NOTICE INVITING TENDER

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 “CSMDRIA, Chennai” or the same can be downloaded from CCRAS Website. The last date for receipt of Tender in this Institute is on 04/01/2020 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.

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

Assistant Director Institute In-charge
TENDER-DOCUMENT

for Providing service to the various posts including Housekeeping Staff (as per list enclosed) in this Institute

Tender document No. F.I-13/Rectt/CSMRADDI/2019-20/Adm/ Date: 12/12/2019

Last date of submission of Tender: 04/01/2020 at 01.00 pm

Date of opening of the technical bid: 04/01/2020 at 03.00 pm

Date of opening of the financial bid: 04/01/2020 at 03.00 pm

Tender will be rejected if the terms and conditions are not completely followed.

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)

Tender cost @ Rs. 500/- (Five Hundred) only (non-refundable) Cash/Multicity Cheque/Pay Order/ सं/No.…….तिथि/Date……..४९६ का नाम/Name of Bank………………………….

Capt. Srinivasa Murthy Regional Ayurveda Drug Development Institute, CCRAS, Ministry of AYUSH, Government of India,

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Check List</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>लिखित फॉर्म में दिए गए निबंध एवं शर्तें पूर्ण रूप से पढ़ा है और स्वीकार है। Terms and conditions mentioned in the Tender form have been read and fully accepted.</td>
</tr>
</tbody>
</table>
| 02      | अ) र 500 / - के शुल्क के लिए लिखित दस्तावेज की प्राप्ति की प्रति  
a) Copy of receipt of Tender document for the fee of Rs.500/- paid  
b) सीएसएमडीआरडीएआईए, चेन्नई के नाम में बयाना र 25,000/- का डीडी/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 CSMDRIA, Chennai has been attached. |
| 03      | भरे गए फॉर्म के हर पृष्ठ में हस्ताक्षर एवं मोहर लगाए हैं।  
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 शर्त स्वीकार है।  
Conditions accepted for providing services |
| 06      | सीएसएमआरएडीएआईए, चेन्नई के लिए दर उज्जवल है।  
Rates Quoted are for CSMRADDI, Chennai |
| 07      | सेवा खर्च तथा अन्य खर्च अलग अलग दिखाए गए हैं।  
Service charges and other charges as applicable shown separately |
<p>| | | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>08</td>
<td><strong>TIN/Pan Number mentioned and supporting documents have been attached.</strong></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td><strong>Certificate of Registration of firm along with the registration with EPF&amp;ESI have been attached.</strong></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>IT return and service tax clearance certificate of last year have been attached.</strong></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td><strong>All the terms &amp; conditions of the firm is attached.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**स्थान/Place:**

**तिथि/Date:**

**मन्त्रिवादक का हस्ताक्षर:**

**Sign & Seal of Tenderer**
A. The Engagement of Staff is Subject to the following Terms and Conditions.

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

3. The selected candidate(s) should produce a clearance certificate from their nearest Police Station, the expenditure so involved will be paid by the Agency.

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

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

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

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

8. 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. 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. The contractor for the work is liable to pay applicable Taxes that may be levied by the State or Union Government. Any request contrary to this will not be accepted.
B. Selection of outsourcing Agency is subject to the following Terms and conditions.

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

2. 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. 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 charges (As per the rules of Govt. of India ie currently @12% each on wages paid towards contractor’s contribution and employee contribution in case of EPF and 3.25% from employer’s side and 0.75% from employees side in case of ESI to the Contract labourers will be applicable. No charges in the terms and conditions will be accepted after opening of the quotations.

4. Monthly wages of the deputed staff should be deposited into their bank Accounts in a Nationalized Bank on or before 5th of following month. 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. The Agency shall make proper supervision and checks of the duties of the persons deployed.

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

7. 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. The contractor will not make any adjustment/ unauthorized recovery from the monthly wages of outsourced staff for function of their firm.

9. 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. 2% TDS currently @2% will be deducted on the Bill value as per rules.

