



डॉ. ए. लक्ष्मीपति आयुर्वेद अनुसंधान केन्द्र  
वी.एच.एस. परिसर, टी.टी.आई, डाक, चन्नई - ६०० ११३.

**Dr. A. LAKSHMIPATHI RESEARCH CENTRE FOR AYURVEDA**

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

(Ministry of AYUSH, Govt. of India)

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**Advertisement No. 02/2016**

Sub: ADVERTISEMENT FOR OUTSOURCING MANPOWER ON CONTRACT BASIS.

Dr. A. Lakshmi Pathi Research Centre for Ayurveda, Chennai 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 Unit at 2<sup>nd</sup> Floor, Voluntary Health Services, TTTI Post, Chennai-600 113. The interested registered agencies/firms are required to submit quotations in the Sealed Cover superscripted "Quotation for Supply of Manpower" to ALRCA office (above mentioned address) on or before 19-09-2016 (5.00 p.m.) by post only. Each page of the document should be signed by the tenderers.

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/Cheque in favour of ALRCA, Chennai for **tender document fee (non-refundable) of Rs.500/-** (Rupees Five hundred only). 'Check list 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 superscripted with 'Quotation for Manpower Services' should be sent to the above said address on or before 19-09-2016 (5.00 p.m.) by post only.
2. The quotations will be opened on 20-09-2016 at 3.00 p.m. in the presence of authorized representatives of the agencies who wish to be present.
3. The agency will be ranked based on service charges (5% and less will be out rightly 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 Organizations 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 10 a.m. to 5 p.m. from above mentioned address.
6. The Assistant Director in-charge of ALRCA reserves the right to cancel all the bids without Assigning thereof.



  
Assistant Director In charge.

**Appendix 'A'**

Requirement of manpower: DR.A.L.R.C.A. VHS Hospital Campus, TTTI Post, Chennai-113.

S.No.	Name of the post	Age Limit	Qualification/experience	Remuneration/month
1.	Hindi Translator/ Assistant - 01	30 yrs.	Essential: 1) Degree of a recognized University. 2) Adequate knowledge of Hindi up to 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	Rs. 20,000/- p.m.
2.	Multi Task Staff (Office Attendant) - 01	27 yrs.	Essential: At least 10 <sup>th</sup> pass or equivalent from a recognized board or ITI pass certificate from a recognized Institute.	Rs. 13,000/- p.m.
2.	Multi Task Staff (Laboratory) - 01	27 yrs.	Essential: At least 10 <sup>th</sup> pass or equivalent from a recognized board or ITI pass certificate from a recognized Institute. Lab experience is desirable.	Rs. 13,000/- p.m.
3.	House Keeping (Safaiwala) - 01	27 yrs.	Knowledge of Cleaning and maintenance of premises.	Rs. 10,000/- p.m.

Note: The personnel deployed will perform the duties as per the norms of the Government/allotment of the office. The number of posts may increase or decrease.





## Appendix 'B'

1. The contract is likely to commence from 01-10-2016 and would continue for a period of one year. The period of the contract may be further extended if need by ALRCA 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 ALRCA, VHS Hospital Campus, II Floor, Chennai-113 within 10 days of signing the contract.
4. The agency shall submit the copy of 1) Registration (valid 2) Valid Labour license 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 ALRCA 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 ALRCA 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 ALRCA.**
12. The Company shall depute a coordinator, who would be responsible for immediate interaction with ALRCA 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 number will be referred to arbitration as per the provisions of Arbitration Act, 1940 but within Chennai jurisdiction.
17. The agency shall give the following declaration along with the relevant documents required for quotation.
18. He/she will give one month notice to this Office if leaving the job in the middle of tenure failing which salary of the month will be forfeited.
19. No leave of any kind is admissible except 12 days casual leave in a calendar year excluding Housekeeping staff.
20. He/She will not be in any manner the employee of CCRAS, New Delhi.
21. He/She will have to give undertaking to the effect that He/She will not claim any regularization/absorption of any post of CCRAS.

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 Authorized Representative with Seal of the Agency

Station:

Date:





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

Name and address of the tendering Service Provider Company:

S. No.	Manpower type	Wages per Month (consolidated in rupees)	PF /ESI Service Charges and Service taxes				
			PF	ESI	Service Charges	Service Tax.	Total (col. 3+4+5+6+7)
1	2	3	4	5	6	7	8
1.	Hindi Assistant	20,000/- p.m.					
2.	MTS (Office Attendant)	13,000/- p.m.					
2.	MTS (Laboratory)	13,000/- p.m.					
3.	House Keeping (Safaiwala)	10,000/- p.m.					

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

Signature of the authorized person

Name:

Seal:

Date and place:



Appendix 'D'

Checklist of Information to be provided along with the quotation.

1.	Name of Tendering (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 appropriate document.
6.	PAN/GIR No.
7.	Service Tax Registration No.
8.	EPF 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.	<b>As per Appendix 'B'</b> <ul style="list-style-type: none"><li>• Acceptance of Terms and Conditions.</li><li>• Signed declaration stating the company is not/has not been black listed by Central/State/Government/any PSU/Private Sector.</li><li>• Signed declaration about Non fraud and Non corrupt practices.</li></ul>
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 ALRCA, Chennai 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.



PROFORMA

1. Name of the Contractor :
2. Full Address :
3. Previous service, if any for supply of  
Out sourcing personnel's to Organisation/  
Private concerns

Signature

Note: The proforma should be filled up completely.

UNDERTAKING

I/ We----- do hereby declare that we have carefully read all the conditions of the tender schedule of the Dr.A.Lakshmipathi Research Centre for Ayurveda, Chennai for tenders quoted for the supply of outsourcing personnel's to Dr. A. Lakshmipathi Research Centre for Centre for Ayurveda for a period of one year from the date of acceptance of tender and shall be abide by all the conditions set in therein. I/We also declare that the details furnished above are true and if found to be false, I/We shall be liable to disqualification.

Signature of the Agency

Name:

Seal:

Date:

Place:

