

# क्षेत्रीय आयुर्वेदीय जीवनशैली संबंधी विकार अनुसंधान संस्थान

पूजप्पुरा, तिरुवनंतपुरम-695 012, केरल

(सी.सी.आर.ए.एस. के अधीन, आयुष मंत्रालय, भारत सरकार, नई दिल्ली)

## REGIONAL AYURVEDA RESEARCH INSTITUTE FOR LIFE STYLE RELATED DISORDERS

Poojapura, Thiruvananthapuram - 695 012, Kerala  
(Under C.C.R.A.S., Ministry of AYUSH, Govt. of India, New Delhi.)

F. No 2-56/2014-ARIMCHC/Tvpm/Estt./1951

Date 05 FEB 2018


### निविदा निमंत्रण सूचना

### NOTICE INVITING TENDER/TENDERS

Sealed tenders in two bids (Technical Bids and Financial Bids) are invited by In-charge, Regional Ayurveda Research Institute for Life style related Disorders, Poojapura, Thiruvananthapuram from reputed, registered & approved manpower Security agencies/Contractors/ Organization, holding valid license or executed the work after obtaining license as applicable under the Contract Labour (Regulation and Abolition) ACT, 1972 and who have fulfilled the eligibility criteria as prescribed below under the heading of "eligibility criteria of the bidder" for following work at RARILSD, Thiruvananthapuram by deploying Ex-Servicemen, retired employees of Para-Military force and properly trained SECURITY PERSONNEL, ON JOB CONTRACT BASIS.

1	Last date for submission of Tender	08.03.2018 12 noon	
2	Date and time to opening of Tender	08.03.2018 3PM	
3	Cost of Tender Documents	Rs.500/-	by multi-city Cheque/ DD
4	Earnest Money Deposit (Refundable after selection of the firm)	Rs .28,584/- (2% of the contract value)	
5	Interest Free Security Deposit/Performance Security after award of work	Rs.71460/- (5% of the contract value of one year (by multi-city Cheque/ DD only)	
6	Address for submission of tender	Regional Ayurveda Research Institute for Life style related Disorders, Poojapura, Thiruvananthapuram- 695012	
7	Contact No	Telephone: 0471 - 2340628 Telefax: 0471 - 2342070	

The prospective tenderer may satisfy themselves about the requirement by visiting RARILSD on any working days. Tender document can be downloaded from the CCRAS website ([www.ccras.nic.in](http://www.ccras.nic.in)) (link Tenders)

  
Assistant Director-in-Charge

**CHECK LIST**

S.No	Item	Write (Yes) or (No)
1.	Terms & Conditions mentioned in the Tender Form have been read and fully accepted	
2	Earnest Money of Rs.28584/- (2% of the contract value) in the form of Demand Draft /Pay Order in favour Regional Ayurveda Research Institute for Life Style Related Disorders payable at Tvpm has been attached.	
3	Sign and seal of firm is affixed on each and every page of filled –in-tender form	
4	Authorized Agency Certificate valid for desired period have been attached	
5	Conditions accepted for providing services	
6	Rates quoted are for RARILSRD, Tvpm.	
7	Service charges, and other charges as applicable shown separately	
8	GST/ TIN/Pan Number mentioned and supporting documents have been attached	
9	Certificate of Registration of firm along with the registration with EPF & ESI have been attached	
10	IT return and service Tax clearance certificate, of last year have been attached	
11	All the terms & conditions of the firm is attached.	

Sign and Seal of Tenderer

Palce:

Date:

**Eligibility criteria of the bidder:**

The contractors/Agencies have to meet following eligibility criteria for submitting their tender:

1. Possess valid Labour License issued by the Labour Commissioner or carried out similar work after obtaining license from the appropriate authority and must have license under PSA(Regulation)Act., as applicable to the state of Kerala.
2. Registered with GST, EPF, ESI, Service Tax and any tax enforced by GOI.
3. Minimum experience of 3 years in providing similar security guards services to Government establishments/ public sector undertakings, R&D institution/ reputed private Sector/ other similar organization (the decision in regard to the reputed private organization will be taken by the Institute which will be final).
4. Must have carried out three similar contracts of minimum Rs.15 Lakhs (Rupees Fifteen Lakhs only) each year during the preceding 3 years (financial years).
5. Must not have blacklisted by any Government Department/ Autonomous bodies/ CCRAS or any of its laboratories/ Institute as on the date of submission of the bid.

**Right to acceptance or rejection of tenders****A. The tender is liable to be rejected inter-alia:-**

1. If it is not in conformity with the instructions mentioned in Tender Notice & terms and conditions.
2. If it is not properly signed or sealed
3. If it received after scheduled date and time
4. If it is not accompanied by requisite Tender Document Fee and EMD and supported by proper documents.

**B. This Office reserves the right to:-**

1. Accept/Reject any of the tender in full or part thereof. No enquiries verbal or written shall be entertained from firms in respect of acceptance or rejection of the tenders submitted by them.
2. Reject any or all the Tenders without assigning any reason thereof.
3. Revise the requirement at the time of placing of Order.
4. The decision of the Asst. Director-in-Charge (Officer-in-Charge) on all matters in this regard shall be final and binding.

**C. Scope of the Work**

For Providing Security Guard's Service (Security Guards to keep a strict watch and ward on all RARILSD properties, Regulating Movement of staff/men, students/trainees, patients, outsiders, materials etc and Vehicles, Prevention of tress passing in the Institute areas" at Regional Ayurveda Research Institute for Life style related Disorders, Poojapura, Tvpm The approximate number of Security Personnel required is 06 (six only)

Initially, which may be increased or curtailed as per the need. The list of manpower presently available with the Agency, which can be provided for the services required by the Institute, must be enclosed along with the Tender.

The agency must submit its bid along with a Demand Draft/Multi City Cheque of Rs.500/- (Rs. Five hundred only) in favour of **Regional Ayurveda Research Institute for Life style related Disorders, Poojapura, Tvpm payable at SBI, Thiruvananthapuram** towards tender document fee (non-refundable). EMD deposit. (2% of the contract value) in respect of unsuccessful bidders will be refunded within 90 days after finalization of the Tender, without interest.

#### **General Terms & Conditions**

1. The contract is likely to commence from 01 April 2018 and would continue for a period of one year. The period of the contract may be further extended if needed by RARILSD 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. If tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance or non compliance of any of the terms and conditions of the Agreement, the earnest money/performance security, if any, deposited will be forfeited.
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. 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 would otherwise make the tender liable for rejection.
3. The manpower is required to be positioned at Regional Ayurveda Research Institute for Life style related Disorders, Poojapura, Thiruvananthapuram within 10 days of signing the contract. Any change in the requirement of manpower may also be decided as per mutual bilateral agreement.
4. In-charge of RARILSD shall reserve the right to terminate him in case personnel deputed by the agency fail to carry out the services as per the scope of work / engaged in actions against the interest of Institute. If the services of the personnel deputed are not found satisfactory, the agency shall provide suitable replacement immediately.
5. Tenderers submitting Tenders would be considered to have considered and accepted all the terms and conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of tender
6. The agency shall submit the copy of 1) Registration (valid) 2) Labour license from Assistant Labour Commissioner 3) Provident fund code no. along with the quotation.
7. The firm will make monthly payment to staff within the first 3 working days as per remuneration shown against each post subject to statutory deductions and submit their claim for

reimbursement from the Institute along with documentary evidence of pay having been made to the outsourced staff is mandatory. The agreement with the selected firm will be valid for one year

8. The contract shall be liable for termination on giving 30 days' notice by either side. During the period notice, both the parties shall continue to discharge their duties and obligations.

9. The payment of services delivered by the personnel will be made by the In-charge of RARILSD on monthly basis against job completion certificate and satisfactory services rendered by the user group. The agency shall produce payment details of EPF etc., in a separate sheet and enclosed with respective challans for previous month or making payment reimbursement.

10. 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 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 /credited in their respective S/B Account and proof the same should be submitted to the Institute for reimbursement by the Institute.

11. The Company shall depute a coordinator, who would be responsible for immediate interaction with RARILSD so that optimal services of the persons deployed by the Company could be availed without any disruption.

12. The selected agency should execute an agreement with the institute on a non-judicial stamp paper of Rs.100/-

13. The selected Agency shall with 10 days of the signing of bilateral agreement, deposit as Performance Guarantee/ security deposit @ 5% of annual contract value in the form of Multi City Cheque or DD. 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 Kerala jurisdiction.

17. He 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.

18. He will not be in any manner the employee of CCRAS, New Delhi.
19. He will have to give undertaking to the effect that He will not claim any regularization/absorption of any post of CCRAS.
20. 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 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 tenderer

**Please note carefully**

1. The Technical Bid (Envelope A) and Financial Bid (Envelope B) should be kept separately in the sealed envelopes (Sealed envelope marked A for Technical Bid and sealed envelope marked B for Financial Bid) and both these envelopes (A&B) should be kept in one envelope scribing **“Tender for providing Security Guard to RARILSD, Thiruvananthapuram”**.

Envelope marked A: “Technical Bid” will be opened first in the presence of the committee members and the representatives from Agencies. Envelope A should contain the covering letter of the firm and all the documents as per checklist along with the Tender document cost @ Rs.500/-.

2. Sealed envelope marked B: “Financial Bid” will be opened for only those bidders who qualify in Technical aspects, in the presence of committee members and representatives, who wish to be present. “Envelope “B” of unsuccessful bidders in technical aspects will not be opened. Envelope “B” must contain the Service charges, and all other charges as applicable in the proper format. It should be stamped and signed on each page. No overwriting or correction in the financial bid is permitted.

3. Tenders must be submitted in a separate sealed cover envelope, addressed to the “Assistant Director-in-Charge, RARILSD, Poojapura, Tvpm, by Registered post, speed post, courier or delivered personally so as to reach on or before **08.03.2018 12 noon**. (The last date for submission of the tender). The technical bid will be opened on the same day at 3.00pm and financial bid will be opened at 3.30 pm in the conference hall of the Institute, in the presence of the authorized representatives who may wish to be present with proper authority letters.

4. All rate(s) shall be quoted in Indian Rupees both in figure and words indicating other tax extra as applicable.

5. All correspondence in this connection shall be made by designation of the Assistant Director-in-Charge and not by name of any individual.

6. Except for valid reasons, duly considered and approved by the In charge whose decision shall be final and binding, the agency failing to adhere to the terms and conditions laid down by the Institute leads to forfeiting of security amount and will be blacklisted.
7. Tenderers shall have to accept the decision of the INSTITUTE IN CHARGE, RARILSD, TRIVANDRUM as final and legally binding on all matters.
8. No firm or person is permitted to submit more than one tender under different name or names. The contractor /tenderer supplier shall not submit the contract or assign to any other party/ parties , the whole or any portion of the contract.
9. Any deviation variation or non compliance of the conditions stipulated above, shall be considered as breach of the contract and the Institute Incharge reserves the right to impose any or all the penalties as indicated above.
10. Canvassing in any form in connection with the Tender is prohibited and tenders submitted by the contractors who resort canvassing, are liable for rejection.
11. Any dispute arises shall be dealt within the jurisdiction of Tvpm only

**Format of Submission of quotation**

Cost of per person per month (Submit separately for post)

Name and address of the tendering Service Provider Company:

Sl No	Manpower Type	Wages per month/ Days	PF/Service Charges and Service Taxes *			
			Service Charges (%)	GST	EPF	Total (Col.3+4+5+6)

Rate is 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