Please note carefully

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 tin one envelope super scribing "Tender for providing service to the various posts including housekeeping staff in this Institute" separately.
Sealed Envelope marked A “Technical Bid” will be opened first in the presence of the Committee Members and representatives from Agencies. Envelope 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 एनवेलॉप वी: वित्तीय निविदा में सेवा प्रभार तथा अन्य प्रभार ठीक प्रपत्र में प्राप्त होना आवश्यक 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 अलव एनवेलॉप में प्रभारी सहायक निदेशक कैंपन्य और विशेष विज्ञान केंद्रीय आयुर्विज्ञान औषध विकास संस्थान केंद्रीय आयुर्विज्ञान अनुसूचित परिषद, आयुर्विज्ञान मंत्रालय, भारत सरकार, प. ए. असारकारी अस्पताल परिसर, असारकारी, चेन्नई-600 106 के पता पर पंजीकृत डाक, स्पीड पोस्ट, कूरियर से दिनांक 04/01/2020 अपराह्न 1.00 बजे तक सोप दें। संस्थान के बैठक कक्ष 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, Institute In-charge, Captain Srinivasa Murthy Regional Drug Development 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 04/01/2020 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 दरअस्स में अंक एवं सब्दों में ही दिखाना चाहिए और अशिक्षात 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. 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. 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. Tenders shall have to accept the decision of the Institute In-Charge, CSMRADDI, CHENNAI as final and legally bindings on all matters.

7. 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. 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.

9. Any dispute arises shall be dealt within the jurisdiction of Chennai only.

Assistant Director Institute In-charge
AGREEMENT BOND (Specimen)

(Agreement Bond will be filled by the tenderer 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 of ..................................................as 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 fulfill all the terms and conditions as per provision of contract annexure as applicable or in case of providing defaulter by the authority of CSMRADDI thereof otherwise agree forfeit and pay to the Assistant Director In-charge, CSMRADDI, Chennai. The sum of ..............................................................only, 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 CSMRADDI, Chennai

ASSISTANT DIRECTOR INSTITUTE 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 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:
Technical BID
(To be enclosed in a separate sealed envelope)
For providing manpower on Outsourced basis to CSMRADDI, Chennai

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Name of Tendering Company/agency. (Attach certificates of registration with a brief profile of the company)</td>
</tr>
<tr>
<td>02</td>
<td>Name of Proprietor/Director of Company</td>
</tr>
<tr>
<td>03</td>
<td>Full address of Registered Office with Telephone No., FAX and E-Mail</td>
</tr>
<tr>
<td>04</td>
<td>Full address of operating/ Branch Office with Telephone no., FAX and E-Mail</td>
</tr>
<tr>
<td>05</td>
<td>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')</td>
</tr>
<tr>
<td>06</td>
<td>PAN/GIR No</td>
</tr>
<tr>
<td>07</td>
<td>GST Registration No</td>
</tr>
<tr>
<td>08</td>
<td>E.P.F. Registration No</td>
</tr>
<tr>
<td>09</td>
<td>E.S.I. Registration No.</td>
</tr>
<tr>
<td>10</td>
<td>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.</td>
</tr>
<tr>
<td>11</td>
<td>Annual Report and Audited Balance sheet &amp; Profit Loss Account for the last three financial years to be attached.</td>
</tr>
<tr>
<td>12</td>
<td>Affidavit stating that the company is / has not been black listed by Central Government Departments/Slate Government/Statutory bodies/ Autonomous. Bodies /PSUs/Private Sector.</td>
</tr>
<tr>
<td>13</td>
<td>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</td>
</tr>
<tr>
<td>14</td>
<td>Objective Testing and Assessment of Professional Skills of Candidates / Manpower: Company's process of Scrutinizing candidates before providing to the CSMRADDI; Number and type of tests / examinations proposed / conducted by the Company-to ensure that suitable candidates / manpower are going to be provided to the CSMRADDI</td>
</tr>
<tr>
<td>15</td>
<td>Acceptance of Terms and Conditions</td>
</tr>
<tr>
<td>16</td>
<td>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)</td>
</tr>
<tr>
<td>17</td>
<td>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).</td>
</tr>
<tr>
<td>18</td>
<td>Declaration about Fraud and corrupt practices (Duly signed &amp; attested as given in the Tender Document - Annexure-III)</td>
</tr>
<tr>
<td>19</td>
<td>List of other clients</td>
</tr>
<tr>
<td>20</td>
<td>Any other information to establish financial worth and technical competence.</td>
</tr>
</tbody>
</table>

