



केन्द्रीय आयुर्वेद गवेषणा प्रतिष्ठान, गुवाहाटी
केन्द्रीय आयुर्वेद अनुसंधान संस्थान, गुवाहाटी

(सी.सी.आर.ए.एम के अधीन, आयुष मंत्रालय, भारत सरकार, नई दिल्ली)
बरसोजाई, बेलतला, गुवाहाटी-781028, जिला-कामरूप, असम.

CENTRAL AYURVEDA RESEARCH INSTITUTE, GUWAHATI
(Under CCRAS, Ministry of AYUSH, Govt. of India, New Delhi)
Barsojai, Beltola, Guwahati-781028, Dist: Kamrup, Assam.

F. No. 2-7/2018-CARI/Ghy/Admn./

Dated:07.06.2022

Tender Notification No: CARI/ 01/2022

TENDER DOCUMENT
(Outsourcing of Manpower)

"Job contract for providing different category of workers against various works" at Central Ayurveda Research Institute, Guwahati-28

1.	Last Date and time for submission of Tender	27.06.2022 upto 3 pm
2.	Date, Time and Place of opening of Tender (only Technical Bid)	29.06.2022 (11:00 AM) at Central Ayurveda Research Institute, Guwahati -781028.
3.	Security Deposit by the selected agency on award of work	Rs.6,33,600/- (Rupees Six lakh thirty-three thousand six hundred) only.
4.	Date and time for opening of Price /Financial Bid	Date and time will be intimated to the technically qualified bidders separately.
5.	Validity of tenders	90 days from the date of opening of tenders.

CENTRAL AYURVEDA RESEARCH CENTRE, GUWAHATI-781028

TENDER DOCUMENTS (Non-Transferable)

Name of work :	"Job contract for providing different category of workers against various works" at CENTRAL AYURVEDA RESEARCH CENTRE, GUWAHATI-781028
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Note:

1. Tender documents are non-transferable and will be used by the contractor only to whom these are issued.
2. Tenderer should ensure that they have received all the above papers.
3. All these documents are to be returned, duly signed by the Tenderer on each page, while submitting the offer.
4. Wages per month (as specified in the format of Financial bid) and service charges (as % of the wages) only to be entered under the head of "Description" in the quotation. The quotation with any changes in category, Nos. of person proposed to be deployed etc. will not be accepted.
5. The nature of jobs requirement can be seen personally at CARI by the tenderer. The proof depositing the cost of tender documents must be enclosed along with the bid.

Tender issued to:

M/s.

Telephone No/ Mobile No:

Email id:

Signature of the officer issuing tender

"Job contract for providing different category of workers against various works" at Central Ayurveda Research Institute, Guwahati -781028

Two bid (Technical & Financial Bid) sealed tenders are invited by the ASSISTANT DIRECTOR IN-CHARGE, CARI, GUWAHATI from the registered / eligible bidders who have fulfilled the eligibility criteria as prescribed below under the heading of "eligibility criteria of the bidder" for following works at CARI, Guwahati. The prospective tenderers may satisfy themselves about the requirement by visiting CARI office on any working day between 10.00 a.m. to 3.00 p.m. before submitting their tender.

Name of work: "Job contract for providing different category of workers against various works" at Central Ayurveda Research Institute, Guwahati-781028.

The advertisement and detailed tender documents are also available on CCRAS's website: www.ccras.nic.in The tender documents (Non-transferable) can be obtained in person from the office of CARI, Guwahati between 10:00 A.M. to 3:00 P.M. on all working days up to 27.06.2022.

Eligibility criteria of the bidder: The Contractors/Society/Trust/Organizations have to meet the following eligibility criteria for submitting their tender:

1. Possess valid Labour License issued by the Labour Commissioner and should have carried out similar works after obtaining license from the appropriate authority.
2. Must have license under PSA (Regulation) Act. as applicable to the State.
3. Valid Registration with EPF, ESI and GST Authorities.
4. The agency or any of its partners/directors must not have been blacklisted / debarred by any Central Government/ State Government/ Autonomous bodies as on the date of submission of the bid for any offence or violation of any labour laws etc. Bidders should submit a declaration on their letter head in this regard.
5. Bidders must have working registered office or Branch office in Guwahati and provide contact details of the same such as full address, email, phone no. etc.
6. Bidder must have minimum 3 years working experience with Central Government/ State Government/ Autonomous bodies / PSUs as on the date of submission of the bid in executing similar kind of manpower services. Provide details of past experience with copies of work orders, performance certificates etc.
7. Bidders should have minimum average turnover of Rs.5,00,00,000/-(Five Core only) Enclose copies of relevant documents such as Profit & Loss Account and Balance Sheet etc. from authorized Chartered Accountant.
8. The bidders should submit photocopies of their registration certificate of PAN, Aadhar, GST, EPF, ESIC and all other registrations.
9. The bidder should also submit copies of Income Tax return and Balance sheets of last Three years in Technical Bid.

