



क्षेत्रीय आयुर्वेदीय मूत्र विकार अनुसंधान संस्थान, राजेंदर नगर, बनतालाब, जम्मू - 181123

Regional Ayurveda Research Institute for Urinary Disorders, Bantelab, Jammu-181123

(Email: rariud-jmu-ayush@gov.in; rariud.jammu@gmail.com; Ph./fax : 0191-2546475)

Tender Notice No.5/2019-20

Last date for tenders: 06.06.19 by 2:00 PM

Opening of tenders: 06.06.19 by 2.30 PM

Regional Ayurveda Research Institute for Urinary Disorders (RARIUD), Bantelab, Jammu, 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 500/- (Five hundred only) in shape of bank draft/ pay order in favour of the Assistant Director in-charge, RARIUD, Bantelab, Jammu should be submitted in the sealed envelope and clearly superscribed with Tender No, Item, and Date of opening.

The terms and conditions are as per next page:

Assistant Director In charge

प्रणवी सहस्रयक निदेशक/Asst. Director in-charge
क्षेत्रीय आयुर्वेदीय मूत्र विकार अनुसंधान संस्थान,
बन तालाब, जम्मू-181123
RARIUD Ban Talab, Jammu



क्षेत्रीय आयुर्वेदीय मूत्र विकार अनुसंधान संस्थान, राजेंदर नगर, बनतालाब, जम्मू – 181123

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S. No.	Name of Post and Numbers	Eligibility Criteria
1.	Hindi Assistant -1	Essential Qualification : (a) Post Graduate qualification with adequate knowledge of Hindi up to the standard of B. A. Examination from recognized University. (b) Ability to translate from English to Hindi and vice-versa as evidence by a test. Age: Not exceeding 30 years.
2.	Staff Nurse - 2	Essential Qualification: (a) Matric or equivalent with Diploma in General Nursing Midwifery 'A' Grade recognized by the Nursing Council Of India with valid registration certificate OR (b) Nursing Course in Ayurveda Conducted by the State Government/ Institution approved by the State Government with valid registration certificate. (c) 01 year experience of working in a recognized Hospital preferably in Ayurveda Hospital. Age: Not exceeding 30 years.
3.	Pharmacist - 2	Essential Qualification: Diploma in Pharmacy/ D. Pharma (Ay.)/ B. Pharma. from any recognized University/ Institute Age: Not exceeding 27 years.
4.	Lab. Technician -1	+2 in Science with Diploma in Medical Laboratory Technology/ B.Sc. (MLT) from recognized Institutions. Two years experience in a Laboratory attached with recognized Institute. Age: Not exceeding 30 years.
5.	Field attendant (MTA) -1	Essential Qualification: Matric. Preference will be given to experienced candidate. Age: Not exceeding 27 years.
6.	Panchkarma Attendant - 2 (1Male, 1Female)	Essential Qualification: Matriculation from recognized Board. Desirable: 01 year experience of Working in Panchkarma in any Govt./ recognized Institute Age : Not exceeding 27 yrs

दीप
प्रमुख निदेशक / Asstt. Director In-charge
क्षेत्रीय आयुर्वेदीय मूत्र विकार अनुसंधान संस्थान
बनतालाब, जम्मू-181123
RARIUD Ban Talab, Jammu

7.	Safai Wala : 03 (1 Female, 2 Male)	Matriculation from recognized Board. Experience of cleaning in any recognized Institution. Age : Not exceeding 27 yrs.
8.	Security guard (unarmed) -3	Personnel of proven credentials with 2 years experience as Security Guards. Age: Not more than 55 years in age
9.	Cook -1	Essential: - Matriculation from Recognized Board Desirable: 01 year relevant experience of Working in any recognized Institute. Age: Not more than 27 years in age.
10	Office Assistant -1	Essential: (a) Graduate in any discipline from a recognized University. (b) Should have good communication and interpersonal skills. (c) Knowledge of computer application such as MS word, Excel, Power point etc. Age Not exceeding 30 years.
11.	Ward boy - 2	Essential: - Matriculation from Recognized Board Preference will be given to experienced candidate. Age : Not exceeding 27 yrs.
12.	Ward Aya (Female) – 01	Essential: - Matriculation from Recognized Board Preference will be given to experienced candidate. Age : Not exceeding 27 yrs.
13.	Attendant (survey) (MTA) -1	Essential: - Matriculation from Recognized Board. Preference will be given to experienced candidate. Age : Not exceeding 27 yrs.
14	Driver 01	Essential: - Matriculation from Recognized Board. Two year experience relevant field with valid license. Age : Not exceeding 30 yrs.

