



राष्ट्रीय आयुर्वेदीय पंचकर्म अनुसंधान संस्थान

(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्) आयुष मंत्रालय, भारत सरकार

चेरुथुरुत्ति (टाक), त्रिशूर, केरल-६७९ ५३९

NATIONAL AYURVEDA RESEARCH INSTITUTE FOR PANCHAKARMA

(Central Council for Research in Ayurvedic Sciences), Ministry of AYUSH, Govt. of India
P.O. CHERUTHURUTHY, THRISSUR DIST., KERALA – 679 531

F. No.2/2/2017-NARIP/Estt.

Dated:- 09.2017

TENDER NOTIFICATION NO. /2017

Sealed tenders in two bids (Technical Bids and Financial Bids) are invited by In-charge, NARIP, Cheruthuruthy 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 NARIP, Cheruthuruthy, Thrissur by deploying Ex-Servicemen, retired employees of Para-Military force and properly trained security personnel, on job contract basis.

Name of work "JOB CONTRACT FOR PROVIDING SECURITY GUARDS SERVICES, KEEP A STRICT WATCH AND WARD ON ALL NARIP PROPERTIES, REGULATING MOVEMENT OF STAFF, MEN, STUDENTS/TRAINEEES, PATIENTS, OUTSIDERS, MATERIALS ETC AND VEHICLES, PREVENTION OF TRESS – PASSING IN THE INSTITUTE AREAS " ETC, AT **NATIONAL AYURVEDA RESEARCH INSTITUTE FOR PANCHAKARMA**, CHERUTHURUTHY, THRISSUR – 679531

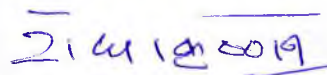
1.	Last date for submission of Tender	25.10.2017	
2.	Date and time to opening of Tender	26.10.2017 (3.00 P.M.)	
3.	Cost of Tender Documents	Rs.500/-	
4.	Earnest Money Deposit (EMD, to be submitted with Technical Bid)	Rs.10,000/-	by multi-city Cheque/ DD
5.	Interest Free Security Deposit/Performance Security after award of work	5% of the contract value of one year (by multi-city Cheque/ DD only)	

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

The agency must submit its bid along with a Demand Draft/Multi City Cheque of **Rs.500/-** (Rs. Five hundred only) in favour of National Ayurveda Research Institute for Panchakarma, Cheruthuruthy, payable at SBI, Shoranur towards **tender document fee (non-refundable)**. EMD deposit of unsuccessful bidders will be refunded within 90 days after finalization of the Tender, without interest.

The tenders should be submitted in two separate envelopes one containing the Technical bids and other containing financial bid only (Both the bids should be separately sealed and name of bid, Ref No.& date, name of tenderer should invariably be written on the top of each envelope). The two bids should be kept another envelope which should be sealed and superscripted Job contract for the services of Security Staff and addressed to Asst. Director-In-Charge, NARIP, Cheruthuruthy. The tenders received will be opened on 26.10.2017 at 3.00 PM. Tenderers submitting Tenders would be considered to have considered and accepted all the terms & conditions.

Canvassing in any form in connection with the Tender is prohibited and tenders submitted by the contractors who resort canvassing, are liable for rejection.


(Dr.P. Radhakrishnan) 27/9/17
Asst. Director-In-Charge



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The prospective tenderer may satisfy themselves about the requirement by visiting NARIP on any working days.

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, Swachh Bharat Cess, Krishi Kalyan Cess, PT and or 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 by email.
4. If it received after scheduled date and time
5. 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

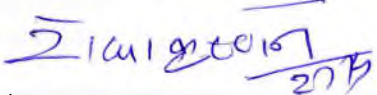
For Providing Security Guard's Service(Security Guards)to keep a strict watch and ward on all NARIP properties, Regulating Movement of staff/men, students/trainees, patients, outsiders, materials etc and Vehicles, Prevention of tress passing in the Institute areas" at National Ayurveda Research Institute for Panchakarma, Cheruthuruthy. The approximate number of Security Personnel required is around **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.

D. Payment Terms

At present based on the directions of Hqrs, Office **Rs.13,000/- (Thirteen thousand only)** consolidated is paid per month as wages. Additional remuneration at Govt. rates (per day) will be given for overtime duty. Revision in the consolidated amount of monthly wages will only be made as per directions of Hqrs Office.

The agency must submit its bid along with a Demand Draft/Multi City Cheque of **Rs.500/-** (Rs. Five hundred only) in favour of National Ayurveda Research Institute for Panchakarma, Cheruthuruthy, payable at SBI, Shoranur towards **tender document fee (non-refundable)**. EMD deposit of **Rs. 10,000/- (Rupees ten thousand only)** in respect of unsuccessful bidders will be refunded within 90 days after finalization of the Tender, without interest.

The tenders should be submitted in two separate envelopes one containing the Technical bids and other containing financial bid only(Both the bids should be separately sealed and name of bid, Ref No.& date, name of tenderer should invariably be written on the top of each envelope). The two bids should be kept another envelope which should be sealed and superscripted Job contract for the services of Security Staff and addressed to Asst. Director-In-Charge, NARIP, Cheruthuruthy. The tenders received will be opened on 26.10.2017 at 3.00 PM. Tenderers submitting Tenders would be considered to have considered and accepted all the terms & conditions..



(Dr.P. Radhakrishnan)
Asst. Director-In-Charge

General Terms & Conditions

1. The contract is likely to commence from, November 2017 and would continue for a period of one year. The period of the contract may be further extended if needed by NARIP 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 National Ayurveda Research Institute for Panchakarma, Cheruthuruthy within 10 days of signing the contract. Any change in the requirement of manpower may also be decided as per mutual bilateral agreement.
4. The candidates deployed by the Agency should be Ex.servicemen/retired employees of paramilitary forces or properly trained security personnel with minimum Xth pass or equivalent. They should have honorably discharged with pensionary benefit (if admissible). In case of civilians, a minimum qualification of Xth class and must have properly trained and with at least One year working experience. All the candidates must be below 58 years of age with good physical condition. The selection will be based on their performance in written examination/physical fitness. The antecedents of the personnel deputed will be verified by the agency. That the Agency must ensure good conduct of his employees and personnel being deployed by him.
5. In-charge of NARIP 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.
6. 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
7. The agency shall submit the copy of 1) Registration (valid) 2) Labour license from Assistant Labour Commissioner 3) Provident fund code no. 4) ESI code no. along with the quotation.
8. 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.

9. TDS@ 2% will be levied from the Bill of Contractor. Hence, the Tenderer should quote his service charge on wages only which shall not be less than 2% of the wages. The service charge to be quoted in percentage only (maximum 2 digits).
10. 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.
11. The payment of services delivered by the personnel will be made by the In-charge of NARIP 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.
12. 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 submitted to the Institute for reimbursement by the Institute.**
13. The Company shall depute a coordinator, who would be responsible for immediate interaction with NARIP so that optimal services of the persons deployed by the Company could be availed without any disruption.
14. The selected Agency shall with 10 days of the signing of bilateral agreement, deposit as **Performance Guarantee @ 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. He will not be in any manner the employee of CCRAS, New Delhi.
20. 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 the Authorized Representative with Seal of the Agency

Station:

Date:

Format of Submission of quotation
 Cost of ~~2~~ person~~4~~ month **(Submit separately for each post)**

Name and address of the tendering Service Provider Company :

Sl. No.	Manpower type	Wages per month	PF /Service Charges and Service taxes			
			Service Charges (%)	Service Tax	P.F	Total (Col.3+4+5+6+7)
1.	Security Staff	Rs.13,000/-				

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

Check list of Information to be provided along with the quotation

1.	Name of Tendering Company (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. FAX and E-Mail.
4.	Full address of operating/Branch Office with Telephone No. FAX and E-Mail.
5.	Banker of Company with full address with supportive document
6.	PAN/GIR No.
7.	Service Tax Registration No.
8.	G.S.T Registration No
9.	E.S.I. Registration No.
10.	Documents showing completing at least one service where it has provided persons in one organization during last 2 years(desirable)
11.	As per Appendix 'B' <ul style="list-style-type: none"> • Acceptance of Terms and Conditions. • Signed declaration stating that the company is not/has not been black listed by Central/State Government/any PSUs/Private Sector • Signed declaration about Non fraud and Non corrupt practices.
12.	List of similar assignments and number of : Manpower provided' to Central Government Departments/ State Government/ Statutory bodies/ Autonomous bodies/ PSUs/ Private Sector during the last three years
13.	Multi City Cheque/ DD in favour of NARIP, Cheruthuruthy for Tender documents fee (non-refundable) of Rs.500/- (Rs. Five hundred only) attached.
	Any other information to establish financial worth and technical competence

Signature of authorized person

Name:

Seal:

Date & Place

PROFORMA

- 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 National Ayurveda Research Institute for Panchakarma, Cheruthuruthy for tenders quoted for the supply of outsourcing personnel's to National Ayurveda Research Institute for Panchakarma, Cheruthuruthy for a period of one year from the date of acceptance of tender and shall be abide by all the conditions set in 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

Name:

Seal:

Date:

Place: