



क्षेत्रीय आयुर्वेदीय औषधि विकास अनुसंधान संस्थान
(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार)
आमखो, ग्वालियर – 474009 (म.प्र.)

Regional Ayurveda Research Institute for Drug Development
(Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt. of India)
Aamkho, Gwalior - 474 009 (M.P.)

Advertisement No. 29

Date: 08/01/2019

TENDER NOTICE

Deployment of Security Guards, Housekeeping Personnel and other Manpower

Tenders in sealed cover are invited under **two-bid** system from reputed, experienced, registered agencies/manpower suppliers for providing **Security Guards, Housekeeping Personnel and other Manpower** for Regional Ayurveda Research Institute for Drug Development (RARIDD), Gwalior. The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be purchased from RARIDD, Gwalior on any working day from **09-01-2019** to **30-01-2019** between 10.00 AM to 03.00 PM on payment of non refundable charges of Rs. 300/- (Rupees Three Hundred only) or can be downloaded from www.eprocure.gov.in and www.ccras.nic.in. The interested agencies/firms are required to submit the bids at the office of **“The Assistant Director, RARIDD, Aamkho, Gwalior – 474 009**, by or before **03.00 PM** on **31-01-2019**. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day i.e **31-01-2019 at 03.30 PM** at RARIDD, Gwalior. The date of opening of financial bid of technically qualified agencies will be announced later. The Tender Documents are non- transferable. Any future clarification and/or corrigendum(s) shall be communicated through Assistant Director I/c on the www.eprocure.gov.in and CCRAS website: www.ccras.nic.in.

**Assistant Director (S-4) I/c
RARIDD, Gwalior**

APPLICATION LETTER (Specimen)

(To be attached with Technical Bid as a Cover Letter)

To,

**The Assistant Director I/c
Regional Ayurveda Research Institute for Drug Development
Aamkho, Gwalior – 474009 (M.P.)**

Sub: Tender for deployment of Security Guards, Housekeeping Personnel & other Manpower in RARIDD, Gwalior

Dear Sir,

In response to your tender notice for the above-mentioned contract, I/WE, a Company/ Partnership/Sole Proprietor submit the tender as per the terms and conditions mentioned in the Tender Document. Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Regional Ayurveda Research Institute for Drug Development, Aamkho, Gwalior, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to deploy Security Guards, Housekeeping Personnel & other Man Power strictly in accordance with the terms and conditions as indicated by you in Tender document. We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the Central Govt. and as specified by CCRAS from time to time. I/We also agree for the compliance of applicable Labour and other Laws in-force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum Wages act. All other payments like payment under Workmen Compensation Act etc. shall be borne and payable by me/us. I/we will always keep the RARIDD, Aamkho, Gwalior – 474009 (M.P.) indemnified of any claim/damages that RARIDD have to pay with respect to the service and the deputation of any workers to the RARIDD.

I/We further pay and have enclosed Earnest Money amounting to Rs. 50.000/- (Rs. Fifty thousand only) in the form of FDR/BG/DD drawn in favour of RARIDD at Gwalior along with the Technical Bid which will remain with RARIDD up to final award of contract.

Thanking you.

Yours faithfully

(Name)

Signature of Proprietor/Director
who holds Power of Attorney on behalf of firm

(Copy of the Power of Attorney to be submitted which will be compared with the original in case the tender is awarded)

TENDER DOCUMENT
Deployment of Security Guards, Housekeeping Personnel and other Manpower

CONTENTS AND ELIGIBILITY CRITERIA

1. The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be purchased from RARIDD, Gwalior on any working day from **09-01-2019** to **30-01-2019** between 10.00 AM to 03.00 PM on payment of non refundable charges of Rs. 300/- (Rupees Three Hundred only) or can be downloaded from our Head Quarter website www.ccras.nic.in. Those who download the tender document from Website should enclose a Demand Draft/Pay Order for Rs. 300/- (Rs. Three hundred only) in favour of “**RARIDD**”, payable at Gwalior, not later the date of **30-01-2019** along with their bid in the Cover-I containing “Technical Bid”.
2. The interested firms/suppliers are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super scribed “**Tender for Deployment of Security Guards, Housekeeping Personnel and other Manpower**”. The interested agencies/firms are required to submit the bids at the office of “**The Assistant Director I/c, RARIDD, Aamkho, Gwalior – 474 009**”, by or before **03.00 PM** on **31-01-2019**. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day i.e **31-01-2019 at 03.30 PM** at RARIDD, Gwalior. The date of opening of financial bid of technically qualified agencies will be announced later.
3. The bidder shall have to pay Earnest Money Deposit (EMD) of **Rs. 50.000/-** (Rs. Fifty thousand only) as bid security in the form of FDR/BG/DD drawn along with the Technical Bid and must be valid for (6) six months. The Public Sector Undertaking of the Central/State Govt is exempted from furnishing Earnest Money along with tender. The firms registered with and any approved source of Centre/States Govt. are also exempted from furnishing Earnest Money vide GFR, 2017 rule 150. Bids received without EMD shall stand rejected and thus shall not be considered for evaluation, etc. at any stage. The original EMD will be put in cover- I containing Technical bid. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract and no request for return of EMD shall be entertained before finalisation of contract.
4. The successful bidder has to constitute a Contract Agreement on Indian non judicial stamp paper of Rs. 1000/- (Rupees One Thousand only) and also required to furnish the Security Deposit (Performance Security) @ 10% of the Contract value of one year in the form of Fixed Deposit or Bank Guarantee, for a period of 15 months, of any nationalised bank in favour of RARIDD, Gwalior & payable at Gwalior only. The EMD deposited by successful bidder may be adjusted towards Security Deposit. If the successful bidder fails to furnish the full Security Deposit or difference amount between performance security and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, the bid security (EMD) shall be forfeited unless time extension has been granted by RARIDD, Gwalior.

5. All the duly filled/completed pages of the tender should be given serial/ page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions.
6. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.
7. The Bidder may be a Proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, as per law with valid registration on the last date of submission of the bid.
8. The Tenderer/Bidder shall have at least 05 years experience in these fields out of which at least 02 years in Central/State Govt. undertaking and shall submit the **self attested copies** of the following documents along with **Technical Bid** as per **Annexure I**
 - (a) PF Registration with PF code number.
 - (b) ESI Registration.
 - (c) Bidder should have a valid license/registration with the Competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
 - (d) Valid licence issued in **respect of previous employers** by Regional Labour Commissioner.
 - (e) Valid Licence Issued by State Police Authorities or Equivalent to run business of private security agency.
 - (f) Details of work of similar nature carried out in Central/State Govt. bodies/Department/PSUs/Autonomous bodies/industries/factories/or other similar organization in the last 05 years ending on 31st March 2018.
 - (g) Proof showing at least one currently valid contract in similar field.
 - (h) List of Arbitration cases (if any)
 - (i) Copies of certificates of GST and PAN Number.
 - (j) Details of managerial, supervisory and other staff of the Agency
 - (k) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at Regional Ayurveda Research Institute for Drug Development, Aamkho, Gwalior – 474009 (M.P.)
 - (l) Copy of Income Tax return of previous three years
 - (m) Bank solvency certificate of Rs. 5 lacs specifically in the name of agency (current, not old than one month)
 - (n) Copies of balance sheet and Profit & Loss A/c of previous three financial years ending 31st March 2018 duly certified by CA.
 - (o) List of Mechanical & Electrical equipments for performing Housekeeping functions and other value added service.
9. Approximate number of Security Guards, House Keeping Personnel & other Man Power required in RARIDD their qualification/experience, Duties in brief is given in **Annexure III**.

10. There should be no case pending with the police against the proprietor/firm/partner or the company (Agency). **The firm should give such an undertaking on letter head of the company along with technical bid.**
11. Tenderer/bidder shall submit details of organization, where Bidder has undertaken such similar services as per **Annexure IV**.
12. Certificates provided for the work details in 8 (f) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work executed, in order to confirm conformity to the defined similar works.
13. In Financial Bid (**Annexure II**), the rates specified are monthly emoluments as fixed as per the order of CCRAS, Ministry of AYUSH, Govt of India, New Delhi and as per minimum wages act specified by Central Government/Central Sphere and as per post and category mentioned in **Annexure IIIA**. The service charge should be quoted in percentage. Bids offering Administrative/service charges of less than a minimum of 5% of wages would be summarily rejected. Bidders are advised to take into account all other factors of payments (like weekly off, National holidays, etc.) while quoting their offers.
14. All entries in the 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. No overwriting or cutting is permitted in the Technical Bid as well as in Financial Bid unless authenticated by full signature of the Bidder. The corrections made by using fluid and overwriting will not be accepted and Bid will be rejected. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a Bid from being considered. Rates should be filled up carefully by the Tenderer.
15. The bid shall be valid and open for acceptance of the Competent Authority of RARIDD for a period of 180 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful Bidder shall be entertained.
16. The bidder should have an office/branch in the **Gwalior City**.
17. The Contract agreement shall be signed with the successful bidder as per specimen enclosed.
18. Counter Terms & Conditions will not be accepted as also any additions/deletions or change in our format will not be allowed.
19. Technical bid evaluation and criterion for selection as well as rejection: The bidders should qualify as per the following criterion for consideration at the stage of technical evaluation. Only those bid(s) shall be treated as responsive bid(s) which fulfill all the criterion/parameters mentioned below.
 - (i) At least five years standing in the field.
 - (ii) Experience of providing such/similar services to the central/state government departments/autonomous bodies/PSUs/industries/NGOs, etc during last five years.
 - (iii) At least one currently valid contract for similar works in offices of central/state government departments/autonomous bodies/PSUs/Industries or other similar organisations

- (iv) Submission of EMD and all documents mentioned in the technical bid.
- (v) Conditional Bid, if any shall be rejected.
20. Incomplete tenders would be rejected as per rejection criteria mentioned in the Technical Bid.
21. **Selection of Bidders:** Selection of bidders would be made after taking all the factors like past performance, credentials, responsible business practices, competency to execute contract, credential of fulfillment of provision of labour laws with past contracts, annual turnover of the firm, and all qualifying and rejection criterion taking into account together. Evaluation of these parameters shall be based on the documents and information submitted by the bidder(s) without recourse to extrinsic evidence. In a normal situation, contract shall be awarded to the lowest responsive bidder. However, mere lowest rates are not the sole criterion of selection. Without affecting the sanctity of the above criterion, RARIDD has power to relax any condition of eligibility criterion qualifying the bid(s) based on the merit of each case and if the situation so warrants in the interest of work of RARIDD, Gwalior.
- RARIDD also reserves the right to reject any bid (including the lowest one) which is its opinion is not responsive or violating any of the condition/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause the bidder in the process.
22. Preference will be given to contractors having ISO, Quality System Certificates or equivalent.
23. No firm shall be permitted to tender for work in the RARIDD in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the name of persons who are working with them in any capacity or subsequently employed by them and who are near relative of any employee of the RARIDD. Any violation of this condition which comes to the Notice of the RARIDD after the contract is awarded will entitle the RARIDD to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the RARIDD on account thereof.
24. **Forfeiture of EMD (Bid Security) and Performance Security (Security Deposit):** EMD shall be forfeited in the following cases: (a) Bidder's withdrawing or altering its bid during the bid validity period, (b) withdrawal of offer during the validity period of the offer, (c) Non-acceptance of work order when placed, or (d) Non-confirmation of acceptance of work order within the stipulated time after placement of offer, (e) Any unilateral revision made by the bidder during the validity period of the offer.
- Performance Security (Security Deposit) shall be forfeited in case of non-compliance by the Contractor to execute the contract as per terms and conditions of the Agreement/Tender Document.
21. The Assistant Director I/c, RARIDD, Gwalior reserves the right to accept or reject any or all tenders without assigning any reason thereof.

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

TENDER DOCUMENT

Contract for Deployment of Security Guards, Housekeeping Personnel and other Manpower

GENERAL TERMS AND CONDITIONS OF CONTRACT

- A. Scope of Work:** Supply of Security guard, House Keeping Personnel & other manpower ON CONTRACT BASIS at RARIDD, Gwalior by deploying required number of contract personnel.
- B. Terms and Conditions:**
1. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for a period of one year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two months notice in writing by either party to the agreement.
 2. The contracting Agency should ensure that the manpower to be deployed should be competent enough to execute the work assigned to them.
 3. The personnel deployed shall be healthy and active. Nobody shall have any communicable diseases.
 4. The Security and Housekeeping Personnel shall be smartly dressed in Agency's proper Uniform and always hold Identity Card. The Agency shall provide fully trained and disciplined personnel. The agency should provide all necessary accessories to security personnel for watch and ward function and other housekeeping equipments required for housekeeping activities as mentioned in the Technical Bid while material as mentioned in Annexure III will be provided by the Institute as per actual requirement .
 5. The Contractor shall bear all expenses regarding Uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours. The Contractor shall pay the wages directly in the bank account of the personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by the RARIDD for whatever reason. Wages payable shall not be less than the minimum wages payment as declared by the Central Govt. or as fixed by CCRAS, New Delhi from time to time. Failure to do so shall be considered as breach of contract and will lead to termination of the contract.
 6. Contractor shall submit workers EPF number and proof of submission of EPF, ESI, etc. as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at RARIDD, and in case of any difference in the amount of which documentary evidence has not been provided, RARIDD has the right to deduct the amount accordingly from the bills. While depositing the applicable ESI & EPF amount in the account of respective worker, it shall be the sole responsibility of the contractor to comply with all prescribed provisions of Labour rules/Laws/Act. Further the agency shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their re-enactments/amendments/modifications.

- a) The payment of wages Act. 1936
 - b) The Employees Provident Fund Act. 1952
 - c) The Factory Act, 1948
 - d) The Contract Labour (Regulation) Act, 1970
 - e) The Payment of Bonus Act, 1965
 - f) The Payment of Gratuity Act, 1972
 - g) The Employees State Insurance Act, 1948
 - h) The Employment of Children Act, 1938
 - i) The Motor Vehicle Act, 1988
 - j) The Minimum Wages Act, 1948
7. Replacement of personnel as required by the RARIDD will be effected promptly by the Contractor; if the Contractor wishes to replace any of the personnel, the same shall be done after prior consultation/approval of the RARIDD. The full particulars of the personnel to be deployed by the Contractor including the names and address shall be furnished to the RARIDD along with testimonials before they are actually deployed for the job. However in respect to substituted personnel, payment of their ESI & EPF will be considered by the RARIDD subject to documentary evidence provided by the contractor in this regard. However EPF/ESI shall be payable in r/o substituted personnel who has rendered services for twenty days or more on proportionate basis and the Contractor shall have to submit the complete details including EPF and ESI account number of such worker with the next bill.
 8. In case of any loss that might be caused to the RARIDD due to lapse on the part of the personnel deployed by the manpower agency while discharging their responsibilities, such loss shall be compensated by the contracting Agency and in this connection, the RARIDD shall have the right to deduct appropriate amount from the bill etc, to make good of such loss to the RARIDD besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the RARIDD shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
 9. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation/legal or any other liability will solely rest with the Contractor.
 10. That contractor's authorized representative (Owner/Director/Partner/Manager) shall personally contact Head of the RARIDD at least once a month to get a feedback on the services rendered by the contractor *vis-a-vis* corrective action required to make the services more efficient or any other related issues.
 11. In the event of contract personnel being on leave/absent, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the Contractor shall make provision for leave reserve.
 12. The Contractor shall arrange to maintain the daily shift-wise attendance record of the contract personnel deployed by him showing their arrival and departure time. The attendance record shall be produced for verification on demand by the RARIDD at any point of time. Besides contract personnel shall also put their attendance in the Biometric machine installed in the institute, showing their arrival & departure time.