*Number of post may be varied as per need.

*Age relaxation upto 60 years for those who worked in RARIUD, Jammu for more than 1 year.

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प्रदेशी सहायक निदेशक / Asstt. Director In-charge
क्षेत्रीय आधुनिकीय मूल विकास आयुर्विभाग, जम्मू
बन तालाब, जम्मू-180001
RARIUD Ban Tala

Terms and Conditions

1. The contract will be initially for a period of one year which would be further extendable subject to requirement of the Institute and satisfactory performance of the Firm. However, Asst. Director In-Charge, RARIUD, Jammu reserves the right to terminate the contract at any time after giving one week's notice to the service providing company.
2. The firm should enclose a list of the organizations being served by providing staff on outsourcing basis.
3. The firm should have adequate infrastructure, qualified and expert manpower to conform to the standards of knowledge/ skill and experience before deployment.
4. The firm should have its office with telephone, e-mail account, Bank Account and the successful bidder shall obtain a valid license from Central Labour Commission, Govt. of India for providing Staff on outsourcing basis to reputed organizations / Institutes.
5. The firm shall enclose an affidavit that it has not been black listed by Central/ State Government/ any PSUs/ Private sector. The firm should be registered with Income Tax, and Goods & Services Tax authorities, Employees Provident Fund and Employees State Insurance Act etc.
6. The interested firm may submit its tender along with tender fee of Rs.500/- and Earnest Money of Rs.10,000/- (Rupees ten thousand only) in the form of DD/ Pay Order drawn in favour of Asstt. Director, In-charge, RARIUD, Jammu and other documents latest by 2.00 PM on 06/06/2019. The Tenders shall be opened at RARIUD, Bantalab, Jammu in the presence of the Tenderers taken EMD will be refunded to firms without any interest.
7. The firm should enclose self attested photocopies of (A) PAN No. (B) Incorporation Certificate (C) EPF Registration No. (D) ESI Registration No. (E) GST/ Service Tax 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 will be ranked based on the service charges (5% and less will be out rightly rejected) offered for the services as also the extent of meeting other requirements on establishment, reputation, experience, recognition such as ISO and track record, in case of equality of rate of two or more bidders, the selection will be made on evaluation of other standards and in this regard the decision of In-charge, RARIUD, Jammu will be final.
9. The outsourced manpower shall be paid at least at the rate of minimum wages as per Ministry of Labour and Employment, Govt. of India. Persons deployed by the firm shall not be less than eighteen years of age.
10. Conditional Tenders shall not be considered or accepted and out rightly be rejected. All pages of the bid shall be signed by the authorized signatory with rubber stamp of the firm. The Institute In-charge, RARIUD, Bantalab, Jammu reserves the right to accept or reject any of tender without assigning any reason.
11. Payment of bills shall be made within 10 days through cheque from the date of submission of bills by the firm. The Service provider shall ensure that the salary to the provided employees is paid by the 7th day of succeeding month as per wages approved.
12. 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 shall be the responsibility of the firm. The statement of the same may be produced as and when directed by Asst. Director in-charge.
13. If a person deployed by the firm is not able to attend office without information 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.
14. 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.

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RARIUD Bantalab, Jammu

15. 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.
16. The service provider will have to send the attested documents of the skill test/ interview.
17. The firm shall replace within twenty four hours any of its employees if unacceptable to this Institute and provide a substitute well in advance if any of them is likely to leave the job. The staff provided should be polite, cordial, positive, efficient and disciplined. Damages if any caused to the Institute property by such staff shall be recovered from the security deposit or other dues of the firm.
18. The staff provided shall not indulge or disclose to any person any details of the Office. operational process, technical, security arrangements which are of confidential in nature. The firm shall issue Photo Identity cards depicting permanent residential address of the personnel provided.
19. 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.
20. 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 Asstt. Director Incharge, RARIUD or his nominee will be the Sole Arbitrator.
21. The firm shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund and Employees State Insurance etc. 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 out of the outstanding bills of the firm or its Security Deposit. RARIUD, Jammu shall not be a party to any dispute out such deployment by contractor.
22. The successful tenders will have to deposit a performance security equal to 5% of the one year contract value within 15 days of the receipt of the formal order/ signing of the agreement by way of a DD in favour of Asst. Director incharge, RARIUD, Bantalab, Jammu which should remain valid for a period of 30 days beyond the date of completion of the contract.
23. In case of revision in minimum wages Ministry of Labour and Employment Government of India the corresponding revised rates shall be payable by RARIUD, Jammu after approval.
24. The Service provider shall be responsible for all acts of commission and omission on the part of manpower engaged for the purpose. The RARIUD, Jammu shall not be responsible in any manner, whatsoever, in matter of injury/ death/ health etc of the service provider's employees performing duties under the contract.
25. The RARIUD, Jammu shall not be liable for any loss damage, theft, burglary or robbery of the any personal belongings equipments or vehicles of the personnel of the service provider.
26. The service provider shall ensure proper conduct in the office premises of these persons deployed and enforce prohibition of consumption of alcoholic drinks, *paan*, smoking, loitering without work etc.
27. 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 RARIUD, Bantalab, Jammu of the contract. RARIUD reserves the right to withdraw/ relax any of these terms and conditions so as to overcome the problems encountered by the contracting parties.
28. In case of any violation of any of the terms and conditions by the firm, the Institute In-charge reserves the right to unilaterally terminate the contract and his decision would be final and binding.


Asstt. Director Incharge / Asstt. Director In-charge
RARIUD, Bantalab, Jammu

(Technical Bid)

Tender format for providing manpower on outsourcing basis to RARIUD, Bantalab, Jammu.

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 contact No. & email ID	
4.	Banker of firm with full address (attach certified copy of statement of bank account for last six months)	
5.	PAN/GIR No.	
6.	Goods & Services 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) (write Yes or No)	
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.10,000/- (Mention name of bank, DD/ Pay order No. and date)	
12.	Whether the affidavit for not being black listed by Central/ State Government/ any PSUs/ Private sector is attached (write Yes or No)	
13.	Whether ready to obtain a valid license from Central Labour Commission, Govt. of India for providing Staff on outsourcing basis, if successful in the bid. (write Yes or No)	

Signature of Authorized Person with Stamp

Date: -----

Place: -----

(Financial Bid)

The outsourced manpower shall be paid at least at the rate of minimum wages Per month

S. No.	Manpower type	Minimum wages Per month per person	Service charge in %
(1)	(2)	(3)	(4)
1.	Pharmacist	Rs.28,000/- (Twenty Thousands only)	
2.	Lab. Technician	Rs.24000/- (Twenty Four Thousands only)	
3.	Hindi Assistant	Rs.20,000/- (Twenty Thousands only)	
4.	Staff Nurse	Rs.20,000/- (Twenty Thousands only)	
5.	Office Assistant	Rs.20,000/- (Twenty Thousands only)	
6.	Driver	Rs.20,000/- (Twenty Thousands only)	
7.	Field attendant (MTA)	Rs.16000/- (Sixteen Thousands only)	
8.	Panchkarma Attendent	Rs.16000/- (Sixteen Thousands only)	
9.	SafaiWala	Rs.16000/- (Sixteen Thousands only)	
10.	Security guard (unarmed)	Rs.16000/- (Sixteen Thousands only)	
11.	Cook	Rs.16000/- (Sixteen Thousands only)	
12.	Ward boy	Rs.16000/- (Sixteen Thousands only)	
13.	Ward Aya (Female)	Rs.16000/- (Sixteen Thousands only)	
14.	Attendant (survey) (MTA)	Rs.16000/- (Sixteen Thousands only)	

Note:

1. The rates of EPF, ESI, Taxation liabilities etc. applicable as per rules.
2. No column should be left blank.
3. GST/ Service tax if applicable.

Signature of Authorized Person with Stamp

Date: -----

Place: -----

DECLARATIONS BY THE TENDERER

1. Ison/daughter/wife of
..... 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 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 passes 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.
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 RARIUD, Bantalab, Jammu.

Signature of authorized person & Seal

Full Name: _____

Date : _____

Place: _____