

**CENTRAL AYURVEDA RESEARCH INSTITUTE FOR RESPIRATORY DISORDERS
(CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES),
Moti Bagh Road, Patiala-147001**

TENDER DOCUMENT

Tender Title : Hiring of Outsourced Manpower Services for CENTRAL AYURVEDA RESEARCH INSTITUTE FOR RESPIRATORY DISORDERS, Moti Bagh Road, Patiala on contract basis.

Tender Reference No. : 1-55/2018/CARIRD/Estt.

Assistant Director Incharge, CARIRD, Patiala invite **separate sealed tenders for each category of staff** from reputed, registered & approved Agencies/ Contractors/ Organization, holding valid license for providing manpower for different categories. The bidder must obtain necessary license as applicable under the Contract Labour (Regulation and Abolition) Act, 1970. Agencies/Contractors/Organization who fulfils the eligibility criteria as prescribed below under the heading of "Eligibility criteria of the bidder" for providing manpower may participate in the bid.

Sr. No.	Category	Approximate No.
1.	Office Assistant	02
2.	House Keeping Staff	04
3.	MTA Electrician	01
4.	Mali	02
5.	Garden Labourer	01

The above number may increase or decrease depending upon actual requirement. The qualification and experience required and job description of the category of the persons to be deployed are given at Annexure- VI to IX

Tender document can be downloaded from website www.ccras.nic.in. Please visit the website www.ccras.nic.in for any amendments. No separate notice will be published in any newspaper regarding the amendments.

1.	Earnest Money Deposit (EMD), to be submitted with Technical Bid in the shape of DD in favour of CARIRD, Patiala. (as per GFR-170)	For Office Assistant	Rs. 10000.00
		For House Keeping staff	Rs. 15000.00
		For MTA Electrician	Rs. 4000.00
		For Gardener and Labourer	Rs. 12000.00
2.	Last Date for submission of Tender	23.01.2019 by 3.00 PM	
3.	Date and Time of opening of Technical Bid	24.01.2019 at 11.00 AM	
4.	Date and Time of opening of Financial Bid	28.01.2019 at 11.00 AM	

The prospective bidder may satisfy his doubts about the requirement of the tender document by visiting CARIRD, Patiala on any working day between 10.00 A.M. and 3.00 P.M. before submitting their tenders.

Tenders received beyond the specified date and time will not be accepted.


1.1.19

ELIGIBILITY CRITERIA OF THE BIDDER

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

1. The applicant Agency must be registered under Indian Registration Act 1908/Indian Partnership Act 1932/Companies Act 1956/Possess Valid labour license issued by the Labour Commissioner and have carried out similar work after obtaining license from the appropriate authority.
2. Agency should have minimum three years experience of providing similar outsourced staff services to Government departments/Autonomous bodies/Public sector undertaking /R&D Institution/Hospitals/Reputed private sectors/other similar organization established for more than five years with building and working at par or more than CARIRD, Patiala.
3. The bidder should have bank account in the name of the agency. Bank statement of last six months may be attached.
4. Registered with EPF, ESI, GST (if applicable) and /or any Tax enforced by GOI.
5. The bidder should have an office in Patiala City/Punjab State/Chandigarh.
6. This Institute is exempted to pay service tax as per clause-2 of notification number 25/2012 dated 20.06.2012 of the Government of India, Ministry of Finance, New Delhi.
7. There should be not criminal case pending with the police against the proprietor /firm/partner of the agency or the staff to be provided for the services.
8. The Agency/firm must not have been blacklisted by any Government department /Autonomous bodies/Public sector undertaking/R&D Institution/Hospitals/Reputed Private sectors/other similar organization etc as on the date of submission of the bid.
9. The bidders, who fulfil the above eligibility criteria, may submit the bid.
10. The tenders received after scheduled date and time will not be considered.

GENERAL TERMS & CONDITIONS

1. The age of deputed staff should not be less than 18 years.
2. The bidder will get staff screened for visual, hearing, gross physical defects and contagious diseases and only physical fit personnel shall be deployed for duties.
3. The contracting company shall ensure that the manpower deployed in the CARIRD, Patiala conforms to the eligibility conditions of age, educational and professional qualification, language skills and experience prescribed etc in the tender document.
4. The personnel deputed at CARIRD shall not be changed by the agency in any circumstances unless there is a specific request from CARIRD in writing.
5. The service provider shall provide a substitute if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
6. The persons deployed by the successful agency/bidder shall neither claim for a regular post nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees of the CARIRD during or after expiry of the contract.
7. In case of termination of the contract on its expiry or otherwise, the persons deployed by the successful agency/bidder shall not be entitled to and will have no claim for any absorption in the regular/otherwise capacity in the CARIRD.
8. The service provider will also furnish to the office documentary proof for the medical fitness and police verification of the characters and antecedents of the staff within a month time from execution of contract agreement otherwise the contract will be terminated immediately without any notice.
9. The manpower whose services provided by the agencies/firms will be the employees of the contracting agency/firms and contractor will be responsible to provide all fringe benefits, provident funds, ESI facilities, insurance, all liabilities arising out or accident or death while on duty etc. to its employees under relevant rules and regulations **as applicable** in state Government.
10. The manpower whose services provided by the agencies/firms will not claim or consider themselves as employees of CARIRD, Patiala at any cost or any time. The Institute shall not be responsible for providing residential accommodation to any of the employee of the contractor. Any legal notice from any quarters the contractor has to handle the same at his own risk and cost.
11. The Staff will invariably wear a uniform (summer and winter) which will be supplied by the contractor.
12. The Service Provider will bear all expenses regarding uniforms, preparation of their identity cards etc.
13. The staff shall be available all time at the place of their duties as per the roaster and they shall not leave their place of duty without prior permission. The agency shall be responsible to provide immediate replacement of any person who is not available for duty at the place of posting.
14. The service provider's staff 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.

15. The service provider will ensure correct and effective performance of the outsourced staff services in accordance with the prevailing assignment instructions agreed upon between the two parties.
16. Service Provider and its staff will take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the institute premises.
17. During the course of contract, if any contractor/agency's personnel are found to be indulging in any corrupt practices or causing any loss of property in the Institute, Institute Incharge shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance security deposited.
18. In the event of any loss (theft, pilferage etc.) taken place to the institute, as a result of any laps on the part of the contractor as may be established after an enquiry conducted by the institute, such loss will be made from the amount payable to the service provider. The decision of the Institute Incharge in this regard will be final and binding on the agency/firm.
19. The authority reserves the right to order any staff member of the agency/firm to leave the premises of the CARIRD, Patiala if his presence at any time felt objectionable.
20. If any outsourced staff member is found missing without permission while checking and in case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel and is assessed as true by institute, a penalty of Rs. 500/- per day per person for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides, any staff members found involved in such incidents shall be removed from the institute immediately
21. The service provider will not engage any sub-contractor or transfer the contract to any other person/organization/contractor.
22. The staff engaged by the service provider shall not take part in any staff union and association activities.
23. The Institute shall not be under any obligation for providing employment to any of the worker of the service provider after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the workers of the contractor.
24. Any dispute regarding working hours and compensation to be paid to the workers deployed will be the responsibility of the service provider and no representation will be entertained on this issue by the Institute.
25. If as a result of post payment audit any overpayment is detected will be recovered by the Institute from the contractor/agency. If any underpayment is discovered, the amount shall be duly paid to the service provider by the Institute.
26. Deployment of staff will be as per the instructions of the authorities of the Institute from time to time and the agency will be responsible for their optimum utilization.
27. The bidder should quote rates in figures as well as in words.
28. The bidder should take care that the rates and amounts are written in such a way that interpolation is not possible. No blank should be left which could otherwise make the tenders liable for rejection.
29. There would be no increase in rates payable to the service provider during the contract period except statutory wages revised by the State/Central Government from time to time as applicable during the contract period/as and when the wages are revised by the State/Central Government the revised wages shall be paid by this Institute.

30. The service provider will provide rate/contract agreement on non-judicial stamp paper of Rs. 100/-.
31. The Contract can be terminated by giving one month notice by the either side.
32. The service provider will submit the challans depositing ESI (as applicable) every month along with the monthly bill that they have deposited payment of ESI deducted from the wages of the employees employed in CARIRD, Patiala as per ESI rules. In case of any dispute contractor will be responsible for the lapses.
33. Necessary TDS will be deducted from the bill raised by the agency as per rules.
34. A certificate should be furnished by the service provider every month that he has paid the wages to their employees deployed in CARIRD, Patiala on or before 7th of every month without waiting of payment from CARIRD, Patiala as per minimum wages act.
35. The bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, CARIRD, Patiala may reject a tender without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
36. In case, the tendering firms/agency fails to comply with any statutory/taxation liability under appropriate law and as a result thereof the CARIRD, Patiala is put to any loss, obligation monetary or otherwise, the performance security deposit of the company, to the extent of the loss or obligation in monetary terms.
37. **The bidder must sign and put the firm seal on each and every page of filled-in tender form and other enclosed documents.**

Signature and seal of the Bidder

PROCEDURE OF SUBMISSION OF BIDS

The tender is a two bid system. **Technical Bid (Envelop-A) and Financial Bid (Envelop-B)** should be kept **separately** in sealed envelopes. These envelopes should have printed on them as: **A: Technical Bid for** and **B: Financial Bid for** and both these envelopes (A & B) should be kept in one envelope super scribing “**Tender for providing services of outsourced staff(Name of the post)**”

No overwriting, corrections and cutting in the Financial Bid format is permitted. All entries in the bid/tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

A. The following documents should be enclosed with the Technical Bids:

1. Details of registration with labour Commissioner under provisions of contract labour Act and its validity date.
2. Registration certificate of Provident Fund Commissioner along with enclosed PF registration code allotted by Regional Provident Fund Commissioner.
3. ESI registration certificate.
4. Self attested copy of PAN No.
5. Self attested copy of GST No. (If applicable)
6. Income Tax return for last 2 years.
7. Registration certificate/Allotment letter of Service Tax No.
8. Bank solvency certificate
9. Bid Security (EMD) of Rs. (As per shown in the tender document) in the shape of Account payee Demand Draft in favour of “CARIRD, PATIALA”.
10. The bidder should furnish proof of his experience of last 3 years in the line or similar other work of this type preferably in Govt. department/ department/ Autonomous bodies/ Public sector undertaking/R&D institution/Hospitals/ reputed private sectors/other similar organization. (as per annexure-II)
11. An undertaking (as per annexure-IV)
12. Resolution of Board meeting authorizing the person to sign Tender Document (If Applicable) (as per annexure-V)
13. Technical Bid documents and agency’s details (as per annexure-I)

Without the above documents tender will not be considered

B. Financial Bid documents (as per Annexure-III)

OPENING OF TECHNICAL BID

1. Technical bids shall be opened in the presence of committee members and representatives of firms who wish to present and bids only of those firms will be considered whose tender document cost and Bid Security (EMD) are received in original.
2. In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

OPENING OF FINANCIAL BID

1. "Financial Bids" shall be opened for only those bidders who qualified in technical aspects, in the presence of committee members and representatives of firms who wish to present.
2. In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time.

CANCELLATION OF TENDER OR CONTRACT

1. The Bids shall be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.
2. The Assistant Director Incharge, CARIRD, Patiala reserves the right to reject or accept any tender without assigning any reason and attempt to influence anybody in the institute is liable to rejection of his tender.

BID SECURITY (EARNEST MONEY)

1. Only Account payee Demand Draft for Earnest Money will be accepted.
2. Bid Security (Earnest Money Deposit) of the successful bidder will be returned after receiving Performance Security.
3. Bid Security (Earnest Money Deposit) of the unsuccessful bidder will be returned after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
4. No interest will be paid on the Bid Security (Earnest Money Deposit).

PERFORMANCE SECURITY

1. The successful bidder shall have to deposit a Performance Security by way of account payee demand draft in favour of CARIRD, PATIALA @ 5% of value of work/service on or before award of work.
2. No interest will be paid on the performance security and it will be retained upto the contract period.

FORFEITURE OF BID SECURITY/EARNEST MONEY/PERFORMANCE SECURITY

The Bid Security/Earnest Money Deposit/Performance Security will be forfeited in the following conditions:-

1. If at any stage, any of the information/declaration given by the bidder is found false.
2. In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
3. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

PENALTIES

1. For persistent breach or unsatisfactory services-termination of contract along with forfeiture of Performance Security and blacklisting the firm by the Institute.

2. Any deviation/variation or non-compliance of the conditions stipulated above, shall be considered as breach of the contract and the Assistant Director Incharge reserves the right to impose any or all the penalties as indicated above.

DISPUTE

1. CARIRD, Patiala will not be responsible for any kind of dispute between contractor/ agency and their employees.
2. The Court at Patiala only will have jurisdiction over all legal disputes between the signing parties under the agreement.

Signature and seal of the Bidder


1.1.19

Annexure-I**TECHNICAL BID****(FOLLOWING INFORMATIONS AND PROOFS/DOCUMENTS TO BE ATTACHED****(To be enclosed in separate sealed envelope)**

Sr. No	PARTICULARS	Please tick	Page Number
1.	Name of the Firm/Agency		
2.	Address of the Firm		
3.	Mobile No./Phone No.		
4.	Name of the Bidder		
5.	Registration No. of the Firm(Attach Proof)		
6.	Constitution of the Firm (Attach Proof)		
7.	Please specify as to whether bidder is sole proprietor/partnership firms/private or limited company		
8.	Name, Address and Telephone number of Partners		
9.	PAN No. (Attach Proof)		
10.	Provident Fund Account Number (Attach Proof)		
11.	ESI code Number (Attach Proof)		
12.	Bank solvency Certificate		
13.	Copies of Income Tax Return of last two years		
14.	Experience of last three years in the line or similar other work of this type preferably in Govt. Department/Autonomous bodies/ Public Sector under taking/R&D Institutions/ Hospitals/ Reputed Private Sectors/other similar organizations (Attach Proof as per Annexure II)		
15.	Bid Security (Earnest Money Deposit) Rs _____		
16.	An undertaking (Attach as per Annexure-IV)		
17.	Letter of authorization for attending bid opening (Attach letter as per annexure V)		

This is to certify that I/we have carefully read the contents of the tender documents and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Bidder _____

Place :

Name of the Signatory _____

Date: ____ / ____ / ____

Name of the Firm/Agency _____

Seal of the Firm/Agency _____

Signature and seal of the bidder

DETAILS OF THE PRIOR WORK DONE

S. No	Details of Clients along with address telephone and e-mail address	Amount of contract (Monthly / Rs.)	Duration of contract	Name of contract/ type of manpower provided	Number of persons deployed

Place :

Date: ___ / ___ / _____

Signature and seal of the bidder



Financial Bid
(To be kept in a separate envelope)

Should be on the letter head of the Contractor/agency

Schedule of rates to be quoted for supply of Staff to the Central Ayurveda Research Institute for Respiratory Disorders, Patiala in the manner as specified in specifications and bidding documents

Name of the tendering service provider company:

Sr. No.	Category	Wages per month (Rs.)	ESI	Service Charges	GST	Total
1.	Office Assistant	20000.00				
2.	House Keeping Staff	16000.00				
3.	MTA Electrician	16000.00				
4.	Mali	16000.00				
5.	Garden Labourer	16000.00				

Place :

Date: ___ / ___ / _____

Signature and seal of the bidder

Singh
1.1.19

(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY/CONTRACTOR)
UNDERTAKING

To

The Assistant Director Incharge,
Central Ayurveda Research Institute for Respiratory Disorder, (CARIRD),
Moti Bagh Road, Patiala

Sub: Tender for providing outsourced staff

1. It is certified that I/We before signing this tender have read and fully understood all the terms and conditions and instructions contain there in.
2. It is certified that my firm/agency/company have never been blacklisted by any Govt. Department/Autonomous bodies/public sector undertaking/R&D/Institutions/Hospitals/ Reputed Private Sectors/Other similar organizations etc. nor any criminal/police case is pending as on the date of submission of the bid.
3. It is certified that my firm/agency/company is having sufficient experience for supply of outsourcing staff as mentioned in the Tender Document.

Signature of the Bidder _____

Place :

Name of the Signatory _____

Date: ___ / ___ / _____

Name of the Firm/Agency _____

Seal of the Firm/Agency _____

Signature and seal of the bidder


1.1.19

Letter of Authorized for Attending Bid Opening

Subject:- Authorization for attending bid opening of tender

It is to state that _____, working as _____ with the agency _____ for supply of outsourcing staff is hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder).

Signature of the Bidder _____

Place :

Name of the Signatory _____

Date: ___ / ___ / _____

Name of the Firm/Agency _____

Seal of the Firm/Agency _____

Signature and seal of the bidder

Name of the authorised person: _____

Specimen Signature: _____

Signatures of Bidder: _____

Or

Officer authorized to sign the bid Documents on behalf of the bidder.

Note:

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.


1.1.19

Central Ayurveda Research Institute for Respiratory Disorder, Patiala

1. Name of the post: Office Assistant.
2. Mode of Recruitment: Outsource basis
3. Qualification and Experience:
 - A. Qualifications:**
 - a) Graduate in any discipline from a recognized University.
 - b) Should have good communication, writing ability and interpersonal skills.
 - c) Knowledge of computer application such as MS word, MS Excel and Power Point.
 - B. Age:-**
 - a) Should not be more than 30 years of age on the date of fresh engagement.
 - b) Can be relaxed up to 35 year for those having minimum experience of one year with Central Government or its organizations.
 - c) Maximum 60 years for those who are retired to be re-engaged by new outsourcing agency.
 - C. Duties of Office Assistant**
 - i. Opening and Maintenance of files.
 - ii. Typing support/Data entry
 - iii. Record maintenance like keeping office copies, office orders etc in the folder and management of files in section.
 - iv. Taking dictation.
 - v. Diary/Dispatch.
 - vi. Routine noting/drafting.
 - vii. Maintenance of guard files for the section/officer.
 - viii. Ensuring proper registration/distribution of Dak.
 - ix. Any other work assigned by the authority.
4. Monthly remuneration: Rs. 20000.00

Central Ayurveda Research Institute for Respiratory Disorder, Patiala

1. Name of the post: House Keeping Staff.
2. Mode of Recruitment: Outsource basis.
3. Qualification and Experience:
 - A. Qualifications:**
 - a) 10th passed or equivalent.
 - b) Minimum three years experience working in an established institute
 - c) Should have good communication and interpersonal skills.
 - B. Age:-**

Should not be more than 30 years of age on the date of fresh engagement.
 - C. Duties of House Keeping Staff**
 - i. Maintain cleanliness in the building
 - ii. Mopping of floors morning and afternoon
 - iii. Dusting of corridors, stair cases etc.
 - iv. Cleanliness of windows and doors
 - v. Cleanliness of toilets.
 - vi. Carryout the orders of senior staff pertaining to the cleanliness.
 - vii. Helping other staff in routine work wherever necessary
4. Monthly remuneration: Rs. 16000.00

Central Ayurveda Research Institute for Respiratory Disorder, Patiala

1. Name of the post: Multi-tasking Attendant (MTA) Electrician.
2. Mode of Recruitment: Outsource basis.
3. Qualification and Experience:
 - A. Qualifications:**
 - a) 10th passed or equivalent.
 - b) A certificate course as electrician
 - c) Minimum three years experience working in an established institute
 - d) Should have good communication and interpersonal skills.
 - B. Age:-**

Should not be more than 30 years of age on the date of fresh engagement.
 - C. Duties of Multi Tasking Staff (Electrician)**
 - i. Maintaining regular supply of electricity and address to faults promptly.
He may also be utilised for following works also
 - ii. Distribution of Dak/files
 - iii. Photocopy/faxing/mailing etc.
 - iv. General cleanliness and upkeep of section and unit.
 - v. Any other official work assigned by the senior officers/authority.
4. Monthly remuneration: Rs. 16000.00

Central Ayurveda Research Institute for Respiratory Disorder, Patiala

1. Name of the post: Mali and garden labourer
2. Mode of Recruitment: Outsource basis.
3. Qualification and Experience:

A. Qualifications:

- a) 10th passed or equivalent.
- b) Minimum three years experience of maintaining gardens/ Lawns in big established institutes.
- c) Should have good communication and interpersonal skills.

B. Age:-

Should not be more than 30 years of age on the date of fresh engagement.

C. Duties of Mali and garden labourer

- i. Maintenance the lawns and herbal garden.
- ii. Maintenance of the trees
- iii. Putting demand as required for the maintenance from time to time as per the need
- iv. Works as assigned by the senior officials and authority

4. Monthly remuneration: Rs. 16000.00

AGREEMENT BOND

INDEMNITY BOND

This Indemnity Bond is made by M/s. _____ through its authorized representative Shri _____ S/o Shri _____ R/o _____ in favour of CARIRD at Patiala, Punjab.

And whereas the executant have been awarded the tender for supply of various type of manpower at Central Ayurveda Research Institute for Respiratory Disorders, Patiala.

And whereas the purpose of deployment of manpower in various sections of CARIRD is sanctioned by CARIRD, as manpower supply contract, till the completion of the period.

And whereas all the expenditure shall be borne by M/s. _____ and shall be paid by CARIRD, Patiala on verification of bill submitted by contractor.

And whereas M/s. _____ shall pay the salary to its employees as per the structure agreed by CARIRD, Patiala.

And whereas M/s. _____ indemnify to CARIRD, Patiala, against all the risks, losses, claims, damages, on account of supply of manpower.

And whereas the executant shall abide by all the rules-regulations and directions of CARIRD, Patiala.

In witness where of this Indemnity Bond is made at _____ on _____, by the Executant in the presence of the following witnesses.

Witnesses:	Name	Signatures
1.	_____	_____
2.	_____	_____

EXECUTANT


1.1.15