13. If at any point of time it comes to the notice of the RARIDD that the contract personnel deployed are different from the list provided (with attested photographs), RARIDD will be well within its right to impose penalty not exceeding 10% of the monthly wages payable to contractor for each such personnel identified. In addition to penalty clauses, the RARIDD is at the liberty to levy liquidated damages, which may be up to 10% of monthly bill, for defaults on the part of the Contractor.
14. The contract personnel deployed by the Contractor shall have the required qualification. The staff will be deployed on the basis of interview and/ skill test by the Committee constituted for the purpose by the Asstt. Director I/c RARIDD, Gwalior.
15. In case of non-compliance/non-performance of the services according to the terms of the contract, the RARIDD shall be at liberty to make suitable deductions (ranging from 2% to 10%) from the bill without prejudice to its right under other provisions of the contract.
16. The Contractor shall be solely liable for all payment/dues of the workers deployed by him with reliable evidence provided to the RARIDD. In the event RARIDD makes any payment or incurs any liability, the contractor shall indemnify the RARIDD completely.
17. In case of any dispute arising out of this agreement then Head of RARIDD shall nominate an officer of the RARIDD a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable.
18. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Gwalior Court will have the jurisdiction to settle and decide all the disputes.
19. Income Tax (TDS) as per rules shall be deducted from the bills of the Contractor as per applicable laws. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
20. In case the RARIDD suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, the RARIDD reserves the right to terminate the contract without assigning any reason.
21. The Contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-fulfillment of any such provision/rule.
22. The Contractor should maintain all the records and documents under various labour laws applicable to contract labours/personnel and also Shops & Establishment Act/Rules applicable to his/her establishment and make them available at the RARIDD at all times. Indicative list of such records is given herewith for example: (a) Register for Workmen, (b) Employment card (to be issued to workers), (c) Muster Roll, (d) Register for wages, (e) wage slip, (f) OT registers etc.
23. The above records and the following return filed by the contractor have to be produced to the Admn. Section of RARIDD on demand and original/photocopies of these records should be handed over after completion of the contract.
 - (a) Return in Form 5, 10 & 12 A which is submitted monthly under the provisions of the Employees' Provident Fund & MP Act, 1952.
 - (b) Summary of contribution (Form 5) under sec. 44 Regulation 25 of the ESI Act, 1948 also the return filed under sec. 44, Regulation 26 of the said act along with the monthly return.

- (c) Half yearly return in Form XXIV under Rule 82(1) of the Contract Labour (R&A) Act, 1970.
 - (d) Annual return filed in Form 3A/6A under the Employee's Provident funds & MP Act, 1952
 - (e) Annual Return in form III Rule (21(4 A) of the Minimum Wages Act, 1948.
 - (f) Any other applicable return.
24. The Contractor should obtain a Licence from Central Labour Commissioner to engage the Contract personnel at RARIDD as per Contract Labour Act within a period of one month from the date of award of contract by the RARIDD.
 25. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Central Govt. from time to time, as applicable during the contract period. As and when the wages are revised by the Central Govt. the revised wages shall be paid by this office.
 26. The Contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month. The payment of wages will be verified and examined with the bills/documents by an authorized representative of RARIDD notified for the purpose.
 27. The wages shall be paid to workmen without any deduction except those specified under the payment of wages Act and Minimum wages Act.
 28. The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules.
 29. The RARIDD reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues.
 30. The Contractor has to submit the attested photocopies of his voter ID, PAN, residential address, educational qualifications etc. He should also give the list of his sons and relatives who are working in this office as sub-contractors or the labourers. If there is no such thing, the contractor has to give an undertaking to this effect.
 31. The contractor shall have to engage the existing incumbents whosoever wish to continue.
 32. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
 33. Wherever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the RARIDD will be considered applicable at the time of any dispute/following any statutory rules.
 34. Contract Agreement should be executed within 10 days of the submission of Security Deposit. Non fulfilment of this condition of executing a contract by the Contractor would constitute sufficient ground for annulment of the award and forfeiture of EMD.
 35. The resultant contract will be interpreted under Indian Laws.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between RARIDD and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

TENDER DOCUMENT

Deployment of Security Guards, Housekeeping Personnel and other Manpower

TECHNICAL BID

(In separate sealed Cover-I super scribed as “Technical Bid”)

Sr. No.	Description	Particulars
1.	Name & Address of the agency with phone number, email, and mobile	
2.	Constitution & Nature of firm (State whether sole proprietor/partnership firm/ limited company)	
3.	Year of establishment	
4.	Registration with the labour Commissioner under provisions of contract labour Act and its validity date. (Please attach copy)	Attached/Not attached
5.	Valid Licence Issued by State Police Authorities or Equivalent to run business of private security agency	Attached/Not attached
6.	Address of Branch Office at Gwalior with contact details	
7.	(a) Name of Bankers & Branch with full address (b) Type of Account & Number (c) Name (s) of person (s) operating the account (enclose banker's certificate)	
8.	ESI Code with photocopy of registration certificate (Please attach copy)	Attached/Not attached
9.	Registration certificate of Provident fund commissioner. Enclose PF registration code allotted by the Regional Provident Fund Commissioner.	Yes/No
10.	PAN No. (Please attach copy)	Attached/Not attached
11.	GST Registration (Please attach copy)	Attached/Not attached
12.	Please attach copy of Income Tax Return of last 3 years (Please attach copy)	Attached/Not attached
13.	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA	Attached/Not attached
14.	Attach Bank solvency certificate of Rs. 5 lacs specifically in the name of agency (current, not older than one month)	Attached/Not attached
15.	Power of Attorney/authorization for signing the bid	Attached/Not attached

16.	Performa as per Annexure IV containing details of works in other organization where such contracts were/are undertaken (attach supportive documents)	Attached/Not attached
17.	List of Arbitration cases (if applicable) Do not leave it blank. If there are no such cases, write "Not Applicable".	Yes/No/ Not Applicable
18.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.	Attached/Not attached
19.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at RARIDD, Aamkho, Gwalior	Attached/Not attached
20.	Details of at least one currently valid contract for similar work	Attached/Not attached
21.	Proof of earlier completed similar works within last five years.	Attached/Not attached
22.	Undertaking to the effect that the workers to be deputed in RARIDD, Aamkho, Gwalior shall be trained and qualified as per terms and conditions of the agreement.	Attached/Not attached
23.	Undertaking to the effect that sufficient 'leave reserve' of personnel shall be maintained by the Agency	Attached/Not attached
24.	Undertaking to the effect that the personnel deputed to RARIDD, Aamkho, Gwalior shall have been screened by police.	Attached/Not attached
25.	Acceptance of terms & conditions (Yes/No). Please sign each page of terms and conditions in token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.	Yes/No
26.	Details of the FDR/BG/DD bid security (EMD) FDR/BG/DD No. _____ Date: _____ Payable at -	
27.	Detail of cost of Tender form (if downloaded from website) DD/Pay order No. _____ Date: _____ Payable at-	
28.	List of Mechanical & Electrical Equipments for House Keeping function (Seperate sheet may be attached)	
	Equipment	Make/Capacity
		Utility
	Any other value added services necessary for watch and ward and housekeeping activities	

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the Terms and Conditions contained herein and undertake myself/ourselves to abide by them.

- Encls:** 1. DD/Pay Order (if tender form is downloaded from the website of this Institute)
2. FDR/BG/DD against EMD
3. Terms & Conditions (each page must be signed and sealed)

(Signature of Bidder with seal)

Name:

Address:

TENDER DOCUMENT
Contract for Deployment of Security Guards, Housekeeping Personnel and other Manpower

FINANCIAL BID (SCHEDULE OF RATES)

(In sealed Cover-II super scribed "Financial Bid")

To,
The Assistant Director I/c
RARIDD, Gwalior

Dear Sir

Our quoted rate for supplying the Security Guards, Housekeeping Personnel and other Manpower at RARIDD, Gwalior will be as follows.

Name of posts/ Category	No. of persons	Rates/ Wages per month per person	Weekly off per month 4/5 days	ESI (As per rule)	EPF (As per rule)	Service charges (in percent of monthly wages not more than 2 decimal point)	GST (As per rule)	Grand Total
Security Guards	(06)	Rs. 16,000						
House Keeping Personnel	(04)	Rs. 16,000						
Project Assistant	(01)	As per minimum wages prescribed by Central Sphere/Govt						
Laboratory Technician	(01)	Rs. 24,000						
Assistant Librarian	(01)	Rs. 20,000						
Auxiliary Nurse Midwife	(01)	Rs. 20,000						
Pharmacist	(01)	Rs. 28,000						
Office Assistant	(02)	Rs. 20,000						
Multi-Tasking Attendant (Office Attendant, Animal Attendant, Cook, Kitchen Servant, Aya, Mali	(07)	Rs. 16,000						

The rates stated above for all the post except Project Assistant are monthly emoluments as fixed as per the order of CCRAS, Ministry of AYUSH, Govt of India, New Delhi. The emoluments for Project Assistant shall be paid as per minimum wages act specified by Central Government/Central Sphere and as per post and category mentioned in Annexure IIIA. EPF and ESIC will be payable as per rule. GST will be applicable as per rule. The Bids offering Administrative/service charges of less than a minimum of 5% of wages would be summarily rejected. L1 will be decided on the basis of service charge. In the event of tie up, the decision will be made based on the criterion mentioned in the clause 21 (Selection of Bidders) stated under Contents and Eligibility Criterion.

Declaration by the Bidder:

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in Tender document for Contract for Deployment of Security Guards, Housekeeping Personnel and other Manpower. I/we agree to abide them.
2. No other charges would be payable by the organisation.

(Signature of Bidder with seal)

Place:.....

Name

Date:.....

Seal

Address

TENDER DOCUMENT

A. Details of Security Guard, House Keeping Personnel & other Man Power

Sr. No.	Name, No. of Post and Category	Eligibility Criteria	Duties in Brief
1.	Security Guards (06) (Without arms) (Unskilled)	A man of proven credentials with minimum qualification of 8th Class and 2 years experience as Security Guards – Not more than 50 years in age	To Guard the office premises/check the visitors
2.*	House Keeping Personnel (04) (Unskilled)	Staff deployed should be of proven credentials with minimum qualification of 8th Class	Sweeping & Cleaning of premises, corridors, wards, toilets, etc.
3.	Project Assistant (01) (Highly Skilled)	B.Sc/B.Pharm	As directed by R.O. I/c Pharmacology
4.	Lab. Technician (01) (Skilled)	10+ 2 with DMLT from recognised institution. Two years experience as Lab. Tech. in a laboratory attached with recognized teaching/ research Hospital Govt./UT	To take samples of patients & carry out investigation as directed
5.	Asstt. Librarian (01) (Skilled)	Graduate in Library Science	To maintain Institute's Library
6.	Auxiliary Nurse and Midwife (ANM) (01) (Skilled)	Intermediate with Diploma in general nursing & midwifery & two years experience of working as ANM in a Hospital/ Nursing Home	Duty of ANM
7.	Pharmacist (01) (Skilled)	Intermediate with Diploma in Pharmacy in Ayurveda	Dispensing of medicines to patients and record keeping
8.	Office Assistant (02) (Clerical)	Qualification: A graduate and should qualify the typing test with minimum speed of 35 w.p.m. in English and 25 w.p.m. in Hindi on computer, writing ability test and personal talk Age limit: 30 years as on the date of fresh engagement	Opening and maintenance of files, typing support, record maintenance, diary/dispatch, routine noting/drafting, distribution of dak, etc and as directed by Officer Incharge
9.	Multitasking Attendants (07) (Office Attendant, Animal Attendant, Aya, Cook, Kitchen Servant, Mali) (Semi-skilled/Unskilled category)	Qualification: Matriculation (High School) Pass and well conversant with basic computer skills Age limit: 30 years as on the date of fresh engagement	Work assigned to MTA and as directed by concerned section I/c

* Cleaning/Sweeping materials viz. Sweeps, Mops, Acid, Phenyl, naphthalene balls, etc, shall be supplied by the Institute as per actual requirement

B. Details of Duties and Scope of Work of Personnel

Security Guards

1. There will be 02 Guards at a time for 8 hours from 6 AM to 2 PM, 2 PM to 10 PM and 10 PM to 6 AM, round the clock.
2. Security Guards will keep strict watch and ward on all RARIDD properties, regulating movement of men, materials, vehicle and prevention of tress-passing at RARIDD, Gwalior
3. One Security Gurard will watch the gate of the Institute and other will take round in the campus during the duty hours, outside and inside the building.
4. All the security guards shall work under the supervision of the authorized person assigned by Assistant Director Incharge.

House Keeping Personeeel

1. All mechanical and electrical equipments as per Technical Bid, other value added services as per actual requirement shall be supplied by the Contractor.
2. Housekeeping personnel shall attend the office at 8 AM and leave by 4 PM.
3. Sweeping of all the floors of the buildings, staircase, front and back space of the building in the compound, removal of waste papers and other waste materials, garbage, refuse from all the rooms, etc. and disposing the same to outside door to door collection vehicles.
4. Daily mopping services by ordinary duster/pocha two times in rooms including passages, staircases, cleaning of furnitures (Steel and Wodden) cupboards.
5. Cleaning of toilets, wash basins, sanitary fittings, pantries, and staircases before 9 AM.
6. Freshner sprays in all rooms, toilets, and corridors.
7. Cleaning of windows, glasses, frames anjd air conditioner grills, cleaning of panels, posters, paintings.
8. Water filling in desert coolers, two times a day and cleaning of dessert coolers/water coolers once in a week. One teaspoon of disintectant will be put in desert coolers once in a week as per instructions of local muncipal authorities.
9. Vacuum cleaning of carpets floors weekly, cleaning of fans and partitions.
10. Cleaning of Tables/Chairs/Sofas in all rooms of Institue.
11. Removing choke from the pipelines upto septic tank.

Other Manpower

As per the duties mentioned in the Annexure IIIA Table.

Details of other organizations where contracts were undertaken during last five years (enclose supporting documents)

S. No.	Name & Address of the Organization with contact No	Nature & No. of personnel supplied	Period of contract	Whether Govt/ Semi-Govt/ Autonomous body/PSUs/ Industries/ NGOs etc. (pl specify)	Amount of contract (yearly)	Reason for termination (if currently not valid)	Self attested copies of work order may be attached
1							
2							
3							

This information to be given in "Envelope No. I along with Technical Bid for Contract for supply of Security Guard, Housekeeping Personnel & other Man power.

CONTRACT AGREEMENT FORM (DRAFT AGREEMENT)

(To be made on Rs. 1000.00 Non Judicial Stamp Paper)

This Agreement is made on _____ day of _____ 2018 between RARIDD, Aamkho, Gwalior on one part, and M/s _____ Agency for Security guard, Housekeeping Personnel & other man power on the other part.

WHEREAS the RARIDD is desirous to engage the Agency for providing supply of Security Guard, Housekeeping Personnel & Other Man Power on the terms and conditions stated below.

1. The Agency shall be solely responsible for compliance to provision of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensation, EPF, Bonus, Gratuity, ESI etc relating to contract personnel deployed in RARIDD. The RARIDD shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at RARIDD. RARIDD shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving two months notice on either side.
5. In case of non-compliance with the contract, the RARIDD reserves its right to:
 - a) Cancel/revoke the contract, and/or
 - b) Impose penalty up to 10% of the total annual value of contract.
6. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in RARIDD by 7th of every month in presence of official of RARIDD deputed for the purpose. Further the agency while submitting their bill for payment shall also be responsible to submit documentary evidence of having deposited ESI and EPF amount (both employer's and employee's contribution) in the respective account of the worker for the previous month for which bill is raised, Copies of challans and worker's permanent ESI account no card/certificate & EPF Number Shall be Submitted.
7. The personnel provided by the Agency will not claim to become the employees of RARIDD and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in RARIDD.
8. There would be no increase in rates payable to the Agency during the contract period except statutory wages revised by the Central Govt. from time to time, as applicable during the contract period. As and when the wages are revised by the Central Govt., the revised wages shall be paid by this office.
9. The Agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
10. Decision of RARIDD, Aamkho, Gwalior in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.
11. The Agency shall be responsible for providing Uniform and Identity Cards to Security Staff and Housekeeping Personnel.

12. In case of any dispute between the Agency and RARIDD, RARIDD shall have the right to decide. However for all matters of disputes jurisdiction shall be at Gwalior.
13. Forfeiture of EMD (Bid Security):- EMD shall be forfeited in the following cases: (a) Bidder's withdrawing or altering its bid during the bid validity period. (b) withdrawal of offer during the validity period of the offer, (c) Non-acceptance of work order when placed, or (d) Non-confirmation of acceptance of work order within the stipulated time after placement of offer., (e) Any unilateral revision made by the bidder during the validity period of the offer.
14. Forfeiture of Performance Security Deposit (Security Deposit):- Security Deposit (Performance Guarantee) shall be forfeited, if services are not provided up to the satisfaction of RARIDD or the firm withdraws its offer during currency of contract which includes the extended period of contract.

IN WITNESS WHERE OF both the parties have set and subscribed their respective hands with their seal in Gwalior in the presence of the witness:

RARIDD, AAMKHO, GWALIOR

Witness: 1.

2.

AGENCY

Witness: 1.

2.