
5. The agency must quote separately for each head (with detailed break up like payment of taxes, PF, ESI, and other statutory payments if any), otherwise the quotation may be treated as invalid.
6. The antecedents of the personnel deputed will be verified by the agency. That the Agency must ensure good conduct of his employees and personnel being deployed by him.
7. In-charge of RARIMD shall reserve the right to terminate him/her in case personnel deputed by the agency fail to carry out the services as per the scope of work. If the services of the personnel deputed are not found satisfactory, the agency shall provide suitable replacement immediately.
8. The agency shall pay their employees not less than the wages prescribed as per the Minimum Wages Act, as revised periodically.
9. The contract shall be liable for termination on giving 15 days' notice by either side. During the period of notice, both the parties shall continue to discharge their duties and obligations.
10. The payment of services delivered by the personnel will be made by the In-charge of RARIMD on monthly basis against job completion certificate and satisfactory services rendered by the user group. The agency shall produce **payment details of EPF & ESI etc.** in a separate sheet and enclosed with respective challans for previous month for making payment.
11. The agency shall accept (a) To pay the wages to workers as per Register of Wages-cum-Muster Roll of Contract Labour Act 1970. (b) To ensure statutory payments like PF and ESI as per Act regularly and timely (c) To pay same and similar wages to men and women workers when they perform same and similar work under Equal Remuneration Act 1946. (d) **To pay wages through A/C payee cheque in the presence of a representative of this office within 2 working days after the payment from RARIMD.**
12. The Company shall depute a coordinator, who would be responsible for immediate interaction with RARIMD so that optimal services of the persons deployed by the Company could be availed without any disruption.
13. The selected Agency shall within 10 days of the signing of bilateral agreement, deposit as **Performance Guarantee @ 5% of annual contract** value in the form of cheque or cash. The amount will be returned after successful completion of the contract without interest.
14. The Agency has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any part thereof.
15. The Service Provider's personnel 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.
16. Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940 but within Bengaluru jurisdiction.

17. The agency shall give the following declaration along with the relevant documents required for quotation:

I/We agree to all the terms and conditions mentioned above. I/We are responsible for all the liabilities arising out of non-compliance with the provision of labour laws applicable and the same shall be borne by us. I/We shall be solely responsible for any contravention in complying with the provisions of labour and other applicable laws. I/We also state that the company is not/has not been black listed by Central/State Government/any PSUs/Private Sector. I/We are not/ will not indulge in fraud and corrupt practices.

Signature of the Authorised Representative with Seal of the Agency

Station:

Dated:

Format for Submission of quotation
Cost of 1 person/ month (submit separately for each post)

Name and address of the tendering Service Provider Company:

Sl. No.	Manpower type	Wages per month	PF/ESI/Service Charges and Service taxes				
			PF	ESI	Ser. Charges	Ser. Tax	Total (Col. 3+4+5+6+7)
1	2	3	4	5	6	7	8
1.	Multi Tasking Staff	13,000/-					
2.	Laboratory Attendant	13,000/-					
3.	Data Entry Operator	16,000/-					
4.	Pharmacist Gr. 1	16,000/-					
5.	Office Assistant(Hindi Assistant)	20,000/-					
6.	Office Assistant	20,000/-					

Rates are quoted in accordance with the Minimum Wages Act, 1948 and other by-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc. applicable to date)

Signature of authorized person

Name:

Seal:

Date & Place

Checklist of Information to be provided alongwith the quotation

1.	Name of Tendering Company (Attach certificates of registration with a brief profile of the company)
2.	Name of Proprietor/Director of Company
3.	Full address of Registered Office with Telephone No. FAX and E-Mail.
4.	Full address of operating/ Branch Office with Telephone no. FAX and E-Mail.
5.	Banker of Company with full address with supportive document
6.	PAN/GIR No.
7.	Service Tax Registration No.
8.	E.P.F. Registration No
9.	E.S.I. Registration No.
10.	Documents showing completing at least one service where it has provided persons in one organization during last 2 years (desirable)
11.	As per Appendix 'B' <ul style="list-style-type: none"> • Acceptance of Terms and Conditions. • Signed declaration stating that the company is not/has not been black listed by Central/State Government/any PSUs/Private Sector. • Signed declaration about Non fraud and Non corrupt practices.
12.	List of similar assignments and number of: Manpower provided ' to Central Government Departments / State Government/ Statutory bodies/ Autonomous bodies/PSUs / Private Sector during the last three years
13.	Cheque/ DD in favour of NADRI Bangalore for Tender document fee (non-refundable) of Rs.500/- (Rs. Five hundred only) attached
14.	Any other information to establish financial worth and technical competence.

Signature of authorized person

Name:

Seal:

Date & Place