The Financial Bids in separate envelope should be strictly as per the format given in the **Annexure II**. The rates quoted in the Financial Bids should be both in words and figures. Bids with any cutting or overwriting in figures will not be considered. The financial bid should be properly sealed and signed. Financial bids only of those firms will be opened, who qualify on the basis of the Technical Evaluation by the Tender Committee. The Technical and Financial Bids should be put in two separate envelopes super-scribed as 'TECHNICAL BID' and 'FINANCIAL BID' respectively, and sealed separately. Both these envelopes should be put in a bigger envelope super-scribed as "**JOB CONTRACT FOR PROVIDING DIFFERENT CATEGORY OF WORKERS AGAINST VARIOUS WORKS**" & with due last date & time of Bid submission, duly sealed and addressed so as to reach the Assistant Director In-charge, Central Ayurveda Research Institute, Borsojai, Beltola, Guwahati-781028.

The Assistant Director In-charge, CARI, Guwahati reserves the right to accept or reject any or all the Tenders either in full or part thereof without assigning any reasons whatsoever, and his decision on all matters in this regard shall be final and binding. Tenders received after scheduled date and time will not be considered.

Sd/-
ASSISTANT DIRECTOR IN-CHARGE

CENTRAL AYURVEDA RESEARCH INSTITUTE, GUWAHATI-781028

DETAILS OF TENDER

1. BID — I (TECHNICAL): Comprises of the following: -

- (i) Tender documents. (Signed by the Tenderer on each page)
- (ii) Self-attested copy of registration certificate issued by the appropriate authority.
- (iii) Self-attested copy of Labour license under Contract Labour (Regulation & Abolition) Act, 1970 regarding previous contract for one year.
- (iv) Self attested copy of valid GST registration certificate.
- (v) Self-attested copy of registration under EPF.
- (vi) Self attested copy of registration under **ESI**.
- (vii) In case of a company, the attested copy of registration under Companies Act., 1956 as applicable or in case of Trust/Society/Organization, the self-attested copies of registration as required under the law.
- (viii) Proof at least three successfully carried out similar contracts of 05 or more man power in each contract, consisting of eligible candidates during the last 2 years in Government/Semi-Govt./Central/Autonomous bodies and or for CCRAS or its Institutes or any other medical institutions/establishments. Performance Certificate must be provided. Any value-added services to be provided by the service provider would have advantage.
- (ix) Customers' satisfaction proof.
- (x) Declaration about Fraud and Corrupt Practices (Annexure-III).
- (xi) An undertaking that the Contractor/Society/Trust has not been blacklisted by any Government Department/ Autonomous bodies / CCRAS or any of its laboratories / Institutes as on the date of submission of the bid.
- (xiv) Copy of PAN, ITR and certified copy of balance sheet for the last three years.

The Technical bid shall be submitted as per **Annexure I**, duly attested and supported by the above documents. The decision of the committee duly approved by the Assistant Director In-charge, CARI, Guwahati in this regard will be final.

2. BID - II (PRICE/FINANCIAL): Comprises of the following: -

(I) Rate/Price Schedule. (**Annexure — II**)

The Financial bid is to be submitted strictly as per the prescribed format as given at Annexure-II. The criteria for the evaluation of the Financial Bid will be decided by the Institute and the tenderer have to accept the same.

1. The Tenderer shall not be permitted to tender in case his relative is posted in a supervisory capacity in CARI, Guwahati. In case any of his relative is working in CARI, Guwahati, he has to intimate prior to tender document and seek prior permission to participate in the tender process.

