

:044-26214823

फेक्स/Fax :044-26207566

- / E-mail: [csmriasdd-chennai@gov.in](mailto:csmriasdd-chennai@gov.in)

[csmdria@gmail.com](mailto:csmdria@gmail.com)



கேப்டன் சீனிவாசமுர்த்தி ஆயுர்வேத மண்டல மருந்தாக்க நிறுவனம்

कैप्टन श्रीनिवासमूर्ति क्षेत्रीय आयुर्वेद औषध विकास संस्थान

केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद,

आयुष मंत्रालय, भारत सरकार,

ए.ए.सरकारी अस्पताल परिसर, अरुम्बाक्कम, चेन्नै-600 106

**CAPTAIN SRINIVASA MURTHY  
REGIONAL AYURVEDA DRUG DEVELOPMENT INSTITUTE**

Central Council for Research in Ayurvedic Sciences,

**Ministry of AYUSH, Government of India,**

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

F.1-13/Rectt/CSMRADDI/2016-2017/Admn/ 674

16.2.2017.

Sub: Advertisement for outsourcing manpower on contract basis-reg

Sir

Captain Srinivasa Murthy Regional Ayurveda Drug Development Institute(CSMRADDI), Chennai an Institute of Central Council for Research in Ayurvedic Sciences(CCRAS), under Ministry of AYUSH, Govt. of India, invites sealed quotations from registered agencies for supply of manpower (detailed in **Appendix "A"**) on contract basis at the above address. The interested registered agencies/firms are required to submit quotations in the sealed cover superscripted "Quotation for supply of Manpower" to CSMRADDI (above mentioned address) on or **before 6.3.2017 5.00 pm by post only**. Each page of the document should be signed by the renderer.

1. This proposal for quotation shall be governed as per the terms and conditions contained in **Appendix 'B'** enclosed.
- 2.The agency must submit its bid as per the format given in **Appendix 'C'** along with a demand draft/Cheque in favour of CSMRADDI, Chennai for tender document fee (non refundable) of **Rs.500/-** (Rupees Five hundred only). Checklist of information to be provided along with the quotation is available in **Appendix 'D'**. The quotations which are not submitted in the prescribed format is liable to be rejected out rightly.
3. The successful agency will be intimated by a formal letter of acceptance/letter of intent and thereafter will enter into bilateral contract agreement.

### **Opening and Evaluation of Bids**

1. The quotation duly sealed and super scribed with “**Quotation for Manpower Services**” should be sent to the above said address on or before 6.3.2017 at 5.00 pm by post only.
2. The quotations will be opened on 7.3.2017 at 3.00 pm in the presence of authorised representatives of the agencies who wish to be present.
3. The agency will be ranked based on service charge(5% and less will be out rightly rejected) offered for the services as also extent of meeting the other requirements on the establishment, experience, reputation, recognition such as ISO and track record. In case of equality of rate of two or more bidders, the selection will be made on evaluation of other standards and in this regard the decision of the In-charge is final.
4. The agencies with a good track record of providing services to Government organisations will be given preference.
5. Please read the terms and conditions carefully before quoting. Clarification if any may be sought in person/telephonically on any working day from 10 am to 5 pm from the above mentioned address.
6. The Assistant Director (S-3) Institute In-charge reserves the right to cancel all the bids without assigning any reason thereof.

(Dr. R. Ilavarasan )  
Assistant Director(S-3) Institute In- charge

## Appendix 'A'

## MANPOWER TO BE RECRUITED

S.No	Name of the post	Age	Qualification/experience	Remuneration
1.	Security/House keeping staff	Below 32 years	Previous experience in the field at least for one year.	Rs.10,000/-
2.	Multi Tasking Staff	Below 32 years	10th pass or equivalent from a recognized board	Rs.13,000/-
3.	Laboratory Attendant	Below 32 years	<b>Essential:</b> a)10+2 with Science subjects b) Work experience of 1 yr. In a recognized Institution/hospital/laboratory	Rs.13,000/-
4.	Office Assistant	Below 32 years	Metric or equivalent from a recognised Institution/Statutory board. Not less than 30 wpm in English typing or 25 wpm in Hindi speed in typing as evidenced by test to be conducted by the competent authority <b>Experience:</b> Previous experience of office work, handling cash, Accounts, keeping maintenance of the record, purchase of stores etc. Knowledge of additional regional language to be specified according to need. Knowledge of computer.	Rs.16,000/-
5.	Laboratory Technician	Below 32 years	<b>Essential:</b> a) Degree with science subjects b) 2 years experience in a laboratory attached with recognised teaching/research institution.	Rs.16,000/-
6.	Library & Information Assistant	Below 32 years	<b>Essential:</b> Bachelor's degree in Library Science from recognised University.	Rs.16,000/-
7.	Date Entry Operator	Below 32 years	<b>Essential:</b> 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.	Rs.16,000/-
8.	Statistical Assistant	Below 32 years	<b>Essential:</b> Bachelor Degree in Statistics from a recognized university and relevant experience in the statistical field.	Rs.20,000/-

9.	Consultant	Below 65 years	<p><b>Essential:</b></p> <p>a. Bachelor's degree conferred by a recognised University. He/she should have retired and held the post of Section Officer/Assistant/Office Superintendent or equivalent in the Grade pay of Rs.4200/4600/4800/5400 in the Ministry /Department of the Central/State Government have experience in Establishment/General Administration/Budget and Accounts matters. Thorough knowledge of office routine/rules and regulations</p> <p>b. Computer knowledge.</p>	Rs.20,000/-
10.	Office Assistant/ (Hindi Translator) - 01	30 years	<p><b>Essential:</b></p> <p>1. Degree of a recognised University. 2. Adequate knowledge of Hindi Up to the standard of B.A. Examination of an Indian University. 3. Ability to translate from English to Hindi and vice-versa as evidenced by a test or Post-graduate qualification in Hindi with ability to translate from English to Hindi and vice versa. Hindi and English typing on Computer.</p>	Rs.20,000/-

## 'Appendix 'B'

### General Terms and conditions:

1. The contract is likely to commence from 1.4.2017 and would continue for a period of one year. The period of the contract may be further extended if needed by this Institute 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 contract, no increase in service charges will be considered. However, the other rates as revised by Govt. shall be allowed.
3. The manpower is required to be positioned at the above mentioned address within 10 days of signing the contract.
4. The agency shall submit the copy of 1) valid Registration 2) Labour license from Assistant Labour Commissioner (3) Provident fund code No. (4) ESI code no. Along with the quotation.
5. The agency must quote separately for each head (with detailed break up like payment of taxes, PF,ESI and other statutory payments if any) otherwise the quotation may be treated as invalid.
6. The antecedents of the personnel deputed will be verified by the agency. That the agency must ensure good conduct of his employees and personal being deployed by him.
7. In charge of CSMRADDI shall reserve the right to terminate him/her in case personnel deputed by the agency fail to carry out the services as per the scope of work. If the services of the personnel deputed are not found satisfactory, the agency shall provide suitable replacement immediately.
8. The agency shall pay their employees not less than the wages prescribed as per the minimum wages act as revised periodically.
9. 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.
10. The payment of services delivered by the personnel will be made by the In charge of CSMRADDI on monthly basis against job completion certificate and satisfactory services rendered by the user group. The agency shall produce **payment details of EPF & ESI etc** in a separate sheet and enclosed within respective challans for previous month for making payment.
11. 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) **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 CSMRADDI.**
12. The Company shall depute a coordinator, who would be responsible for immediate interaction with CSMRADDI so that optimal services of the persons deployed by the company could be availed without any disruption.
13. The selected agency shall within 10 days of the signing of bilateral agreement, deposit as **Performance Guarantee @ 5% of annual contract** value in the form of cheque or cash. The amount will be returned after successful completion of the contract without interest.

14. 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.
15. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
16. Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940 but within Chennai jurisdiction.  
The agency shall give the following declaration along with the relevant documents required for quotation.

I/We agree to all the terms and conditions mentioned above. I/We are responsible for all the liabilities arising out of non-compliance with the provision of labour laws applicable and the same shall be borne by us. I/We shall be solely responsible for any contravention in complying with the provisions of labour and other applicable laws. I/We also state that the company is not/has not been black listed by Central/State Government/Any PSUs/Private Sector. I/We are not/will not indulge in fraud and corrupt practices.

Signature of the Authorised Representative with seal of the Agency

Station:

Dated:

**Appendix 'C'**

**Format for Submission of Quotation  
Cost of 1 person/month (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	Ser. Charges	Ser. Tax	Total (Col. 3+4+5+6+7)
1	2	3	4	5	6	7	8
1.	Security /House Keeping Staff	10,000/-					
2.	Multi Tasking Staff	13,000/-					
3.	Laboratory Attendant	13,000/-					
4.	Office Assistant	16,000/-					
5.	Laboratory Technician	16,000/-					
6.	Library & Information Assistant	16,000/-					
7.	Data Entry Operator	16,000/-					
8.	Statistical Assistant	20,000/-					
9.	Consultant	20,000/-					
10.	Office Asst. (Hindi/Hindi Translator)	20,000/-					

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.

## Appendix 'D'

### Check list of information to be provided along with the quotation.

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

Signature of authorized person

Name:

Seal:

Date & Place

PROFORMA

1. Name of the Contractor :
2. Full Address :
3. Previous service, if any for supply of Outsourcing personnel's to organization / Private concerns

Signature

Note: The proforma should be filled up completely.

UNDERTAKING

I/We----- do hereby declare that we have carefully read all the conditions of the tender schedule of the Captain Srinivasa Murthy Regional Ayurveda Drug Development 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: