

GRAM: "AYUSH"



क्षेत्रीय आयुर्वेद अनुसंधान संस्थान, ईटानगर, अरुणाचल प्रदेश
(अधीनस्थ केंद्रीय आयुर्वेदीय विज्ञान अनुसंधान परि"द, आयु"ी मंत्रालय, भारत सरकार)
REGIONAL AYURVEDA RESEARCH INSTITUTE, ITANAGAR (A.P.)
Under Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt. of India
Ph. 0360- 2212284; e-mail- arri.itanagar@gmail.com., arri-itanagar@gov.in

F.No. 2-1/2018/RARI/Ita/Admn./Quot./Vol-II/ 1895

Dated:- 16.12.2019,

Tender Notice No.: 218 (1) / 19-20

NOTICE INVITING TENDER

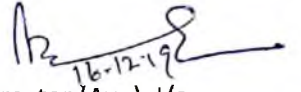
Last date for tenders: 30/12/2019 till 12:00 noon.

Opening of tenders: 30/12/2019 at 03:00 PM

Regional Ayurveda Research Institute, Itanagar, Arunachal Pradesh, under CCRAS, Ministry of AYUSH, Govt. of India invites sealed tenders in two bid system from reputed registered outsourcing agencies/firms for the manpower on outsourcing basis.

The Tender forms containing detailed specifications along with terms & conditions can be downloaded from the CCRAS website (ccras.nic.in). The tender form along with tender fees of Rs. 200/- (Two hundred only) in shape of bank draft/Multicity Cheque in favour of the Assistant Director, Ayurveda Regional Research Institute, Itanagar should be submitted in the sealed envelope and clearly super-scribed with Tender No, Item, and date of opening. The Assistant Director, In-Charge, RARI Itanagar reserves every right to reject all tenders without assigning any reason thereof.

The terms and conditions will be applicable.


Assistant Director (Ayu), I/c
Asstt. Director, Sci. - IV (Ay.) i/c
Regional Ayurveda Research Institute
Itanagar-791111, (A.P)

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TENDER-DOCUMENT

For providing service to the various posts (as per list enclosed) in this institute

Tender document No. F.No. 2-1/2018/RARI/Ita/Admn./Quot./Vol-II/....., Dtd:

Last date for tenders: 30/12/2019 till 12.00 Noon.

Opening of tenders: 30/12/2019 at 03.00 PM

Address for submission of Tender	Assistant Director (Ayu), In-Charge Regional Ayurveda Research Institute (RARI), Mithun Gate, Itanagar, Dist: Papumpare, Arunachal Pradesh, 791111
Contact No.	0360- 2212284

Tender cost @ 200/- (Two hundred) only (non-refundable) Cash/Multicity Cheque No.:

Date:, Name of Bank:

Terms and conditions of Tender for providing service to the various posts (list enclosed) in this institute.

Amount of Earnest money: Rs. 50,000/- (Refundable after selection of the firm)

1. Tender will be accepted only if it is submitted in the format supplied with the tender form
2. Tender will be rejected if the terms and conditions are not completely followed.

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(अधीनस्थ केंद्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुषी मंत्रालय, भारत सरकार)
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CHECK LIST

S.No.	Particulars	Write Yes or No
1	Terms and conditions mentioned in the Tender form have been read and fully accepted	
2	a) Copy of receipt of Tender document for the fee of Rs. 200/- paid b) Earnest money of Rs. 50,000/- in the form of Demand draft/Multicity Cheque in favor of Assistant Director, Ayurveda Regional Research Institute, Itanagar, has been attached.	
3	Sign and seal of firm is affixed on each and every page of filled Tender form	
4	Authorized agency Certificate valid for desired period have been attached	
5	Conditions accepted for providing services	
6	Rates Quoted are for RARI, Itanagar	
7	Service charges and other charges as applicable shown separately	
8	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	

Date:

TERMS AND CONDITIONS

A. The engagement of staff is subject to the following Terms and Conditions:

1. The appointment of staff for the various posts including housekeeping staff will be for the period specified by the institute with effect from the date of joining.
2. The appointment is purely on temporary basis and can be terminated at any time without notice and assigning any reason thereof.
3. The selected candidate(s) should produce a clearance certificate from their nearest police station
4. No leave of any kind is admissible except 12 days Casual Leave in a calendar year for Office Assistant and M.T.A.
5. No leave of any kind is admissible in case of Security Guard and Sweeping Staff.
6. She/he will be subject to discipline and other office procedure as applicable to the employees of the Council
7. She/he will not be in any manner the employee of CCRAS, New Delhi
8. She/he will not be allowed to take up any assignment during the period of contract.
9. She/he will have to give an undertaking to the effect that she/he will not claim any regularization/absorption of any post of CCRAS.
10. She/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.

B. Selection of outsourcing Agency is subject to the following Terms and conditions:

1. The selected agency should execute an agreement with the institute on a non-judicial stamp paper of Rs. 200/-.
2. The successful agency should deposit an amount of 5% of the contract value as performance security deposit. No interest will be paid on performance security deposit and will be returned on successful completion of contract period. In case of any breach in the agreement, security deposit amount will be forfeited.
3. The remuneration payable to the post wise selected incumbent will be as decided by the council from time to time. The rates quoted will comprise of service charges and other charges. The service tax/ESI/EPF charges (As per the rules of Govt. of India) will be applicable. NO charges in the terms and conditions will be accepted after opening of he quotations.
4. Monthly wages of the deputed staff should be deposited into their bank accounts in a Nationalized Bank. EPF & ESI should be deposited into their EPF and ESI accounts every month and Proof/receipt for having made the payment should be produced to the undersigned with the wage bill of the following month.
5. The Agency shall make proper supervision and checks of the duties of the persons deployed.
6. No Transportation/Conveyance will be given for the staff deputed to attend office or return to their homes.
7. The Agency should provide Uniform, ID Cards and Experience Certificate etc.

Please note carefully

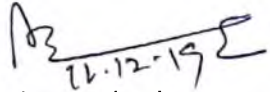
“Tender for providing service to the various posts in RARI Itanagar”

The Technical Bid (Envelope-A) and Financial Bid (Envelope-B) should be kept separately I the sealed envelopes (Sealed envelopes 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 super scribing “Tender for providing service to the various posts in RARI Itanagar” separately.

Sealed Envelope marked a “Technical Bid” will be opened first in the presence of the Committee Members and representatives from agencies. Envelope A should contain the covering letter of the firms and all the documents as per checklist along with the Tender document cost @ Rs. 500/-

1. Sealed envelope marked “B”: Financial Bid will be opened for only those bidders who qualify in technical aspects, in the presence of committee 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.

2. Tenders must be submitted in a separate sealed cover envelope, addressed to the "Assistant Director In-charge, Regional Ayurveda Research Institute, Itanagar, by Registered post, Speed Post, Courier or delivered personally so as to reach on or before at (The last date for submission of the tender). The technical bid will be opened on the same day at pm and followed by financial bid in the presence of the authorized representatives who may wish to be present with proper authority letters.
3. All rate(s) shall be quoted in Indian Rupees both in figure and words indicating other tax extra as applicable.
4. All the correspondence in this connection shall be made by designation of the Assistant Director, In-charge and not by name of any individual.
5. Except for valid reasons, duly considered and approved by the InCharge 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.
6. Tenders shall have to accept the decision of the Institute In-Charge, RARI Itanagar as final and legally bindings on all matters.
7. No firm or person is permitted to submit more than one tender under different name or names. The contractor/tender supplier shall not submit the contract or assign to any other party/parties, the whole or any portion of the contract.
8. Any deviation variation or non compliance of the conditions stipulated above, shall be considered as breach of the contract and the institute In-charge reserves the right to impose any or all the penalties as indicated above.
9. Any dispute arises shall be dealt within the jurisdiction Itanagar only.


Assistant Director, in-charge
Asstt. Director, Sci. – IV (Ay.) //c
Regional Ayurveda Research Institute
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Posts for which contractual appointment of staff are to be made as per requirement

S. No.	Name of Post and Numbers	Eligibility criteria (i.e. Qualification & Age limit)
1	Office Assistant-02 (20000/-)	Essential: 1. Graduate in any discipline from a recognized University 2. Should have good communication and interpersonal skills 3. Knowledge of computer application such as Ms Word, Excel, Power point etc. 4. The candidate will have to quality typing test with minimum 35 word in English or 25 words in Hindi on computer, writing ability test and personal talk Age: Not exceeding 30 years
2	MTA-05 (16000/-)	Essential: 1. 10 th pass/Matriculation from recognized board. 2. Basic computer skill. Preference will be given to experienced candidate. Age: Not exceeding 30 yrs.
3	Security Guard	Essential: 1. 10 th pass/Matriculation from recognized board. 2. Minimum of 01 year experience
4	Sweeping Staff	Should be able to basic reading and writing.

AGREEMENT BOND (Specimen)

(Agreement Bond will be filled by the tenderer on Rs. 200/- (Rupees Two hundred only) non-judicial Stamp Paper by the firm whose rates are approved by the Institute)

I/We hereby tender for the supply of under mentioned list to the purchase of
As per rates and terms & conditions approved stipulated in the annexure to this memorandum.
If this tender be accepted I/We hereby agree to abide and fulfill all the terms and conditions as per provision of contract annexure as applicable or in case of providing defaulter by the authority of RARI there of otherwise agree forfeit and pay to the Assistant Director, In-charge, RARI , Itanagar. The sum of only, deposited as Earnest Money at the time of submission of tender in the form of demand draft/Multicity cheque No.
Dated Drawn on (Name of Bank). The full value of which is to be absolutely forfeited to the said Assistant Director, In-charge or his successor in office without prejudice to any other right of remedies in case I/We fail to undertake the supply of commodities specified in the annexure, or fail to abide with the said terms & conditions of the contract.

Date The day of witness
..... Signature of Contractor Address
..... Occupation

The above tender is hereby accepted by me on behalf of the RARI , Itanagar

Assistant Director, In-charge, RARI, Itanagar

Signature of sanctioning authority

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Dated:-

PROFORMA/APPLICATION FORM

1. Name of the Contractor :
2. Full Address :

3. Previous service, if any for supply :
Of Outsourcing personnel's to
Organization/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
Regional Ayurveda Research Institute (RARI) Itanagar for a period of one year from
the date of acceptance of tender and shall be abide by all the conditions set 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 with Seal

Name:

Place & Date:

TECHNICAL BID
(To be enclosed in a separate sealed envelope)

Tender format for providing manpower on outsourcing basis to RARI, Itanagar, Arunachal Pradesh.

S.No.	Particulars of the firm	Reply
1	Name of Tendering company/agency (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. and E-mail	
4	Full address of operating/branch office with Telephone no. and E-mail	
5	Banker of Company with full address (attach certified copy of statement of bank A/c for the last six months duly attested by the bankers)	
6	PAN/GIR No.	
7	GST Registration No.	
8	EPF Registration NO.	
9	ESI Registration No.	
10	Documents showing completing at least three service where it has provided persons in one organization during last 3 years in one single contract	
11	Annual Report and Audited Balance sheet & Profit Loss Account for the last three financial years to be attached	
12	Acceptance of Terms and conditions	
13	Cost of Tender document	
14	D.D./Cheque/Pay order/Cash for EMD of Rs. 25000/-	
15	Declaration about fraud and corrupt practices (Duly signed & attested as given in the Tender Document-Annexure-III)	
16	Any other relevant information to establish financial worth and technical competence.	

DECLARATION

1. I, Son/Daughter/Wife of Shri.
..... Proprietor/Director, authorized signatory of the Company, mentioned above, is competent to sign this declaration and execute this tender document.
2. I 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 above application are true and 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 refection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of authorized person with seal

FINANCIAL BID

For providing manpower, on outsourced basis to RARI, Itanagar, Arunachal Pradesh.

1. Name of tendering service provider company:
2. Details of Money Deposit:
 - a) EMD (Rs. 50000/-)
D.D./Multicity Cheque/P.O. & Date:
 - b) Tender document fee (Rs. 200/-)
D.D./Multicity Cheque/P.O. & Date:
3. Rates are to be quoted in accordance to all statutory liabilities, taxes, levies, cess etc.

The remuneration payable to each category of manpower shall be as per the remuneration fixed by the CCRAS New Delhi from time to time.

Selection of firm will be on the basis of lowest service charges subject to all other conditions remains the same. Firms shall quote service charge in terms of whole rupee and percentage per post of manpower.

S. No.	Manpower type	Present wages *per month	PF%	ESI%	Service charges%	GST%	Total
1	Office Assistant	20000/-					
2	MTA	16000/-					
3	Sweeper	*13000/-					
4	Security Guards	13000/-					

Note:

1. All rates to be quoted in Indian Rupees only
2. All the statutory charges i.e. PF, ESI etc./taxation liabilities are applicable as per rules
3. No column should be left blank
4. Service charges to be paid by RARI, Itanagar to the service provide.
5. Service Tax as applicable as per rules.

Date & Place:

Signature of authorized person with seal

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of 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, 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: and
- b) 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 action for us or on our behalf have engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice of restrictive practice.
- c) We certify that in regard to matters other than security and integrity of the country we or any of our associates have not have convicted by a Court of Law or indicted or adverse orders passed 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.
- d) We further certify that in regards to matters relating to security and integrity of the country, we have not been char-sheeted by any agency of the Government or convicted by a court of Law.
- e) 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 of Authorized person with seal