

क्षेत्रीय आयुर्वेदीय पोषणजन्य विकार अनुसंधान संस्थान, जरल पण्डोह, मण्डी हिमाचल प्रदेश



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार

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

Jaral, Pandoh Distt Mandi, Himachal Pradesh-175124, India

Email: arri-mandi@gov.in arri.mandi@gmail.com, Ph/ fax: Hos. 01905-282735, 282736



No.4- 28/2019/RARIND/Tech./ 713

Dated: 07 NOV 2019

LIMITED TENDER NOTICE

Last date for tenders: 25.11.2019 by 3.00 PM Opening of tenders: 25.11.2019 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, Hospital 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 1710
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 Office Assistant, Multi Tasking, Attendant (MTA) and Driver on outsourcing basis.

Regional Ayurveda Research Institute for Nutritional Disorders (RARIND) Jaral, Pandoh Mandi, HP under the CCRAS, Ministry of Ayush, Govt. of India invites sealed tenders for engagement of following Staff on outsourcing basis for the AHMIS/SCSP Project at Jaral Pandoh, Mandi. The eligibility criteria would be as follows:

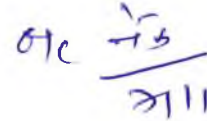
Name and number of Post	Eligibility Criteria/Remuneration
Office Assistant (01)	Essential Qualifications: Bachelor Degree in any discipline from a govt. recognized university, Diploma in computer Education from a govt. recognized Institution. Should have good typing speed in English and Hindi. Desirable: PGDCA from any govt. recognized University/Institution with work experience Age limit: Age not exceeding 27 years as on 25-11-2019 Monthly Salary: Rs.20,000/- + ESI +Service Tax +Agency Charge
Multi Tasking Attendant (01)	Essential Qualifications: (a) Matriculation/10 th pass from any recognized Board of Education. (b) Age not exceeding 27 years as on 25-11-2019 (c) Computer knowledge Monthly Salary: Rs.16000/- + ESI +Service Tax +Agency Charge
Driver Cum MTA (01)	Essential Qualifications: 12 th pass from Govt. recognized educational board, valid Driving license for light and heavy vehicles and experience of two years in the line Age limit : Not exceeding 27 years as on 25-11-2019 Monthly Salary: Rs.16000/- + ESI +Service Tax +Agency Charge

The agencies should have EPF and ESI registration and submit such documentary proof to this Institute. ESI Cards would 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 (Annexure-B) to this Institute at the earliest by 3 PM on 25 November, 2019.



(Dr. Vineeta Kumari Negi)
Research Officer (Ay.)
Officer-in-charge

- Encl: 1. Terms and conditions (Annexure-A)
2. Prescribed format (Annexure-B)
3. Declarations by the tender (Annexure-C)



CHECK LIST FOR ACCEPTANCE OF TENDERS

1. Name of the Tendering firm (attach certificates of registration)
2. Banker of firm with full address (with certified copy of statement of bank account for last six months)
3. Whether provided staff on outsourcing basis to any office during last two years. (attach documents)
4. Demand Draft/Pay Order for EMD of Rs. 7,000/-
5. Whether Declarations of authorized signatory and fraud and corrupt practices is duly signed and attached in the **Annexure-C**
6. All pages of the bid shall be signed by the authorized signatory with rubber stamp of the firm.
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. The firm shall **enclose an affidavit in Annexure-C** 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.
9. The firm should **enclose a list of organizations** served by providing staff on outsourcing basis.
10. 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.**
11. The character verification of the personnel through local police should be furnished at the time of deployment.
12. All rates should be quoted in Indian rupees only.
13. The rates quoted by the firm should be inclusive of all statutory requirements i.e PF, ESI, Bonus etc./taxation liabilities as applicable.
14. No column should be left blank.
15. Agency charges are to be paid by RARIND to the Service provider.
16. Service tax as applicable.

ANNEXURE-A

Terms and Conditions

1. The Manpower shall be engaged initially for a period of six months which could be extended further on satisfactory performance. However, Officer-in-Charge, RARIND reserves the right to terminate the contract at any time after giving one week's notice to the service provider. Persons deployed by the firm should not exceed age of 27 years on 25 November 2019.
2. 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.
3. The 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.
4. For written test, the service provider will have to send a list of candidates three times of the requirement within a week's time from the date of intimation. Copies of appointment letters of the employees shall be sent to this institute along with their present and permanent addresses, photographs and other details.
5. The firm shall replace the person within twenty four hours if unacceptable to this Institute and provide a substitute well in advance if any of them is likely to leave the job. The person should be polite, cordial, positive, efficient and disciplined. Damages if any caused to Institute property by the person shall be recovered from the security deposit or other dues of the firm.
6. The person 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 persons and maintain the muster roll, the wages and other registers as provided in the Contract Labour (Regulation & Abolition) Act, 1970.
7. The person 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.**
8. The firm should **enclose a list of organizations** served by providing staff on outsourcing basis. The firm should have adequate infrastructure, qualified and expert manpower to conform to the standards of knowledge/skill and experience before deployment. The firm should have its office with telephone, e-mail account, Bank Account and a valid license for providing staff on outsourcing basis.
9. The firm shall **enclose an affidavit in Annexure-C** 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.
10. **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.
11. Conditional tenders shall 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, Jaral Pandoh, Mandi reserves the right to accept or reject any or all the tenders without assigning any reason.

12. Payment of bills shall be made within 30 days through cheque/RTGS/NEFT/ECS from the date of receipt of bills from the firm. The firm shall ensure that the salary to the employees provided is paid by the 7th day of succeeding month as per wages approved.
13. 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 as applicable shall be the responsibility of the firm.
14. 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.
15. In case of 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.
16. 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.
17. 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 Research Officer (Ay), RARIND Jaral Pndoh, Mandi or his nominee will be the Sole Arbitrator.
18. The firm shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund and Employees State Insurance etc. as applicable 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 from the outstanding bills of the firm or its Security Deposit.
19. 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.
20. 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.
21. The interested company may submit its tender in the prescribed format in Annexure-B along with Earnest Money of Rs.7,000/- (Rupees seven thousand only) in the form of DD/Pay Order in favour of Research Officer(Ayu) In-charge , RARIND, Jaral Pandoh and other documents **latest by 3.00 PM on 25 November 2019** which shall be opened at 3.30 PM on the same day 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.
22. 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 Research Officer(Ayu) In-charge , RARIND, Jaral Pandoh or FDR from a Nationalized Bank in the name of the firm but hypothecated to RARIND, Jaral Pandoh which should remain valid for a period of 60 days beyond the date of completion of the contract.

ANNEXURE-B

**TENDER FORMAT FOR PROVIDING OFFICE ASSISTANT, MTA & DRIVER CUM MTA TO
RARIND, JARAL PANDOH 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. 7,000/- (Mention name of bank, DD/Pay Order No. and date)	
12.	Whether Declarations of authorized signatory and fraud and corrupt practices is duly signed and attached in the Annexure-C .	

Rates are to be quoted in accordance with 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.	Office Assistant	20,000/-	N.A.				
2	Driver cum MTA	16,000/-	N.A.				
3	Multi Tasking Attendant(MTA)	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 _____ is 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. We have not been black listed by Central/State Government/any PSUs/Private Sector.
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, Jaral Pandoh, Mandi.

Signature of authorized person

Full Name:

Seal

Date: _____

Place: _____