



ॐ श्री सुभाष्येन्द्राचार्यो विद्महे सुभाष्येन्द्राचार्ये नमः  
राष्ट्रीय सौवा रिग्पा अनुसंधान संस्थान लेह लद्दाख  
(केंद्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार)

## NATIONAL RESEARCH INSTITUTE FOR SOWA RIGPA

(Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt. of India)

Leh 194101 U.T. Ladakh Telefax:01982-25449,251448, E-Mail: [nrisr.leh@gmail.com](mailto:nrisr.leh@gmail.com)/[nrisr-leh@gov.in](mailto:nrisr-leh@gov.in)

Ref.No. 475/News/20/Project/190 A

Dated 16.6.2020

### Tender Notice

The undersigned for and on behalf of CCRAS New Delhi, Ministry of AYUSH, Govt. of India is hereby invited tenders for providing manpower from Govt. approved Agencies, Firms and Registered Dealers at National Research Institute for Sowa Rigpa, Leh (Ladakh) for a period of nine months detail given below. Terms, conditions and tender documents may be downloaded from the CCRAS website [www.ccras.nic.in](http://www.ccras.nic.in) or collect from this Institute:-

Sl. No.	Name of the Post/Qualification:	Office Assistant	Period from	No. of Post
1	Name of the Post: Qualification: Status:	Graduate of any discipline with diploma/certificate in computer application of not less than one year duration, typing speed @30 w.p.m. in English Contractual (time bond) which can be extended subject to continuation of the project and work performance.	July 2020 to March 2021	02
2	Name of the Post: Qualification: Status:	<b>Pharmacist (Sowa Rigpa)</b> 3 years diploma in Sowa Rigpa Pharmacy having minimum 1 year experience in the field of Sowa Rigpa Contractual (time bond) which can be extended subject to continuation of the project and work performance.	July 2020 to March 2021	02
3	Name of the Post: Qualification: Status:	<b>Driver</b> 10 <sup>th</sup> Pass and valid driving license Contractual (time bond) which can be extended subject to continuation of the project and work performance.	July 2020 to March 2021	01
4	Name of the Post: Qualification: Status:	<b>M.T.A.</b> 10 <sup>th</sup> Pass Preference will be given to Bhoti language knowing. Contractual (time bond) which can be extended subject to continuation of the project and work performance.	July 2020 to March 2021	02

Quotation, along with tender form duly completed with earnest money 2% of total value should reach this office by 30<sup>th</sup> of June 2020 at 3:00 PM and same will be opened on 3:30PM on the same day. Please note without earnest money tender will not be considered.

Sd/-  
(Dr. Padma Gurmet)  
Director Incharge.

Copy to :-

1. The Director General, CCRAS, New Delhi for kind information.
2. The Information Officer, IT, Section CCRAS New Delhi to kindly upload in the Central Council for Research in Ayurvedic Sciences Hqrs. Website [ccras.nic.in](http://ccras.nic.in).
3. Notice Board of the main office NRIS, Leh for wide publicity.
4. Editor Greater Jammu / Daily Excelsior for publish in the next issue with the request to submit a copy along with the bill.

Director Incharge.


## Tender Document

For providing manpower for National Research Institute for Sowa Rigpa, Leh Ladakh initially for the period of 9 month.

- |  |   |
|--|---|
| 1. Original :                                | To be submitted in a sealed cover addressed to the<br>Director Incharge<br>National Research Institute for Sowa Rigpa<br>Near Head Post Office Skalzangling, Leh.<br>194101                 |
| 2. Cost of Tender Document :                 | 100/- ( non refundable)   |
| 3. Sale of Tenders:                          | Available in the office during office hours or<br>download from the CCRAS Website tender<br>document cost should be paid through DD of Rs.<br>100/- in the name of NRIS Leh payable at Leh. |
| 4. Last Date & Place for submission          | 30 <sup>th</sup> of June 2020 at 3:00pm in the office of the<br>National Research Institute for Sowa Rigpa, Leh-<br>194101 Ladakh.  |
| 5. Date & Time of Tender Opening             | 30 <sup>th</sup> of June 2020 at 3:30pm   |
| 6. Earnest Money Deposit                     | Rs. 2% of total value through demand draft.   |
| 7. Security deposit at the time of agreement | One month salary  |

Tender issued to :

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Signature of the Director Incharge  
Issuing the Tender

Contd.....02

## ANNEXURE-I

1. Name of the Contractor :
2. Address:
3. Approximate annual turnover in value:
4. Number of workmen employed and facilities available
5. Are you Licensed Contractor or Agent as per the Contract Labour (R&A) act 1970. If so, indicate the date, validity, latest Assessment year paid copies and other particulars as mention below.  
( The following copies may be enclosed)
  - i) Labour License No.
  - ii) PF Registration No.
  - iii) Income Tax No.
  - iv) PAN No.
  - v) Firm Registration No.
  - vi) G.S.T. No.
6. Account No., Name & Address of your bankers:  
( Proof to be enclosed)
7. Details of major contracts completed earlier
8. Are you on approved list of any Govt. or: Public Sector Organization, if so, give particulars.
9. Any other relevant information.

I / We certify that the above information is true to the best of my/ our knowledge.

SIGNATURE OF THE TENDERER

Contd.03

**BREAKUP OF RATE QUOTED FOR SUPPLY OF CONTRACT LABOUR  
(FOR ONE PERSON)**

(To be filled by the Tenderer)

**Office Assistant ( Skilled):** Approx No. 02 The contractor shall provide efficient, experienced & graduate of any discipline with diploma/ certificate in computer application of not less than one year duration, typing speed @30 w.p.m. in English for the period from July 2020 to March 2021 for nine month.

1.	Minimum wage payable per month:	Rs. 20000/-
2.	Service Charge	Rs.
3.	PF Contribution (Contractor's Share @ 12% on Minimum wage)	Rs. 2400/-
4.	EDLI 0.50%	Rs.80/-
5.	Administration Charge 0.50%	Rs.80/-
	<b>GRAND TOTAL : Rate per month</b>	Rs.
7.	<b>CGST 9%</b>	Rs.
8.	<b>UTGST 9%</b>	Rs.
	<b>Total amount including GST</b>	

SIGNATURE OF THE TENDERER

Contd.04

## ANNEXURE-III

**BREAKUP OF RATE QUOTED FOR SUPPLY OF CONTRACT LABOUR  
(FOR ONE PERSON)**

(To be filled by the Tenderer)

**Pharmacist ( Approx No. 2)** The contractor shall provide efficient, 3 years diploma in Sowa Rigpa by recognized University/Institutions having minimum 1 year experience in the field of Sowa Rigpa for one year from July 2020 to March 2021

1.	Minimum wage payable per month:	Rs. 16000/-
2.	Service Charge	Rs.
3.	PF Contribution (Contractor's Share @ 12% on Minimum wage)	Rs. 1920/-
4.	EDLI 0.50%	Rs.80/-
5.	Administration Charge 0.50%	Rs.80/-
	<b>GRAND TOTAL : Rate per month</b>	Rs.
7.	<b>CGST 9%</b>	Rs.
8.	<b>UTGST 9%</b>	Rs.
	<b>Total amount including GST</b>	

SIGNATURE OF THE TENDERER

Contd. 5

## ANNEXURE-IV

**BREAKUP OF RATE QUOTED FOR SUPPLY OF CONTRACT LABOUR  
(FOR ONE PERSON)**

(To be filled by the Tenderer)

**Driver ( Approx No. 1)** The contractor shall provide efficient, 10<sup>th</sup> Pass and heavy hill driving license from July 2020 to March 2021.

1.	Minimum wage payable per month:	Rs. 20000/-
2.	Service Charge	Rs.
3.	PF Contribution (Contractor's Share @ 12% on Minimum wage)	Rs. 2400/-
4.	EDLI 0.50%	Rs.100/-
5.	Administration Charge 0.50%	Rs.100/-
	<b>GRAND TOTAL : Rate per month</b>	Rs.
7.	<b>CGST 9%</b>	Rs.
8.	<b>UTGST 9%</b>	Rs.
	<b>Total amount including GST</b>	

SIGNATURE OF THE TENDERER

Contd. 6

## ANNEXURE-V

**BREAKUP OF RATE QUOTED FOR SUPPLY OF CONTRACT LABOUR  
(FOR ONE PERSON)**

(To be filled by the Tenderer)

**MTA/MTS: ( Approx No. 2)** The contractor shall provide efficient, 8<sup>th</sup> Pass and having one year garden experience for one year from July 2020 to March 2021.

1.	Minimum wage payable per month:	Rs. 16000/-
2.	Service Charge	Rs.
3.	PF Contribution (Contractor's Share @ 12% on Minimum wage)	Rs. 1920/-
4.	EDLI 0.50%	Rs.80/-
5.	Administration Charge 0.50%	Rs.80/-
	<b>GRAND TOTAL : Rate per month</b>	Rs.
7.	<b>CGST 9%</b>	Rs.
8.	<b>UTGST 9%</b>	Rs.
	<b>Total amount including GST</b>	

SIGNATURE OF THE TENDERER

Contd. 7

## GENERAL CONDITIONS OF CONTRACT

1. Intending tenderers should have sufficient/ two years and good experience in similar works in a Government/Private Research Organizations or Public Sector Undertaking or any Scientific Laboratories and should be in a position to supply adequate labourers/workers. Performance certificates issued by their clients should be attached.
2. Sealed tenders should be addressed to the Research Officer In-charge, NRIS, Leh due on 30<sup>th</sup> June 2020 time 3.00 pm. The tenders received after the due date or time either submitted in person or sent by post are liable to be rejected.
3. The tender should accompany the tender document cost Rs. 100/- ( Rupees one hundred only) in the form of Demand Draft/Cash Payment from any scheduled bank drawn in favour Officer Incharge National Research Institute Leh. No other mode of payment is acceptable. However, tenders received without tender document cost will be rejected.
4. Sealed tenders received within the stipulated date and time will be opened on 30<sup>th</sup> June 2020 in the presence of the tenderers or their authorized representatives, who may be present at that time.
5. The EMD amount of Rs. 2% of total value is liable to be forfeited, if the contractors selected for the work fails to sign the formal agreement within fifteen days from the date of information about their tender being accepted or otherwise fails to start work within fifteen days from the date of information about their tender being accepted or otherwise fails to start work within fifteen days from the date of order to commence the work.
6. The successful bidder should deposit a one month salary towards performance security Deposit (PSD) at the time of agreement.

SIGNATURE OF THE TENDERER

Contd. 8



1. The Contractor has to maintain an observation register and all the observations made in by the Officer Incharge should be completed by the contractor within 72 hours from the date of making such observations failing which necessary recovery as recommended by the Officer Incharge will be from the monthly bill of the Contractor.
2. The persons supplied by the Agency should verify and submit if any police records/criminal cases are pending against them. The Agency should make adequate enquires about the character and antecedents of the person whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployed collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Department. The service provider will also ensure that the personnel deployed are medically fit and will keep in a record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by the office for any reasons. Immediately on receipt of such request.
3. The service provider has to provide the photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
4. In case, any of the persons deployed by the contractor does not come up to the mark or does not perform his/her duties properly or indulges in any unlawful activities, riots of disorderly conduct, the contractor shall withdraw such person from the NRIS within 24 hours and he has to deploy new worker in his/her place.
5. 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 that can attract legal action, such personnel shall be replace immediately.
6. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.
7. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks , paan, smoking, loitering without work.
8. If any loss to the property/ equipment/tools of the institute is caused by the labourers of the contract, the same has to be replaced or rectified by the contractor at his cost.
9. The firm/agency should be registered under companies Act 1956 to authorize for deployment of manpower services.
10. The tenderers should be a Valid licensed contractor under the provisions of contract labour (R&A) Act-1970.

SIGNATURE OF THE TENDERER

Contd. 9

## ANNEXURE-VIII

11. The agency should be submitted PAN and Service Tax Registration Number in their firm's name.
12. NRIS is under strict security arrangements. The entry into and exit from the NRIS campus at Leh, will be regulated by identity cards to be provided by the contractor, as approved by the authorized official of NRIS.
13. Every employee engaged by the contractor should be given in each week a day rest and statutory holidays with the wages under relevant provisions of Labour Acts/Laws.
14. The Contractor should maintain all the Registers and Records under the purview of PF/ESI workmen compensation Act and Contract Labour (R&A) Act-1970.
15. The Contractor should provide the workers, who are medically sound, energetic and can meet the requirements of NRIS.
16. The Contractor should deploy supervisors to supervise workers at NRIS, Leh Ladakh. The supervisor should ensure smooth functioning of the contract. The supervisor should report to the Officer In-charge for day to day activities of the contract.
17. The security Deposit amount deposited by the successful tenderer will be released after THREE MONTHS from the date of termination/ expiry of contract, subject to the condition that any recovery is to be made. In case of any recovery to be affected the same will be made from the security amount. The security deposit amount will be refunded without any interest.
18. Notwithstanding anything contained herein, this office reserves the right to terminate the services of the contractor at any time without giving any notice or reasons whatsoever.
19. The contract can be terminated on any of the following contingencies:
  - a. On expiry of the contract period
  - b. By giving one month notice on account of :
    - i. Losses suffered due to lapse on the part of the contractor/ supervisor/ workers.
    - ii. For committing breach of contract by the contractor on any of the terms and conditions of the contract.
    - iii. On violation of any labour laws as per contract labour (Regulation & Abolition) Act-1970.
    - iv. The Contract should not sublet the allotted works by the contractor.
20. During the notice period of termination of the contract in the situation contemplated above, the contractor shall keep on discharging the duties as before till the expiry of notice period.

SIGNATURE OF THE TENDERER

Contd. 10

## SPECIAL CONDITIONS OF CONTRACT:

1. The Contractor (s) shall have to provide efficient/ experienced workmen to complete the work within the specified time.
2. The Contractor (s) shall employ qualified, trained, loyal and honest workers. The service has to be done with outmost care, diligently and without causing any damage to the properties of the NRIS.
3. Any loss sustained by the NRIS, Leh by way of damages to the properties i.e equipment; fittings, fixtures, furniture or instruments due to negligence or carelessness of the contractor or his workmen shall be to the account of the contractor. The assessed value of the damage will be deducted from his/her monthly bills.
4. The service providers should be registered under the ESI & provident funds Acts and other relevant statutory enactments dealing with employment of labour. All existing statutory regulations of both the state as well as the central governments, shall be adhered to by the service provider and all records maintained thereof shall be available for scrutiny by this office. Any failure to comply with any of the above regulations or any deficiency in service will render this office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice in addition to the action proposed to be initiated by statutory bodies.
5. The workers engaged by the contractor have no right to claim any compensation or regular appointment in NRIS, Leh whatsoever. The centre will be free from all encumbrances either form the Govt. or any other source, including claims arising out of workmen compensation Act.
6. Insurance cover protecting the agency against all claims applicable under the workmen's compensation Act, 1948 shall be taken by the service provider. The service provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office shall not entertain any claim arising out or mishap, if any that may take place. In the event of any liability/claim falling on this commissionerate, the same shall be reimbursed/indemnified by the service provider.
7. Where the statutory departments issues a demand of payment retrospectively or initiates any proceedings against the contractor, the contractor shall be liable for payment of the dues if any and also liable for legal action contemplated/initiated if any. The expenditure incurred by the department in any of the legal dispute shall be borne by the contractor including the T.A/D.A., legal expenditure etc.
8. This Institute will not involve any dispute between service provider and workers of the service provider.
9. The contract is valid for a period of one year from the date of commencement of work. **This may be renewed at the discretion of NRIS, Leh and further extension will be done after mutual agreement of NRISR and service provider.**

SIGNATURE OF THE TENDERER

10. The contractor should obtain necessary license from the Assistant labour commissioner (Central) and state both and submit a copy of the same to the Centre, failing which no payment will be released until submission of license copy.
11. It is the responsibility of the contractor to look after the welfare of the workmen engaged of the said job/Operations as per the statutory requirements and rules as applicable, as per prevailing acts and law of state/Central Government. It is his/her responsibility to make the payment to the workers as per the minimum wage act before 7<sup>th</sup> of following month in the presence of Director In-Charge of the NRIS.
12. The agency should pay the monthly wages and other dues through bank only & facilitate opening of salary A/C, for the employees in NRIS designated bank for the payment of monthly wages and other dues. In case of any revision of Nyrics rates by UT Government or other department the same can be payable as per Government Rule.
13. Income Tax/TDS shall be deducted at source from the monthly bill of the contractor as per the Government of India's order and necessary certificate will be issued by this centre.
14. a) The Director Incharge, NRIS, Leh reserves the right to cancel the tender without assigning any reason at any stage of the tender process.  
 b)The Director Incharge, NRIS, Leh reserves the right to alter/modify any or all conditions of this tender. DECLARATION BY THE TENDERER: I/We -----  
 have read the entire terms and conditions of this tender document and are fully agreed to the terms and conditions mentioned herein.

Date: place:

SIGNATURE OF THE TENDERER  
(With seal)