



कैप्टन श्रीनिवासमूर्ति केंद्रीय आयुर्वेद अनुसंधान संस्थान
केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद,
आयुष मंत्रालय, भारत सरकार,
ए. ए. सरकारी अस्पताल परिसर, अरुम्बाक्कम, चेन्नै-600 106

CAPTAIN SRINIVASA MURTHY
CENTRAL AYURVEDA RESEARCH INSTITUTE
Central Council for Research in Ayurvedic Sciences,
Ministry of AYUSH, Government of India,
A.A Government Hospital Campus, Arumbakkam, Chennai: 600 106.
निविदा निमंत्रण सूचना /NOTICE INVITING TENDER

संस्थान में रखरखाव कर्मी सहित विभिन्न पदों में एक वर्ष तक की अबाधि में संविदा आधार पर सेवा उपलब्ध कराने हेतु पंजीकृत एजन्सीयों से मुहरबंद निविदा आमंत्रित किया जाता है। निविदा दस्तावेज रु 500/- नकद राशि या सीएसएमसीएआरआई, चेन्नै के नाम लिए गए मल्टिसिटी चेक प्रस्तुत करने पर ही निविदा दस्तावेज प्राप्त होगा। निविदा दिनांक 24/01/2022 को 01.00 बजे तक स्वीकार किया जाएगा। उसी दिन उपरहान 3.00 बजे को संगत फार्मों के तथा संस्थान के क्रय समिति के सामने निविदा खुला जाएगा।

Sealed Tenders are invited from Registered Agencies for providing services on contract basis for various posts including Housekeeping Staff in this Institute for a period of one year which can be extended or curtailed at the discretion of the competent authority. The Tender documents can be obtained from this Institute at a cost of Rs.500/- by Cash/Multicity Cheque drawn in favour of "CSMCARI" or the same can be downloaded from CCRAS Website The last date for receipt of Tender in this Institute is on 24/01/2022 at 01.00 PM. The Tenders will be opened on the same day at 03.00 pm in the presence of Representative of the relevant firm and Purchase Committee of this Institute.

प्रभारी सहायक निदेशक, कैप्टन श्रीनिवासमूर्ति केंद्रीय आयुर्वेद अनुसंधान संस्थान, चेन्नै को बिना किसी कारण दर्शाए हुए निविदा रद्द करने का पूर्ण अधिकार है।

The Assistant Director Institute In-charge, Captain Srinivasa Murthy Central Ayurveda Research Institute, Chennai reserves every right to reject all tenders without assigning any reason thereof.

सहायक निदेशक संस्थान प्रभारी
Assistant Director Institute In-charge
सहायक निदेशक (एस-4) संस्थान प्रभारी
Assistant Director (S-4) Institute In-Charge
सीएसएमसीएआरआई/CSMCARI
सीसीआरएस, आयुष मंत्रालय, भारत सरकार
CCRAS, Ministry of AYUSH, Government of India
Arumbakkam, Chennai-600 106

कैप्टन श्रीनिवासमूर्ति केंद्रीय आयुर्वेद अनुसंधान संस्थान
केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद,
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**CAPTAIN SRINIVASA MURTHY
CENTRAL AYURVEDA RESEARCH INSTITUTE**

Central Council for Research in Ayurvedic Sciences,
Ministry of AYUSH, Government of India,

A.A Government Hospital Campus, Arumbakkam, Chennai: 600 106.

संस्थान में रखरखाव कर्मी सहित विभिन्न पदों के लिए सेवा उपलब्ध कराने का (लिस्ट संलग्न के अनुसार)

निविदा दस्तावेज

TENDER-DOCUMENT

for Providing service to the various posts including Housekeeping Staff (as per list enclosed) in this Institute
निविदा दस्तावेज सं.एफ-एक-13/भर्ती/ सीएसएमसीएआरआई/2021-22/प्रशा/ दिनांक 04/01/2022

Tender document No. F.I-13/Rectt/CSMCARI/2021-22/Adm/

Date: 04/01/2022

निविदा प्रस्तुत करने की अंतिम तिथि/

Last date of submission of Tender: 24/01/2022 at 01.00 pm

तकनीकी निविदा खोलने की तिथि/

Date of opening of the technical bid: 24/01/2022 at 03.00 pm

वित्तीय निविदा खोलने की तिथि/

Date of opening of the financial bid: 24/01/2022 at 03.00 pm

निविदा प्रस्तुत करने का पता Address for submission of Tender	Captain Srinivasa Murthy Central Ayurveda Research Institute, CCRAS, Ministry of AYUSH, Government of India, A.A Government Hospital Campus, Arumbakkam, Chennai: 600 106.
दूरभाष/Contact No.	फोन/Phone :044-26214823

टेंडर खर्चा/Tender cost @ Rs.500/- (Five Hundred) only (non-refundable) Cash/Multicity Cheque/Pay Order/
सं/No.....तिथि/Date.....बैंक का नाम/Name of Bank.....

संस्थान में रखरखाव कर्मी सहित विभिन्न पदों के लिए सेवा उपलब्ध कराने का विस्तृत निवेदा दस्तावेज

(लिस्ट संलग्न के अनुसार)

Terms and conditions of Tender for providing service to the various posts (list enclosed) including Housekeeping staff in this Institute.

Amount of Earnest Money : Rs.25,000/-
(Refundable after selection of the firm)

- निवेदा सूचना के साथ संलग्न आवेदन पत्र में प्रस्तुत किए जानेवाली निवेदा ही स्वीकार्य है। Tender will be accepted only if it is submitted in the format supplied with the tender form
- निबंधन एवं शर्तों का अनुपालन न करने पर निवेदा स्वीकार नहीं किया जाएगा। Tender will be rejected if the terms and conditions are not completely followed.

- : 3 : -
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CHECK LIST

क्र.सं/SI No.	चिज/Items	हां/नहीं लिखना Write Yes or No
01	निविदा फ़ार्म मे दिए गए निबंध एवं शर्तें पूर्ण रूप से पढा है और स्वीकार है। Terms and conditions mentioned in the Tender form have been read and fully accepted	
02	अ) रु 500 / - के शुल्क के लिए निविदा दस्तावेज की प्राप्ति की प्रति a) Copy of receipt of Tender document for the fee of Rs.500/- paid ब) सीएसएमसीएआरआई, चेन्नै के नाम में बयाना रु 25,000/- का डीडी/अदायगी आदेश इस फॉर्म के साथ संलग्न है। b) Earnest Money of Rs.25,000/- in the form of Demand Draft/Pay Order in favour of CSMCARI has been attached.	
03	भरे गए फ़ॉर्म के हर पृष्ठ में हस्ताक्षर एवं मोहर लगाए है। Sign and seal of firm is affixed on each and every page of filled Tender form	
04	उक्त अवधि के लिए प्राधिकृत एजन्सी प्रमाण पत्र संलग्न है। Authorized Agency Certificate valid for desired period have been attached	
05	उपलब्ध किए जानेवाले सेवाओं के शर्तें स्वीकार है। Conditions accepted for providing services	
06	सीएसएमसीएआरआई, चेन्नै के लिए दर उद्धृत है। Rates Quoted are for CSMCARI, Chennai	
07	सेवा खर्चा तथा अन्य खर्चा अलग अलग दिखाए गए है। Service charges and other charges as applicable shown separately	
08	टीआईएन/पैन नंबर तथा अन्य सहायक दस्तावेज संलग्न है। TIN/Pan Number mentioned and supporting documents have been attached.	
09	पंजीकरण प्रमाण पत्र ईपीएफ और ईएसआई के पंजीकरण सहित फर्म के साथ संलग्न है। Certificate of Registration of firm along with the registration with EPF&ESI have been attached	
10	पिछले वर्ष का आईटी रिटर्न और सेवा कर निकासी प्रमाणपत्र संलग्न है। IT return and service tax clearance certificate of last year have been attached	
11	फार्म के सभी निबंधन एवं संलग्न है। All the terms & conditions of the firm is attached	

स्थान/Place:
तिथि/Date :

निविदाकार का हस्ताक्षर
Sign & Seal of Tenderer

नियम एवं शर्तें/TERMS & CONDITIONS

क कर्मचारियों की नियुक्ति निम्नलिखित निबंधन एवं शर्तों के अधीन रहेंगे।

A. The Engagement of Staff is Subject to the following Terms and Conditions.

1. रखरखाव कर्मों सहित संस्थान के विभिन्न पदों पर कर्मचारियों की नियुक्ति निर्दिष्ट अवधि के लिए ही होगी।

The Engagement 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. नियुक्ति पूर्णतः अस्थायी रूप में ही होगी तथा बिना कारण दर्शाए कार्यकाल पर्यवसान किया जा सकता है।

The Engagement is purely on temporary basis and can be terminated at any time without notice and assigning any reason thereof.

3. चयनित उम्मीदवार को अपने निकटतम पुलिस स्टेशन से निकासी प्रमाणपत्र का उत्पादन करना चाहिए होगा

The selected candidate(s) should produce a clearance certificate from their nearest Police Station.

4. रखरखाव कर्मचारियों को वर्जित करके कलेंडर वर्ष में 12 दिवस के आकास्मिक अवकाश के अलावा कोई अवकाश स्वीकार्य नहीं है।

No leave of any kind is admissible except 12 days Casual Leave in a calendar year excluding Housekeeping staff.

5. नियुक्त कर्मचारियों पर भी परिषद कर्मचारियों पर लागू कार्यालय कार्यविधि एवं अनुशासन लागू रहेगा।

She/he will be subject to discipline and other office procedure as applicable to the employees of the Council.

6. जो नियुक्ति किए जाएंगे वे किसी भी तरह सीसीआरएस नई दिल्ली के कर्मचारी नहीं होंगे।

She/he will not be in any manner the employee of CCRAS, New Delhi

7. संविदा अवधि में कोई भी अन्य काम करने के लिए अनुमति नहीं मिलेगा।

She/he will not be allowed to take up any assignment during the period of contract.

8. जो नियुक्त किया जाएगा उसको वचन देना पड़ेगा कि वे नियमितीकरण या आमेलन हेतु दावा नहीं करेंगे।

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.

9. सेवा अवधि के बीच एक महीने से पहले कार्यालय छोड़ने की सूचना नहीं देनेवालों को उस महीने का वेतन नहीं दिया जाएगा।

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.

10. ठेकेदार राज्य या केंद्र सरकार द्वारा लगाए जाने वाले लागू काम के लिए करों का भुगतान करने के लिए उत्तरदायी है। इसके विपरीत कोई भी अनुरोध स्वीकार नहीं किया जाएगा The contractor for the work is liable to pay applicable Taxes that may levied by the State or Union Government. Any request contrary to this will not be accepted.

ख. बाहरी एजन्सि के चयन संबंधी निबंधन एवं शर्तें निम्नलिखित हैं

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

1. चुने गए एजन्सि को संस्थान के साथ कार्यपालन हेतु रु 200/- का अन्यायिक स्टैप पेपर पर करार निष्पादन करना होगा।

The selected agency should execute an agreement with the institute on a non-judicial stamp paper of Rs.200/-

2. चुने गए एजन्सि को संविधा मूल्य के 5% की राशि का निष्पादन प्रतिभूति जमा करना है। संविधा अवधि में उस पर कोई ब्याज नहीं मिलेगा और अवधि की समाप्ति पर ही यह राशि वापस प्राप्त होगी। अगर करार में किसी तरह का बंग हो जाए तो जमा किया गया प्रतिभूति जब्त किया जाएगा।

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. समय समय पर परिषद द्वारा लिए गए निर्णयों का अनुसार ही पदानुसार मजदूरी का भुगतान किया जाएगा। बताए गए दर सेवा प्रभार तथा अन्य प्रभार सम्मिलित किया जाना है। सेवा प्रभार/ईएसआई/ईपीएफ प्रभार इसमें लागू है। निविदा खुलने के बाद निबंधन एवं शर्तों में कोई परिवर्तन नहीं किया जाएगा।

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 ESI/EPF , GST will be applicable as per Rules. **No changes in the terms and conditions will be accepted after opening of the quotations.**

4. नियुक्त कर्मचारियों के लिए मासिक पारिथमिक उनके राष्ट्रीयकृत बैंकों के खुले खातों में अगले महीने की 5 तारीख को या उससे पहले निश्चित रूप से जमा किए जाना चाहिए। ईएसआई/ईपीएफ के खातों में ही जमा किया जाएगा और उसके प्रूफ/रसीद आगामी महीने का वेतन बिल के साथ अधोहस्ताक्षरी के समक्ष प्रस्तुत करें। Monthly wages of the deputed staff should be deposited into their bank Accounts in a Nationalized Bank on or before 5th of following months.. 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. एजन्सि द्वारा नियुक्त किए गए व्यक्तियों के कार्य का देखरेख एवं जांच करना चाहिए।

The Agency shall make proper supervision and checks of the duties of the persons deployed.

6 कर्मचारियों को कार्यालय तक आने जाने के लिए यात्रा भत्ता नहीं दिया जाएगा।

No Transportation/Conveyance will be given for the staff deputed to attend office or return to their homes.

7. एजन्सि द्वारा यूनिफ़ॉर्म, आईडी कार्ड, अनुभव प्रमाण पत्र आदि एजन्सि की लागत पर दिया जाएगा और किसी भी कर्मचारी को प्रत्यक्ष या अप्रत्यक्ष रूप से कोई मांग नहीं रखी जाएगी। इसके अलावा, यह भी सूचित दिया गया है कि एजेंसी को आउटसोर्स आधार पर नियुक्ति के लिए उम्मीदवारों से किसी भी राशि की मांग नहीं करनी चाहिए, यदि किसी भी स्तर पर ऐसी कोई कदाचार देखी जाती है, तो इसे गंभीरता से लिया जाएगा और कानूनी कार्रवाई शुरू करने के अलावा कोई कारण बताए बिना संस्थान प्रभारी को अनुबंध समाप्त करने का अधिकार सुरक्षित है।

The Agency should provide Uniforms, ID Cards, and Experience Certificate etc. at company cost and no demand either directly or indirectly will be placed to any employee. Further, it is also added that the Agency should not demand any amount from candidates for placement on outsourced basis, if any such malpractices are noticed at any stage, same will be viewed seriously and the Institute In-charge reserves the right to terminate the contract without assigning any reasons besides initiating legal action.

8. एजन्सि अपनी फर्म के कार्य के लिए आउटसोर्स किए गए कर्मचारियों के मासिक वेतन से कोई समायोजन/अनधिकृत वसूली नहीं करेगा। The contractor will not make any adjustment/unauthorized recovery from the monthly wages of outsourced staff for function of their firm.

9. एजन्सिस किसी भी कर्मचारी की अनुपस्थिति के बदले रिजर्व कर्मियों की व्यवस्था करेगा और साप्ताहिक अवकाश को छोड़कर ऐसी व्यवस्था के लिए कोई अतिरिक्त भुगतान नहीं किया जाएगा। The contractor shall arrange for reserve personnel in lieu of absence of any of the employee and no additional payment shall be made for such arrangement except weekly off.

10. वर्तमान में टीडीएस @ 2% नियमानुसार बिल मूल्य पर काटा जाएगा। TDS currently @2% will be deducted on the bill value as per rules.

ध्यान दें/Please note carefully

अलग अलग मुहरबंद एनवेलोप में तकनीकी निविदा (एनवेलोप-ए) एवं वित्तीय (एनवेलोप-बी) उल्लेख करके दोनों एक ही एनवेलोप डालकर ऊपर लिखे " विभिन्न पदों के लिए हाउसकीपिंग स्टाफ सेवा प्रदान करने करने का निविदा"। The Technical Bid (Envelope-A) and Financial Bid (Envelope-B) should be kept separately in 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 including housekeeping staff in this Institute" separately.

संस्थान के समिति सदस्यों एवं एजंसियों के प्रतिनिधियों के सामने पहले तकनीकी निविदा खुला जाएगा। एनवेलोप-ए में फ़र्म के ब्याखिया पत्र एवं जांच सूची के आधार के दस्तावेज़ रु 500/- के टेंडर दस्तावेज़ सहित अवश्य होने चाहिये।

Sealed Envelope marked A "Technical Bid" will be opened first in the presence of the Committee Members and representatives from Agencies. Envelop 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. तकनीकी निविदा में उत्तीर्ण होनेवालों के ही निविदा में उत्तीर्ण होनेवालों वित्तीय निविदा खुला जाएगा। जो एनवेलोप बी : वित्तीय निविदा में सेवा प्रभार तथा अन्य प्रभार ठीक प्रपत्र में प्राप्त होना अनिवार्य है। वित्तीय निविदा में किसी तरह के अधिलेखन या भूल न हो।

Sealed envelop 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. निविदाएं अलग एनवेलोप में प्रभारी सहायक निदेशक कैप्टन श्रीनिवासमूर्ति केन्द्रीय आयुर्वेद अनुसंधान संस्थान, केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार, ए. ए. सरकारी अस्पताल परिसर, अरुम्बाक्कम, चेन्नै-600 106 के पता पर पंजीकृत डाक, स्पीड पोस्ट, कूरियर से दिनांक 24/01/2022 अपराह्न 1.00 बजे तक सौंप दें। संस्थान के बैठक कक्षा में उसी दिन अपराह्न 3.00 बजे को तकनीकी निविदा खोला जाएगा और उसमें उत्तीर्ण होनेवाले निविदाकारों का वित्तीय निविदा 3.00 बजे खोले जाएगा।

Tenders must be submitted in a separate sealed cover envelope, addressed to the "Assistant Director In-charge, Captain Srinivasa Murthy Central Ayurveda Research Institute ,CCRAS, Ministry of AYUSH, A.A.Campus, Arumbakkam, Chennai 600 106 by Registered post, Speed Post, Courier or delivered personally so as to reach on or before 24/01/2022 at 01.00 pm (The last date for submission of the tender). The technical bid will be opened on the same day at 3.00 pm and financial bid will be opened at 3.00 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.

3. सभी दर रुपए में अंक एवं सबदों में ही दिखाना चाहिए और अतिरिक्त अन्य कर भी उसमें सम्मिलित करें।

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

4. सभी पत्राचार प्रभारी सहायक निदेशक के नाम पर ही करें और किसी व्यक्ति के नाम पर न करें।
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. प्रभारी सहायक निदेशक के अनुमोदन से विधिमान्य कारणों के अतिरिक्त संस्थान द्वारा निर्धारित निबंधन एवं शर्तों को न मानने पर सुरक्षा राशि समहरण कर दिया जाएगा एवं काली सूची में डाल दिया जाएगा।
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.
6. निविदाओं को सभी मामलों पर अंतिम और कानूनी रूप से बाध्यकारी संस्थान के प्रभारी, सीएसएमसीएआरआई, चेन्नई के निर्णय को स्वीकार करना होगा Tenders shall have to accept the decision of the Institute In-Charge, CSMCARI, CHENNAI as final and legally bindings on all matters.
7. किसी भी फ़र्म को एक से अधिक निविदा एक नाम/नामों पर देने की अनुमति संविदाकार/निविदाकार को नहीं मिलेगी।
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. किसी तरह की विचलन या अपालन हो जाए तो संविदा रद्द करने तथा अर्थ दंड अधिरोपित करने का पूर्ण अधिकार संस्थान प्रभारी को है।
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.
09. कोई विवाद उत्पन्न हो जाए तो चेन्नई क्षेत्राधिकार में ही ब्यवहार किया जाएगा।
Any dispute arises shall be dealt within the jurisdiction of Chennai only.

सहायक निदेशक संस्थान प्रभारी
Assistant Director Institute In-charge
सहायक निदेशक (एस-4) संस्थान प्रभारी
Assistant Director (S-4) Institute In-Charge
सीएसएमसीएआरआई/CSMCARI
सीसीआरएस, आयुष मंत्रालय, भारत सरकार
CCRAS, Ministry of AYUSH, Government of India
Arumbakkattm, Chennai-600 106

: 8 :

करार (नमूना)

AGREEMENT BOND (Specimen)

(Agreement Bond will be filled by the tendere 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 ofas 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 fulfil all the terms and conditions as per provision of contract annexure as applicable or in acase of providing defaulter by the authority of CSMCARI thereof otherwise agree forfeit and pay to the Assistant Director In-charge, CSMCARI, Chennai. The sum ofonly, deposited as Earnest Money at the time of submission of tender in the form of demand draft/pay order No.....dated.....Drawn on(Name of Bank). The full value of which is to be absolutely forfeiter 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.

दिनांक/Dated.....the day of

साक्षी/Witness.....

संविदाकार का हस्ताक्षर/Signature of Contractor

पता/Address.....

Occupation.....

The above tender is hereby accepted by me on behalf of the CSMCARI, Chennai

ASSISTANT DIRECTOR IN-CHARGE

Signature of sanctioning authority

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 Captain Srinivasa Murthy Central Ayurveda Research Institute, Chennai 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

Name:

Seal:

Date:

Place:

Technical BID

(To be enclosed in a separate sealed envelope]

For providing manpower on Outsourced basis to CSMCARI, Chennai

01	Name of Tendering Company/agency. (Attach certificates of registration with a brief profile of the company]	
02	Name of Proprietor/Director of Company	
03	Full address of Registered Office with Telephone No.. FAX and E-Mail	
04	Full address of operating/ Branch Office with Telephone no.. FAX and E-Mail	
05	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')	
06	PAN/GIR No	
07	GST Registration No.	
08	E.P.F. Registration No.	
09	E.S.I.. Registration No.	
10	Documents showing completing at least three service where it has provided 25 persons in one organization during last 3 years in one single contract and the turnover of the company is not less than 5 crores.	
11	Annual Report and Audited Balance sheet & Profit Loss Account for the last three financial years to be attached.	
12	Affidavit stating that the company is / has not been black listed by Central Government Departments/Slate Government/Statutory bodies/Autonomous. bodies/PSUs /Private Sector.	
13	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	
14	Objective Testing and Assessment of Professional Skills of Candidates / Manpower: Company's process of Scrutinizing candidates before providing to the CSMCARI; Number and type of tests / examinations proposed / conducted by the Company-to ensure that suitable candidates / manpower are going to be provided to the CSMCARI	
15	Acceptance of Terms and Conditions	
16	Demand Draft/ Multicity Cheque/Cash/Pay order for Tender document fee (non-refundable) of Rs.500/- (Rs. Five Hundred only) attached (Name of bank, DD/Pay Order No. Date and amount)	
17	Demand Draft/Multicity cheque/Cash/ Pay Order for EMD of Rs. 25,000/- (Rs. Twenty five thousand only) attached (Name of bank, DD/Pay Order No. Date and amount etc).	
18	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document - Annexure-III)	
19	List of other clients	
20	Any other information to establish financial worth and technical competence.	

Authorised signatory. Name: Seal:

Date & Place

DECLARATION

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 rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.

Authorised signatory Full Name: Seal:

Date:

Place:

FINANCIAL BID
(To be enclosed in a separate sealed envelope)
For providing manpower on Outsourced basis to CSMCARI, Chennai

01. Name of tendering Service Provider Company:
02. Details of Money Deposit :-
a) EMD (Rs.25,000/-)
D.D. / Multicity cheque/Cash/P.O. & Date :
b) Tender document fee(Rs.500/-)
D.D. / Multicity cheque/Cash/P.O. & Date :
Drawn on Bank :
03. 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 Council 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 only in terms of whole rupee or percentage per post of manpower.

Sl.No.	Manpower Type	Present Wages per month	Service charges of Agency on basic salary(in percentage)
(01)	(02)	(03)	(4)
01	Statistical Assistant	20000	-----%
02	Laboratory Technician	24000	
03	Office Assistant/ Data Entry Operator/ Hindi Assistant	20000	
04	Library & Information Assistant	20000	
05	Pharmacist	16000	
06	Laboratory Attendant		
07	Animal Attendant		
08	Driver		
09	Safaiwala/ House Keeping staff		
10	Animal Attendant cum Sweeper		
11	Pharma Attendant/Labour		
12	MTA		
13	Peon		

- 1) EPF, ESI, GST will be applicable as per rules.
2) Number of employee may vary based on requirement of Institute.

Note:- Service charges to be quoted on basic salary in percentage only. Service charge on EPF, ESI payment not to be charged.

Date:
Place:

Authorized signatory

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 a 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 acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or 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 been 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 regard to matters relating to security and integrity of the country, we have not been charge-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 with office Seal

Appendix 'A'

MANPOWER TO BE RECRUITED/ESSENTIAL QUALIFICATION/EXPERIENCE

S.No	Name of the post	Age	Qualification/experience
1.	Statistical Assistant	Below 35 for all these posts. However, relaxation in age should be given for those who have previous experiences in State/Central Govt Offices/ Institution etc.	Essential: Bachelor Degree in Statistics from a recognized university and relevant experience in the statistical field.
2	Laboratory Technician		Essential: a) Degree with science subjects b) 2 years experience in a laboratory attached with recognized teaching/research institution.
3	Office Assistant/DEO		Essential: Bachelor Degree in any discipline from a recognised University. Diploma/certificate in Computer application of not less than 1 year. English typing speed of at least 30 w.p.m.
4	Library & Information Assistant		Essential: Bachelor's degree in Library Science from recognized University.
5	Pharmacist		Diploma in Pharmacy/D. Pharm(Ay.) from recognized University /Institution with two years experience in Ayurvedic Hospital or B.Pharm(Ay.)
5	Laboratory Attendant		Essential: a)10+2 with Science subjects b) Work experience of 1 yr. In a recognized Institution/hospital/laboratory
6	Animal Attendant		Essential: a) . Qualification a) 10 th passed or equivalent b) Should have good communication and interpersonal skills. c) Knowledge of computer application such as MS word,MS Excel and Power point
7	Driver		Essential: a) Pass in 10th standard or equivalent from recognized Board or Institution b) Possessing a valid driving license for motor cars c) knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle d) Experience in the relevant field
8	Safaiwala/Housekeeping staff		Essential: . Qualification a) 10 th passed or equivalent b) Should have Experience in the relevant field.
9	Animal Attendant cum sweeper		a) . Qualification a) 10 th passed or equivalent b) Should have Experience in the relevant field
10	Pharma Attendant /Labourer		a) . Qualification a) 10 th passed or equivalent b) Should have Experience in the relevant field
11	MTA		a) .Qualification a) 10 th passed or equivalent b) Should have Experience in the relevant field
12	Peon	a) . Qualification a) 10 th passed or equivalent b) Should have good communication and interpersonal skills. c) Knowledge of computer application such as MS word,MS Excel and Power point	