2. Evaluation of tender will be based on lowest quoted service charge by the bidder. However, payment/reimbursement of wages, statutory charges will be strictly made as per the applicable rules as amended from time to time. In case of tie in the service charge, the criteria for final decision shall be taken as per following order:

- (1) Total turnover of the contractor/agency during last two financial years
- (2) Number of years of experience from commencement by the contractor/agency for having done similar type of contracts
- (3) Number of outsourcing contracts undertaken/completed by the contractor/agency during last two financial years and
- (4) In addition to above, what value-added services can the agency provide to the Institute with supporting documents.

The decision of the committee duly approved by the Assistant Director In-charge, CARI, Guwahati in this regard will be final.

CENTRAL AYURVEDA RESEARCH INSTITUTE (CARI), GUWAHATI-781028**TECHNICAL BID (Check List)****Format for submission of tender for engagement of Manpower at CARI, Guwahati, Assam**

The technical bid should contain the following particulars with supporting documents.
(To be submitted with Tender Envelope, not inside the envelope. Please mention the page no. of each document submitted)

Sl. No	Particulars	Document attached (Yes /No)	Page No. should be indicated clearly
1.	Name of the Proprietor/Director of company/ firm/Agency with details		
2.	Name of Tendering Company/Firm/ Agency (Attach certificates of registration)		
3.	Banker of Company/ Firm/ Agency with full address and Bank solvency certificate (Attach certified copy of statement of A/C for the last Two years) & bank solvency certificate issued from the date of publication of tender.		
4.	PAN/GIR No. (Attach attested copy)		
5.	GST Registration No. (Attach attested copy)		
6.	E.P.F, Registration No. (Attach attested copy)		
7.	E.S.I. Registration No. (Attach attested copy)		
8.	Documents showing completion of work at least one service of value not less than Rs. 5 core per annum related to providing human resources in a single contract for a period of two years between 202021 & 2021-22.		
9.	Give details of the major similar contracts handled by the tendering Company/ Firm/ Agency on behalf of PSUs and Government Departments during that last Two years (Attach attested copies of work orders). Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU (Attach Copy)		
10.	Number of similar assignments; Manpower provided to Govt./Private/PSU in last two years by the Agency (Attach Copy)		
11.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document — Annexure-III)		
12.	Regd. of firm under State Govt/Central Labour Commission (Attach attested copy)		
13.	Certified Turn Over Certificate, Profit and Loss Account & Balance Sheet of Last Year by the Chartered Firm.		

N.B- The document submitted should be marked / numbered clearly for each comparing/assessing failing which the tender shall be liable to be rejected. The Bid shall be submitted in the letter head of the tenderer strictly.

**Signature of authorized person of
Service Provider/ Agency/ Firm**

Date :

Name :

Place :

Seal :

Signature of Firm/Agency with date & seal.

CENTRAL AYURVEDA RESEARCH INSTITUTE (CARI) GUWAHATI-781028

Price/Financial Bid

Sl. No.	Category of workers as per the eligibility criteria cited at Annexure-B	No. of personnel required (The number may vary as per the need)	Present Wages* Per month	PF	ESI	Service Charge	GST	Total (3+4+5+6+7)
1.	a) Office Assistant+ Hindi Assistant	10	20,000/-					
	b) Ayurvedic Pharmacist	11	16,000/-					
	c) Semi-skilled worker (Multi-Tasking Attendant) (Ward Boy, Aya, Mali, Cook, Electrician)	20	16,000/-					
	d) Laboratory Technician (Clinical)+ Panchakarma Technician	07	16,000/-					
	e) Driver	02	20,000/-					
	f) Skilled worker (Panchkarma Attendant and Pharmacy Attendant)	04	16,000/-					
	g) Security Guard	05	16,000/-					
	h) House keeping	04	16,000/-					

EPF, ESI, GST will be applicable as per rule.

* The Fixed wages may be enhanced time to time as per the orders of the higher authority (CCRAS).

**Minimum wage should not be less than the rate prescribed by either the Central Government or State Government whichever is higher.

N.B:-

1. Minimum wage should not be less than the rate prescribed by either the Central Government or State Government whichever is higher.
2. All Statutory Charges to be paid as per rules.
3. No other charges shall be taken into consideration.

4. Service charges will be paid on the wages only and it should be uniform for all the categories of workers. it should be quoted as a certain % of the minimum wages. The service charge should be quoted either in whole number or in decimal number with maximum two digits after decimal point, example- 3.33% and not a fractional number like $3\frac{1}{3}\%$, Wherever such rates are quoted in fractional number, the same will be converted to the nearest decimal number with maximum two digits after the decimal point.
5. Evaluation of tender will be based on lowest quoted service charge after complying the minimum wages and all statutory charges and other conditions as contained in this tender document. However, payment/reimbursement of wages, statutory charges will be strictly made as per the applicable rules as amended from time to time.

Certified that I/We have read the tender documents and the scope of work as laid down in para 1.0 of the enclosed terms and conditions and have fully understood the contents thereof. I/We undertake to abide by the terms and conditions laid down in the tender documents.

SIGNATURE OF THE TENDERER

TERMS & CONDITIONS FOR AWARD OF WORK

1.0 SCOPE OF WORK

The contractor shall provide different Category of Man-power & security services to CARI, Guwahati as per the requirement from time to time. The number of Man-power required will vary from time to time depending on the need by the Institute. Before submitting the tender papers, the tenderer should inspect the site/location, nature of work, working condition and movement of laborer etc. No claim whatsoever will be entertained for any alleged ignorance or otherwise under any circumstances after the award of the contract.

2.0 DURATION

The duration of the contract shall be initially for a period of one year. The contract can be extended on the same rate and existing terms & conditions as are mutually agreed upon. The Assistant Director Incharge, CENTRAL AYURVEDA RESEARCH INSTITUTE (CARI), GUWAHATI-781028 will have the right to terminate the contract at any time without assigning any reasons. However, the first three months will be treated as trial period and if the performance is found satisfactory during the period, the contract will be firmed up for one year including the first three months of trial period, otherwise the same will be terminated without any notice.

3.0 QUOTATION

3.1 The Contractor should quote the rates per day per person in Annexure-II of the Rate/Price Schedule.

3.2 The tenderer should not write any conditions or make any changes, additions alterations and modifications in the tender except writing the rates and amount. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the tender. However, conditional tender will be summarily rejected.

3.3 While quoting the amount, the Contractor must keep in view as follows: -

3.4 The Institute shall reimburse the amount of GST, if any paid by the contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of original deposit of the same. All the provision of the GST rules as applicable is to be complied by the contractor.

3.5 All required items for the work will be provided by the Centre. Contractor has to arrange only workers of different categories depending upon the nature of work.

3.6 Payment on account of enhancement/escalation charges due to revision in wages by the appropriate Authority from time to time shall be payable by the CARI, Guwahati to the contractor.

3.8 The Tenderer must ensure that the wages to be paid to the different category of workers should be one fixed by the Central Government or State Government whichever is higher and as amended from time to time applicable to Assam and if any bidder quoting less than the minimum wages as applicable shall be disqualified at the stage of evaluation.

3.10 The Contractor shall be liable for payment of minimum wages to their personnel. He shall issue wage slip every month to each contract worker deployed by him. He shall also be responsible for remittance of GST, EPF, ESI and any other statutory payments on behalf of the personnel deployed by him to the appropriate authority. The monthly reimbursement towards GST, EPF & ESI in respect of workers deployed at CARI, Guwahati will be paid to the contractor after proof of depositing the same before the appropriate authority. The proof of deposit in this regard should be in respect of the workers deployed at CARI, Guwahati and should not be clubbed together with other departments /organizations where the contractor is having similar contracts. The contractor should produce the original challans for verification regarding GST, EPF & ESI reimbursement. The contractor should also submit copies of electronic returns as submitted for EPF & ESI through online. In case the contract is renewed on satisfactory completion of one year's service by the Outsourcing agency concerned and on the recommendation of the concerned controlling officer, an increase in annual remuneration @ 5% (five percent) can be considered to neutralize the dearness. They shall not entitle to any other allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.

3.11 The service provider should have an adequate facility (in fracture, qualified and expert manpower) for testing/screening of personnel to ensure that they confirm to the given standard of knowledge/skill and experience before deployment. This aspect is also subject to evaluate/verification by CARI, Guwahati. The Assistant Director, CARI Guwahati is empowered to make necessary relaxation in age qualification and experience in required cases in all categories.

4.0 EARNEST MONEY DEPOSIT: Earnest Money Deposit (EMD) exempted in accordance with the Govt. of India instructions.

5.0 INCOME TAX

Income Tax at applicable rate will be deducted from the total sum paid against the monthly bill of the Contractor and any other arrear dues paid separately.

6.0 PERFORMANCE SECURITY

6.1. The successful contractor who will be awarded the contract has to furnish a Bank Guarantee or Fixed Deposit Receipt amounting 6,33,600/- (Rupees Six lakh thirty-three thousand six hundred) only.) in favour of **NORTH EASTERN INDIA AYURVEDA RESEARCH INSTITUTE, Guwahati** within 7 days from the date of issue of award letter as Performance Security.

6.2. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case, the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

6.3. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award.

7.0 INDEMNIFICATION

7.1 The contractor shall keep the CARI, Guwahati indemnified against all claims whatsoever in respect of the employee deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case CCRAS is made party and is supposed to contest the case, the CARI, Guwahati will be reimbursed by the Contractor the actual expenses incurred towards Counsel fee and other expenses, and the contractor shall pay it in advance to CARI, Guwahati on demand. Further, the contractor shall ensure that no financial or any other liability comes on CARI, Guwahati in this respect and shall keep CARI indemnified.

7.2 The contractor shall further keep the CARI (CCRAS) indemnified against any loss to the CARI (CCRAS) property and assets. The CARI (CCRAS) shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

8.0 AGREEMENT

8.1 'An Agreement' (**Annexure.A**) for the contract is to be signed by the contractor before commencement of the work.

9.0 CONTRACTOR'S OBLIGATIONS

9.1 The contractor shall obtain a valid license under the Contract Labour (R&A) Act.1970 from Regional Labour Commissioner or Asst. Labour Commissioner of Assam before the commencement of work and continue to have the same till completion of the contract. The contractor shall also maintain all statutory records as may be required from time to time under the said Act, and furnish the same for verification by the Employer/Labour Authority as and when required. The Contractor shall also abide by the provisions of the /Child Labour (Provision and Regulation) Act, 1986 and will not employ any labour below the age 18 years.

9.2 On demand by the CARI, Guwahati, the Outsourcing Agency shall submit the eligible nominations along with Curriculum Vitae and other supporting documents relating to educational qualifications.

9.3 The Outsourcing Agency shall issue appointment letter at the time of initial appointment as well as letter for renewal of contract to the outsourced employees.

9.4 The Outsourcing Agency shall ensure that the personal engaged are strictly as per the requirement of the Institute. They will not insist or make any demand for relaxation of guidelines.

9.5 The Outsourcing Agency shall ensure the verification of character antecedents of the selected candidate by police and submit a certificate to this effect to the CARI, Guwahati.

9.6 The Outsourcing Agency shall issue an ID card to all the outsourced employees.

9.7 He shall maintain all records of the workers deployed by him in the Institute as required under various Labour Laws and the Institute will have no responsibility in this regard. The contractor should have own code number under EPF, ESI Act and the amount recovered on this account is required to be deposited with the respective authorities by the contractor every month as required under law of the land.

9.8 The persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and

supervision of the contractor and in no case, shall a relationship of 'Employer' and "Employee" between the said persons and the CARI (CCRAS) shall accrue/arise implicitly or explicitly.

9.9 In case, any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the CARI (CCRAS) in this respect. Further, the contractor shall immediately replace the said person on demand of the Assistant Director Incharge, CARI in case of any of the aforesaid acts.

9.10 The contractor shall ensure that the persons are punctual and disciplined in performance of their duties. It is further agreed that he shall engage medically and physically fit persons and strictly as per the eligibility criteria laid down for each category of workers as annexed at Annexure-B.

9.11 The Contractor shall at his own cost, if required, take necessary insurance cover in respect of the persons employed for the aforesaid services to CARI, Guwahati and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act: Workman's Compensation Act, 1923; Payment of Wages Act,1936; The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act,1965; The Minimum Wages Act,1948; Employer's Liability Act, 1938; Employment of Children Act, 1938 and/or any other.

9.12 Rules/regulations and/or statutes that may be applicable to them and shall further keep the CARI, Guwahati indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under any of these, CARI (CCRAS) shall be entitled to recover any such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from his quarterly payments.

9.13 The contractor shall submit the proof for depositing/paying the amount of contribution claimed by him on account of ES1, EPF & Bonus towards the persons deployed at CARI, Guwahati premises in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI, EPF & Bonus contribution will be withheld till submission of required documents.

9.14 The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of life and property of CARI (CCRAS).

9.15 The contractor shall deploy his persons in such a way that they may get weekly rest. The working hours/leave for them do not violate relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. The monthly wages of the daily workers as engaged by the contractor will not exceed 26 days in a month as per the provision of the applicable laws. There should not be any payment of overtime. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, he shall (without prejudice to any other liability) pay to the Assistant Director Incharge, CARI, Guwahati a sum as may be claimed by thereof .

9.16 He shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at CARI (CCRAS) in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents. The Institute will reimburse employer's share of EPF and ESI every month as permissible under the provision of the respective acts as amended from time to time. The same amount will be reimbursed by the Institute. The Institute will pay wages (at prescribed minimum rate) & service charge based on the proof of making the wage payment to the workers and will also reimburse the EPF (Employer's share), ESI and GST at the minimum prescribed rate. No other payment will be paid to the contractor.

9.17 The Contractor shall particularly abide by the provisions of Minimum Wages Act, 1948 with Rule 1950 framed there-under, as amended from time to time. The Contractor shall pay monthly wages to his workers at not below the rate of minimum wages fixed by the Central Government or the State Government whichever is higher.

9.18 The Outsourcing Agency shall make payment of monthly remuneration through ECS by 07th of every month and submit the proof of remittance along with bill.

10.0 PENALTIES/LIABILITIES

The contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the Performance Security will be forfeited and further the work may be got done from another agency at their risk and cost. In case, the contractor violates any of the terms and conditions of the agreement or commits any fault or their services are not to the entire satisfaction of the officer authorized by the Assistant Director In charge on his behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount & bill for a particular month will be imposed. The Performance Security shall be liable to be forfeited or appropriated or invoked in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

11.0 TERMINATION OF CONTRACT

11.1 The contract shall be terminated on any of the following contingencies: -

1. On the expiry of the contract period as stated above;
2. By giving one month's notice by CARI(CCRAS) on account of:
 - i) Committing breach by the Contractor of any of the terms and conditions of this agreement;
 - ii) Assigning the contract or any part thereof to any sub- contractor by the contractor without written permission of the Assistant Director In charge, CARI, Guwahati
 - iii) On contractor being declared insolvent by the Court of Law.

11.2 During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

11.3 It shall be the duty of the contractor to remove all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for the Institute.

12.0 ARBITRATION

In the event of any question, dispute/difference arising under the contract or agreement or in connection with (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration to Director General, Central Council for Research in Ayurvedic Sciences, New Delhi or his nominee. The decision of the arbitrator shall be final and binding on the parties.

Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

13.0 VALIDITY OF TENDER

Tenders submitted by the Contractor shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work and validity beyond 90 days from the date of opening shall be by mutual consent. The Assistant Director In charge, CARI, Guwahati is not bound to accept the lowest tender or any other tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reasons and the Tenderer shall be bound to comply with the same at the rates quoted.

Canvassing in any form in connection with the tender is prohibited and the tenders submitted by the contractor/s who resort to canvassing, are liable for rejection.

Sd/-

Assistant Director Incharge

DECLARATION BY THE TENDERER

(To be kept in Technical Bid)

1. I/We _____ Son/Daughter of Shri. _____ Proprietor /

Director, Authorized signatory of the company / firm _____
is competent this declaration execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender document and undertake to abide them.
3. I have apprised myself fully about the job to be done during the entire period of agreement and also acknowledge to bearing the consequences f non-performance or deficiencies in services on my part.
4. The Information / documents furnished along with above application are 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 prosecutions under appropriate law.

SIGNATURE OF TENDERER WITH DATE & SEAL

NAME: _____

ADDRESS: _____

Mob. No.: _____

Email : _____

Seal :

Date: _____

(AGREEMENT)**CENTRAL AYURVEDA RESEARCH INSTITUTE (CARI) GUWAHATI-781028**

1. The Persons proposed to be engaged for job contract work by the contractor shall be verified by the police for their antecedents before their engagement.
2. Persons engaged for job contract work by the contractor should not cause any obstruction to the office work. They should be cordial, polite and well behaved.
3. The contractor along with his agent, representative or employee will be allowed to enter into the premises for the purpose of rendering the said service.
4. All the employees of the contractor shall wear identity card for identification supplied by the contractor free of cost, wherever on duty in the premises. In the event of an employee found on duty without wearing Id. Card, half of his wages for the day shall be deducted (such amount shall be deducted by CARI, Guwahati from the amount payable to the contractor).
5. The rate mentioned in the tender is for the duration of one year from the date of commencement of work. Variation in price during the contract period is not acceptable.
6. Tenderer should note that different firms / agencies having common partners / directors are not permitted to quote for more than one tender offer from any of such firms.
7. The employees of the Contractors shall not be allowed to remain in the building, beyond their duty hours.
8. The contractor shall be responsible to engage required number of fully trained and adequately experienced persons, who shall be medically fit. They should be free from all infections / diseases.
9. It shall be the responsibility of Contractor to ensure that he pays his employees wages not less than the minimum wages prescribed by the Union Govt. / State Govt. in Guwahati and/or required under the Central Labour Act. The contractor shall make payment in the presence of an authorized representative of the ASSISTANT DIRECTOR INCHARGE and obtain a certificate in the Register of wages from the authorized representative that payment has been made in his presence.
10. All the workers of the contractor will report for duty at a fixed point to be decided by the ASSISTANT DIRECTOR INCHARGE for their attendance. Appropriate record in reference to above shall be maintained by the contractor at his own cost.
11. All the contract employees have to adhere to the laid down safety guidelines on the subject. Adequate precautions are to be exercised to prevent any kind of loss to men and materials. The contractor shall be directly responsible for any untoward consequences arising out of any such violation by his agency / staff.
12. The Contractor shall not collect any fees/charges in any from his workers to be engaged by him under the scope of this contract and he shall not also deduct any other charges other than statutory charges as per rules from the wage. The Contractor shall ensure that each engaged worker has an EPF account and is issued with ESI card within a month of engagement. Contractor shall abide by all existing laws including welfare laws ESI, EPF, Bonus, Income Tax, GST or any other extra tax levied by Govt., The Company Act. etc. and adopt all required welfare measures for his employees and discharge all other obligations concerning thereto. He shall furnish adequate proof to CARI, Guwahati in this regard. It is again clarified that all such responsibilities and obligations whether specified herein shall be the exclusive responsibility of the contractor.
13. A) Duties and responsibilities:

Duties of Office Assistant

- a) Opening and maintenance of files.
- b) Typing support.
- c) Record maintenance like keeping office copies, office orders etc. in the folder and management of files in section.
- d) Taking Dictation.
- e) Diary/Dispatch.
- f) Routine noting/Drafting.
- g) Maintenance of guard files for the section/officer.
- h) Ensuring proper registration/distribution of Dak.
- i) Any other work assigned by the Authority.

Duties of Multi Tasking Attendant

- a) Physical movement of files and other papers.
- b) Maintenance of room of officers sections attached with.
- c) Movement of files/receipts in File tracking System.
- d) Filing of papers.
- e) Distribution of Dak/files.
- f) Photocopy/Faxing/Mailing etc.
- g) Physical maintenance of record.
- h) General cleanliness and upkeep of section and unit.
- i) Any other work assigned by the Authority.

B. Leave:

Shall be entitled to avail maximum 12 day's paid leave in a calendar year. Un-availed leave in a calendar year shall neither be carried forward to the next calendar year nor shall qualify for leave encashment.

C. Working Hours:

All incumbents shall be required to observe the normal timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.

They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.

D. Confidentiality of data and documents:

The incumbent will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after the termination of the engagement.

The incumbent shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the term.

The incumbent would be required to sign a non-disclosure undertaking as per annex.

E. Conflict of interest:

The incumbent shall not claim any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act.1947 or Contract Labour (Regulation and Abolition) Act, 1970.

F. Termination of Services:

The Institute may terminate this service if:

- i. The incumbent is unable to address the assign work.
- ii. Quality of the assigned work is not to the satisfaction of the Officer/Department.
- iii. The Incumbent is found lacking in honesty and integrity.
- iv. The Institute also retains the right to terminate the service at any time without giving any notice and also without assigning any reason therefore.

G. Working System:

The incumbent shall work either in section/Cell or personal staff of the Police.

H. Police Verification:

The incumbent shall be engaged only after verification of antecedent by the police.

14. Assistant Director In-charges, CARI, Guwahati reserves the right to ask the contractor to remove any employee deputed by him without assigning any reason / notice therefore.

ACCEPTANCE CERTIFICATE

_____ (Name of the contractor) or M/s.

_____ have read and accepted all the guidelines, terms and conditions for providing the job contract services at CARI, Guwahati.

Dated:

(Signature of the Contractor with Rubber Stamp)

CENTRAL AYURVEDA RESEARCH INSTITUTE, GUWAHATI -781028

DETAILS OF THE CONTRACTS UNDERTAKEN BY THE CONTRACTOR/AGENCY

A	B	C	D	E	F	G	
Name of the Contractor/ Agency	Date of starting of the work by the Contractor/ Agency	No. of years completed till date	No. of contracts completed during last two financial years (Only Manpower Contract)	Description of the Contracts completed during last two financial years (Only Manpower Contract)	Whether completed successfully*	Annual work value/Turnover during last two financial years.	
						2020-21	2021-22

*Satisfactory completion of work signed by Head of Officer must be attached.

I hereby declare that the above statement is correct to the best of my knowledge. Further, I understand that during verification of documents, if any statement/above information is found incorrect, I shall forfeit any claim for bid.

SIGNATURE OF TENDERER WITH DATE & SEAL

NAME

ADDRESS _____

CENTRAL AYURVEDA RESEARCH INSTITUTE, GUWAHATI -781028

ELIGIBILITY FOR VARIOUS CATEGORIES

Sl. No.	Name of the post	No. of posts	*Age limit (Yrs.)	Essential Qualifications and other qualifications required
1.	Office Assistant	09	30 (Age relaxation as per rule)	Essential: 1. Graduate in any discipline from a recognized University. 2. Should have good communication, writing ability and inter-personal skill. 3. Typing Speed of 35w.p.m in English or 25 w.p.m in Hindi. 4. Knowledge of computer applications such as MS Word, MS Excel and MS Power Point.
2.	Hindi Assistant	01	30 (Age relaxation as per rule)	Essential: 1. Graduate in any discipline from a recognized University 2. Adequate knowledge of Hindi to the Hindi standard B.A. examination of an Indian University. 3. Ability to translate from English to Hindi and vice-versa. 4. Should have good communication, writing ability and inter-personal skill. 5. Typing Speed of 35w.p.m in English or 25 w.p.m in Hindi. 6. Knowledge of computer applications such as MS Word, MS Excel and MS Power Point.
3.	Pharmacist	11	27	Essential: 1. B. Pharma / D. Pharma (Ayurveda) from recognized Institute with two years experience. 2. Knowledge of computer applications such as MS Word, MS Excel and MS Power Point.
4.	Laboratory Technician (Clinical)	05	27	Essential: 1. 10+2 Science with Diploma in Medical Laboratory Technology or Degree in Medical Laboratory Technology from a recognized Institution. 2. Two years experience in a Laboratory attached with recognized teaching/research hospital.
5.	Panchakarma Technician	02	27	Essential: 1. Diploma or certificate Course in Panchkarma of minimum one-year duration from recognized Institution. 2. Three years experience in a recognized Ayurvedic Hospital/ Institution.
6.	Multi-Tasking Attendant (Semi Skilled)	20	30	Essential: 1. 10 th Pass from a recognized board. 2. Should have good communication, and interpersonal skill. 3. Knowledge of computer applications such as MS Word, MS Excel and MS Power Point.
7.	Panchakarma Attendant	03	30	Essential: 1. Matriculation with 1-year work experience as Panchakarma attendant in recognized hospital.
8.	Driver	02	27	Essential: 1. 10 th pass from a recognized School. 2. Valid driving license for light and heavy vehicles. 3. 2 years Experience in the line.
9.	Pharmacy Attendant	01	30	Essential: 1. Matriculation with 1-year work experience as Pharmacy attendant in recognized hospital.
10.	Security Guard	05	30	Essential: 10 th pass with 01 year work experience.
11.	House Keeping	04	27	Essential: 10 th pass with 01 year work experience from Govt./Semi Govt. Institute.

* Age as on 1st January of the recruitment year. Relaxable for SC/ST/OBC as per Government of India (Do PT) orders / notifications received from the CCRAS.

* Should not be more than 30 years of age on the date of fresh engagement.

* Can be relaxed upto 35 years for those having minimum experience of one year with Central government or its organizations.

* Maximum 60 years for those who are already working in Ministry of AYUSH and/or are to be re-engaged by new outsourcing agency, in the Ministry of AYUSH.

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that in last two years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, 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.

We declare that:

a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government Central or State.

b) We hereby certify we have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

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 palled by a 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.

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 Government of convicted by a Court of Law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/managers/employees.

Signature, Name & Designation with office