Authorised signatory. Name: Seal:

Date & Place
FINANCIAL BID
(To be enclosed in a separate sealed envelope)
For providing manpower on Outsourced basis to CSMRADDI, 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.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Manpower Type</th>
<th>Present Wages per month</th>
<th>PF %</th>
<th>ESI %</th>
<th>Service Charges %</th>
<th>GST %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Laboratory Technician</td>
<td>16000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>02</td>
<td>Pharmacist</td>
<td>16000</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>03</td>
<td>Office Assistant/Data Entry Operator</td>
<td>20000</td>
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<tr>
<td>04</td>
<td>Library &amp; Information Assistant</td>
<td>20000</td>
<td></td>
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<tr>
<td>05</td>
<td>Laboratory Attendant</td>
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<tr>
<td>06</td>
<td>Animal Attendant</td>
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<tr>
<td>07</td>
<td>Driver</td>
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<tr>
<td>08</td>
<td>Safaiwala/House Keeping staff</td>
<td>16000</td>
<td></td>
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<tr>
<td>09</td>
<td>Animal Attendant cum Sweeper</td>
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<tr>
<td>10</td>
<td>Pharma Attendant/Labour</td>
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<td></td>
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<tr>
<td>11</td>
<td>Attendant</td>
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<tr>
<td>12</td>
<td>Peon</td>
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</tbody>
</table>

Note:
1. All rates to be quoted in Indian Rupees only.
2. All the statutory charges i.e. PF, ESI etc./ taxations liabilities as applicable as per rules.
3. No column should be left blank.
4. Service charges to be paid by CSMRADDI to the Service provider.
5. Service Tax as applicable as per rules.

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 or blacklisted by any Central/State Government/PSU/Any private Sector 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 of 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
<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the post</th>
<th>Age</th>
<th>Qualification/experience</th>
</tr>
</thead>
</table>
| 1    | Laboratory Technician                | Below 32 yrs| Essential:  a) Degree with science subjects  
b) 2 years experience in a laboratory attached with recognized teaching/research institution. |
| 2    | Pharmacist                           | Below 32 yrs| Essential:  a) Diploma in Pharmacy/D.Pharm (Ayu) from recognized University/Institution with 2 years experience in a recognized Ayurvedic Hospital or B.Pharm (Ayu) |
| 3    | Office Assistant/DEO                | Below 32 yrs| 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     | Below 32 yrs| Essential: Bachelor's degree in Library Science from recognized University.                                      |
| 5    | Laboratory Attendant                | Below 32 yrs| Essential:  a)10+2 with Science subjects  
b) Work experience of 1 yr. In a recognized Institution/hospital/laboratory |
| 6    | Animal Attendant                    | Below 32 yrs| 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                               | Below 27 yrs| 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       | Below 32 yrs (preferably) | Essential:  a) 10th Passed,  
b) Should have Experience in the relevant field |
| 9    | Animal Attendant cum sweeper         | Below 32 yrs| a) Qualification a) 10 th passed or equivalent  
b) Should have Experience in the relevant field |
| 10   | Pharma Attendant/Labourer            | Below 32 yrs| a) Qualification a) 10 th passed or equivalent  
b) Should have Experience in the relevant field |
| 11   | Attendant                            | Below 32 yrs| a) Qualification a) 10 th passed or equivalent  
b) Should have Experience in the relevant field |
| 12   | Peon                                 | Below 32 yrs| 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 |