

Published on 15 Mar-2017



## क्षेत्रीय आयुर्वेदीय त्वकरोग अनुसंधान संस्थान

(सी.सी.आर.ए.एन., आयुष मंत्रालय, भारत सरकार)

ओ/३, न्यू मेंटल कैंपस, मेघानिनगर, अहमदाबाद - ३८००१६ (गुजरात)

REGIONAL AYURVEDA RESEARCH INSTITUTE FOR SKIN DISORDERS

(C.C.R.A.S., Ministry of AYUSH, Govt. of India)

O/3, NEW MENTAL CAMPUS, MEGHANINAGAR, AHMEDABAD - 380 016 (Gujarat)

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फा.सं.1-61/क्षे.आ.त्व.अ.सं/अहम./प्रशा./2016-17/

दिनांक: 14-03-2017

### निविदा आमंत्रित सूचना

निम्न उल्लिखित पदों को पंजीकृत बाह्यद्वैत के माध्यम से मुहरबंद निविदाएँ आमंत्रित कर रहे हैं। आवश्यक योग्यता, नियम एवं शर्तों के साथ निविदा फार्म संस्थान के सूचना पट्ट पर उपलब्ध है। यथाविधित भरे निविदाएँ दिनांक 28-03-2017 दोपहर 03:00 बजे तक प्रस्तुत किया जा सकता है। निविदा निविदाकार की मौजूदगी में दिनांक 29-03-2017 को सुबह 11:00 बजे खोली जायेगी। अधोहस्ताक्षरी तहत बिना कोई कारण बताए ही किसी भी निविदा को अस्वीकार करने का अधिकार रखता है।

क्र.सं.	नियुक्त करने के लिए	आवश्यक पदों की संख्या
1.	हिंदी सहायक	01
2.	डाटा एन्ट्री ऑपरेटर	01
3.	जी.डी.ए.	01
4.	स्टोर कीपर	01
5.	पंचकर्म सहायक	02 (एक पुरुष - एक स्त्री)
6.	वाहन चालक *	01
7.	पंचकर्म परिचारक	02 (एक पुरुष - एक स्त्री)
8.	सफाईवाला	02 (पुरुष)

\* संस्थान में कार्यरत आयुर्वेद चल स्वास्थ्य रक्षा कार्यक्रम - एस.सी.एस.पी. अंतर्गत नियुक्ति हेतु।

नोट : कृपया नियम एवं शर्तों का विवरण तथा प्रोफार्मा के लिए वेब साइट [www.ccras.nic.in](http://www.ccras.nic.in) देखें अथवा संस्थान के कार्यालय से संपर्क करें।

(डॉ. पी.वी.वी. प्रसाद)

प्रभारी सहायक निदेशक

**क्षेत्रीय आयुर्वेदीय त्वक्रोग अनुसंधान संस्थान**  
**REGIONAL AYURVEDA RESEARCH INSTITUTE FOR SKIN DISORDERS**  
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Details of categories, qualifications, experience in r/o the staff proposed to be engaged:

S. No	Name of the post	No. of posts	Educational Qualification & Experience	Age
1.	Hindi Assistant	01	Any Graduate with Hindi Subject. Knowledge of Computer (MS Office) Preference will be given to Candidates with qualification with office management and typing speed of 30 wpm in Hindi & English.	30 Years
2.	Data Entry Operator	01	a) Degree from recognized University / Institute with computer <u>or</u> b) Diploma in Computer Education of minimum one year duration. c) Typing speed of 30 wpm in English on computer d) Good knowledge of English & Hindi typing	27 Years
3.	G.D.A.	01	a) Higher Secondary School certificate or equivalent qualification from a recognized Institute. b) Should be computer literate (MS Office)	27 Years
4.	Store Keeper	01	a) Higher Secondary School Certificate/ equivalent from a recognized Institute. b) Should be computer literate (MS Office) c) Minimum 01 year experience as store keeper from Govt./Semi Govt. Institute.	27 Years
5.	Panchakarma Assistant (One Male & One Female)	02	Intermediate with certificate course in Panchakarma approved by Govt./ hospitals/Panchakarma Institute with 03 years of work experience in recognized Institutes.	30 Years
6.	Driver *	01	8 <sup>th</sup> Pass with 01 year of work experience. Having driving License.	30 Years
7.	Panchakarma Attendant (One Male & One Female)	02	SSC Pass with 01 year work experience in Panchakarma in Govt. hospitals / Panchakarma Institute.	27 Years
8.	Safaiwala (Male)	02	7 <sup>th</sup> Pass + 01 year work experience from Govt. / Semi Govt. Institute.	27 Years

\* Appointment for Ayurved Mobile Health Care Program - SCSP of Institute

Note: Age relaxation for SC/ST/OBC as per rules.

## General Terms and Conditions:

1.	The contract is likely to commence from, April 2017 and would continue for a period of one year. The period of the contract may be further extended if needed by RARISD or may be curtailed /terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected company or cessation of the requirement of work. Any change in the requirement of manpower may also be decided as per mutual bilateral agreement.
2.	During the period of contract, no increase in service charges will be considered. However, the other rates as revised by the Govt., shall be allowed.
3.	The manpower is required to be positioned at Regional Ayurveda Research Institute for Skin Disorders, Ahmedabad within 10 days of signing the contract.
4.	The agency shall submit the copies of <ol style="list-style-type: none"><li>Registration (valid)</li><li>Labour license from Assistant Labour Commissioner</li><li>Provident fund Code Number</li><li>ESI Code Number along with the quotation</li><li>Copy of income tax, PAN card and Shop Act License</li><li>Copy of the IT return filed for the last three financial years</li><li>Service Tax certificate</li><li>ESI &amp; PF Registration with payment details for last three year</li><li>PAN / TAN Number</li><li>Company /Proprietorship /Partnership Registration Certificate</li><li>The bidder should submit details of proprietorship/partnership /Company along with name and full address of proprietor/Partners/Directors.</li></ol>
5.	In-charge of RARISD shall reserve the right to terminate the services in case personnel deputed by the agency fail to carry out the services as per the scope of work / engaged in actions against the interest of Institute. If the services of the personnel deputed are not found satisfactory, the agency shall provide suitable replacement immediately.
6.	The payment of services delivered by the personnel will be made by the In-charge of RARISD on monthly basis against job completion certificate and satisfactory services rendered by the user group. The agency shall produce <b>payment details of EPF etc.</b> in a separate sheet and enclosed with respective Challan for previous month or making payment reimbursement.
7.	The contract shall be liable for termination on giving 15 days notice by either side. During the period of notice, both the parties shall continue to discharge their duties and obligations.
8.	The agency shall accept (a) To pay the wages to workers as per Register of Wages-cum-Muter Roll of Contract Labour Act 1970.(b) To ensure statutory payments like PF and ESI as per ACT regularly and timely (c) To pay same and similar wages to men and women workers when they perform same and similar work under Equal Remuneration Act,1946.(d) <b>To pay wages through A/c Payee cheque in the presence of a representative of the office within 2 working days after the payment from RARISD.</b>
9.	The agency has not right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any part thereof.
10.	The Agency must deposit the performance security minimum 5 - 10 % of value of annual contract in the form of an Account payee Demand Draft from a Commercial bank.
11.	Agreement will be made between Institute and Agency for a year on above terms and condition.

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**PROFORMA**

**Registration fee Rs. 2000/- (Non- Refundable) for submission of bid**

DD No..... Bank..... Date.....

1. Name of the Contractor/Agency : \_\_\_\_\_
2. Full Address : \_\_\_\_\_  
\_\_\_\_\_
3. Mobile no. : \_\_\_\_\_
4. E-mail : \_\_\_\_\_
5. Registration number with Office of the  
Regional Labor Commissioner (Central/State): \_\_\_\_\_
6. PF Registration no. : \_\_\_\_\_
7. ESI Registration no. : \_\_\_\_\_
8. Service Tax no. : \_\_\_\_\_
9. I.T PAN no. / TIN No. : \_\_\_\_\_

Signature

**Note: The Performa 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 Regional Ayurveda Research Institute For Skin Disorders for tenders quoted for the supply of out sourcing personnel's to Regional Ayurveda Research Institute For Skin Disorders for a period of one year from the date of acceptance of tender and shall be abide by all the conditions set in therein. I/ We also declare that the details furnished above are true and if found to be false I/We shall be liable to disqualification.

Signature of the Agency

Date:

Name:

Place:

Seal:

**Format for Submission of Quotation**  
Cost for 1 person/PM (submit separately for each post)

Name and address of the tendering Service Provider Company:

S. No.	Manpower type	Wages per month	PF/ESI/Service Charges and Service taxes				
			PF	ESI	Service Charges	Service Tax	Total (4+5+6+7)
1	2	3	4	5	6	7	8
1.	Hindi Assistant (Skilled)	20,000/-	NA				
2.	Data Entry Operator (Skilled)	16,000/-					
3.	Store Keeper (Skilled)	13,000/-					
4.	GDA (Skilled)	13,000/-					
5.	Panchkarma Assistant (Skilled)	13,000/-					
6.	Panchkarma Attendant (Semiskilled)	13,000/-					
7.	Driver (Skilled)	16,000/-					
8.	Safaiwala (Unskilled)	10,000/-					

Rates are quoted in accordance with the Minimum Wages Act, 1948 and other by –laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc. applicable to date)

**Signature of authorized person**

**Name:**

**Seal:**

**Date & Place:**