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क्षेत्रीय आयुर्वेद नेत्र रोग अनुसंधान संस्थान

(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्, आयुष मंत्रालय, भारत सरकार)

INS 106, सेक्टर – 25, इन्दिरा नगर – लखनऊ - 226016

REGIONAL AYURVEDA RESEARCH INSTITUTE FOR EYE DISEASES

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

INS-106, Sector-25, Indira Nagar, Lucknow-226016

Email: - nvari.lko@gmail.com

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TENDER DOCUMENT

(This tender document consists of 21 pages including Annexure A to H. Kindly carefully read all of them.)

I. INVITATION OF TENDER

Regional Ayurveda Research Institute for Eye Diseases, Lucknow hereafter denoted as RARIED, is intending to hire the services of a reputed, well established and financially sound Manpower supply Company registered under Companies Act for providing manpower to perform jobs assigned to outsource staff. Interested manpower agency fulfilling all conditions given below may participate and submit tender document.

II. PROCUREMENT OF TENDER DOCUMENTS

Tender documents can be downloaded from either <https://eprocure.gov.in/epublish/app> or from web site of the Council's headquarters, i.e. www.ccras.nic.in.

III. TENDER DOCUMENT FEES

Tender documents are absolutely free of cost.

IV. REQUIREMENTS AT RARIED

RARIED has tentative (initial) requirement of the number of persons, category wise as given below:-

Sl. No	Category	Approximate Number
1	Hindi Assistant	01
2	Office Assistant (Previously Known as Data Entry Operators (DEO))	02
3	Multi Tasking Attendant (Previously called as Multi Tasking Staff(MTS))	04
4	House keeping	04

However, the above number may increase or decrease depending on actual requirement. The qualification and experience required and job description of the categories of the persons to be deployed is given in **Annexure-B**.

V. ESTIMATED COST OF TENDER

The total estimated cost of the tender is approximately **Rs 35,00,000/- (Rupees Thirty Five Lakhs)**

VI. ELIGIBILITY CRITERIA OF SERVICE PROVIDERS FOR APPLYING TENDER

The service providers who can comply with the below mentioned are eligible for applying tender.

1. Able to deploy manpower as per requirements given above.
2. The service provider should have experience of providing such manpower services (as mentioned in Annexure B) in Government, Autonomous Bodies, PSUs or reputed private companies on sufficiently large scale. During the last three years, the agency should have completed three such works where it has provided not less than 15 persons in two organisations or two works where it has provided at least 30 persons.
3. Should have a 'Satisfactory Service' from their previous client / employer (s).
4. Should not have been blacklisted by any government organisation during the last three years.
5. The company should be profit making and should have an average annual turnover of not less than 50 lakhs per year during last three financial years.
6. Should have a valid license of appropriate registration authority of state and labour department, Income Tax, Goods and Service Tax, ESI, PF and other statutory bodies as per the requirement of contract.
7. **Should have a head office / branch office in Lucknow**
8. Service provider company should have its own bank account

VII. DETAILED TERMS AND CONDITIONS OF CONTRACT

Detailed terms and conditions as given in **Annexure – A** should be mandatorily adhered to.

VIII. EARNEST MONEY DEPOSIT (EMD)

The interested parties should submit an **Earnest Money Deposit (EMD) of Rs. 50,000/- (Fifty thousand only) in the form of Demand Draft (DD) / Pay order only** in favour of '*Regional Ayurveda Research Institute for Eye Diseases, Lucknow*' **with the technical bid** along with other documents as mentioned in Annexure H. No other means of payment shall be accepted. **Bid not submitted with EMD shall be treated as invalid by RARIED.**

The EMD in respect of the company which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned within 30 days of award of contract without any interest accrued upon.

In the case of a successful bidder, if the company fails to deploy manpower against the initial requirement within one week from date of awarding contract or if the company fails to deposit performance security as asked below within stipulated time, the EMD shall stand forfeited without giving any further notice.

IX. PERFORMANCE SECURITY DEPOSIT

Successful bidder shall submit a **performance security or guarantee of Rs 2,00,000/- (Rs. Two Lakhs only) within 30 days from the date of award of contract.** Successful bidder's EMD shall be returned back to them only after successful submission of Performance Security within the stipulated time. Performance security shall be returned back to the service provider without any interest within 30 days of termination of contract. However, if the service provider has violated any of the terms and conditions mentioned in Annexure A, performance security shall stand forfeited for compensating any loss suffered to RARIED.

X. PERIOD OF CONTRACT

The initial period of contract is for one year. It is likely to commence from the first of the month following the month of awarding the contract. The period of the contract may be extended for a further period as per terms and conditions of contract, mentioned in Annexure A, on the same rate, provided the requirement of the RARIED for augmenting its present manpower persists at that time and the performance of the agency is satisfactory.

XI. TERMINATION OF CONTRACT

RARIED (first party) reserves the right to curtail / terminate the contract before period of completion owing to deficiency in service or substandard quality of manpower deployed by the selected company or cessation of the requirement of work or in case of any material violation of any of the terms and conditions by the service provider, without assigning any reasons thereof.

RARIED reserves the right to terminate the initial contract at any time after giving one months' written notice to the selected service providing company. If the contractor (second party) if so desire to terminate the contract will be required to give one month's notice or till institute is able to make alternative arrangements, whichever is earlier. If the agency fails to give one month's notice for termination of the agreement then one month's wages etc and any suitable amount due to the agency from this office shall be forfeited from the performance security deposit, by this office.

XII. SUBMISSION OF BIDS

Interested service providers are invited to submit the tender document under two-bid system.

1. Technical Bid (Details given **Annexure – C**) and
2. Financial Bid (Details given **Annexure – D**).

Method of sending bids

Duly completed details for Technical Bid (as in Annexure – C) along with checklist (as in Annexure – H) and duly completed details for Financial Bid (Annexure – D) are to be sent in two separate sealed envelopes. On technical bid envelope “**TECHNICAL BID FOR PROVIDING MANPOWER ON OUTSOURCE BASIS**” should be super scribed in bold letters and on financial bid “**FINANCIAL BID FOR PROVIDING MANPOWER ON OUTSOURCE BASIS**” should be super scribed in bold letters. The two envelopes should then be put in a large sealed envelope super scribing in bold letters “**TENDER FOR PROVIDING MANPOWER ON OUTSOURCED BASIS TO RARIED**” and should be sent to Assistant Director in Charge, Regional Ayurveda Research Institute for Eye Diseases, INS 106, Sector 25, Indira Nagar, Lucknow – 226016, Uttar Pradesh. The sealed tender (containing both technical and financial bid) **should reach here at office on or before 09.08.2018, 04.00 P.M.**

XIII. BID EVALUATION DATE AND TIME

On 10.08.2018 10:00 AM all the envelopes containing Technical Bid shall be opened in the Room of Assistant Director in Charge, RARIED, Lucknow, in the presence of the participating bidders, if any, who wish to be present on the spot at that time. Only one authorized representative from each bidder will be allowed to attend the bid opening and evaluation process on submission of authorisation letter. The Technical Bids shall be evaluated stringently by the Tender Committee for the details filled in Annexure – C, its supporting documents as asked for with the guidance of checklist. Financial bids of technically qualified bidders, meeting all the requisite criteria in Annexure

C, only shall be opened on the specified date & time, which shall be announced later by RARIED, in the presence of technically qualified contractors/agencies or their authorized representatives.

Selection of Technical Bids

Technical Bids of the service providers who provide the all the details mentioned in Technical Bid form (Annexure C) along with the supporting documents as asked for only shall be selected. Others with incompletely filled form and form with incomplete supporting documents as asked for (refer to checklist) shall be summarily rejected.

Selection of Financial Bids

Financial bids of those who are selected in technical bid shall only be considered. Financial bid form (Annexure D) details again shall be scrutinised for its completeness. Incomplete financial bid form and **bid not given in accordance with the conditions mentioned in the NOTE of Annexure D shall be rejected.** Selection of firm will be on the basis of lowest service charges subject to all other conditions remains the same. In case of a tie in the financial bid, the lowest bidder will be selected on the basis of comparative ranking obtained by allotting marks, based on the criteria described in Annexure G.

XIV. GENERAL TERMS AND CONDITIONS OF SUBMISSION OF BIDS

1. Validity of Bids: The bids (s) shall be valid for 90 days from the date of opening.
2. **All entries in the tender form should be legible and filled clearly.**
3. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the tender shall be summarily rejected.
4. **All the pages of the bid shall be signed by the authorized signatory in ink with seal / rubber stamp of the Company.**
5. **Conditional Bids shall not be considered and will be rejected at the very first instance.**
6. The Competent authority of RARIED, Lucknow reserves the right to annul any or all bids without assigning any reason.

MANDATORY TERMS AND CONDITIONS

The following terms and conditions are to be mandatorily adhered to.

GENERAL

1. Place of Duty

The Institute is presently housed at INS 106, Sector 25, Indira Nagar, Lucknow – 226016. The personnel so deployed shall have to report for duty at the above place or a new location, in case there is change of office within Lucknow. No extra liability on this account will be borne by RARIED.

2. Working Hours

As per office working hours

3. Working Days

Deployed employees should work on all working days except Sunday, Second Saturdays and Gazetted Holidays. If need arises, the outsource staff shall have to sit late or come early or attend the office even on Saturday/Sunday/Gazetted Holidays.

4. The service provider should have adequate facilities (infrastructure, qualified and expert manpower) for testing/screening of personnel to ensure that they conform to the given standards of knowledge/skill and experience before deployment. This aspect is also subject to evaluation/verification by RARIED.
5. The contracting company shall ensure that the manpower deployed in the Institute conforms to the eligibility conditions of age, educational and professional qualification, language skills and experience prescribed etc in the Tender Document. However, the Assistant Director in charge, RARIED is empowered to make necessary relaxation in age, qualification and experience in exceptional cases in all categories.
6. Persons deployed by the service provider shall not be less than 18 years of age. All personnel deployed by contractor shall be medically fit and their antecedent be verified prior to the deployment in the institute.
7. For interview and skill test the service provider has to send a list of candidates three times of the requirement (3x1) within a week's time from the date of placement of the requisition.
8. One copy of appointment letter issued to all the personnel deployed in the Institute, by the service provider, must be provided to the Institute.
9. The Service Provider will provide to the Institute a list of all personnel so deployed with their valid ID proof (preferably aadhar card) along with their latest photographs which is not more than 06 months old and their respective bank account details.

10. It shall be responsibility of the Service Provider to issue the Employment Card / Photo identity card to the workers and maintain the muster roll, the wage register and other register as provided in the Contract Labour (Regulation & Abolition) Act. A copy of the Employment card / photo identity card of the deployed persons in RARIED, must be submitted in the office, within 15 days of initiation of contract. If not submitted, RARIED may curtail further payment until they are submitted.
11. The Service Provider shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The Institute shall not be responsible in any manner, whatsoever, in matters of injury/ death/ health etc. of the service provider's employees performing duties under the contract.
12. The service provider shall replace within twenty four hours any of the personnel deployed if they are unacceptable to the Institute because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency upon receiving written notice from Institute. Notwithstanding above, the Institute has the right to ask to change/replace any personnel at any point of time without assigning any reason.
13. The Service Provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
14. The Institute shall not be liable for any loss, damage, theft burglary or robbery of any personal belongings, equipment's or vehicles of the personnel of the service provider.
15. The Service provider will be responsible for any damages done to the property of the Institute by the personnel employed. RARIED will be free to recover it from the performance security deposit given by the Agency or from any other dues.
16. The Service provider's personnel working in the Institute should be polite, punctual, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Institute. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. Late arrivals and continuous short leaves, other than granted, shall not be permitted.
17. The Service Provider shall ensure proper conduct in the office premises of these persons deployed and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
18. The Service Provider's staff 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.
19. The Service Provider's personnel shall not have any right to claim any benefit/compensation/absorption/regularization of services with the Council under the appropriate laws. An undertaking from the person to this effect will be required to be submitted by the service provider to this office.

20. Any dispute regarding working hours and compensation to be paid to the workers deployed will be the responsibility of the service provider and no representation will be entertained on this issue have the Institute.
21. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider will be the responsibility of the Service Provider and the Institute will not entertain any claim in this regard.
22. The Company shall depute two coordinators, who would be responsible for immediate interaction with the Institute so that optimal services of the persons deployed by the Company could be availed without any disruption.
23. The Service Provider shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the Institute.
24. Arbitration: 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 laws, where the Assistant Director in charge RARIED or his/ her nominee will be the sole Arbitrator.
25. For all intents and purposes, the service providing Company shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the RARIED. The persons deployed by the Company in the RARIED shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against Institute, Lucknow.

FRAUD AND CORRUPT PRACTICES

26. The tenderer /applicant and their respective officers, employees, agents and adviser shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, RARIED may reject a tender without being liable in any manner whatsoever to the tenderer if it determines that the tenderer has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
27. Without prejudice to the right of the RARIED under Clause (26) hereinabove, if a tenderer is found by the RARIED to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such tenderer shall not be eligible to participate in any tender floated by RARIED.
28. For the purposes of this Clause (26), the following terms shall have the meaning hereinafter respectively assigned to them:
29. “Corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process or (ii) save and except as permitted, engaging in any manner whatsoever,

whether during the bidding process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

30. "Fraudulent practice" means a misrepresentation suppression of facts or disclosure of incomplete facts, bidding process; or omission of facts or in order to influence the
31. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the bidding process;
32. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a Conflict of interest; and
33. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding process.

LEGAL

34. The Service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Institute to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. RARIED, shall not be a part of any dispute on such regard, if arises.
35. The Service provider shall maintain all statutory registers under the applicable laws .The Company shall provide the same on demand to the concerned authority of RARIED or any authority under law.
36. The Company shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc, as provided for in the Contract Labour (Regulation and Abolition) act, 1970 for the welfare and health of the workers deployed with the Institute. The responsibility of Statutory / Compulsory deductions like employer's contribution of EPF, ESI / Income Tax / Service Tax etc. will be of the firm / supplier. No extra payment shall be made by the Institute. In case of any violation of labour laws, by the contractor, there will not be any liability, on the institute and the contractor shall solely be responsible.
37. In respect of the persons deployed by it in RARIED, the Company shall mandatorily furnish the details of remittance of ESI and EPF of contract workers deployed in the institute for the previous month, along with the bills for payment. In the eventuality of the contractor failing to furnish the above details, the administrative head of institute is entitled to recover equal sum of money from any payment due or accrue to the contractor, with an advice to RPFC duly furnishing particulars of personnel engaged. The contractor shall mandatorily issue EPF passbook / ESI card to every worker and shall supply the code number allotted by the local ESI / EPF authorities.

38. The persons deployed by the Agency should not have any Police record/criminal cases against them and they should be deployed after police verification. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character verifications of all the personnel through local police should be furnished at the time of deployment.

FINANCIAL

39. Payment to the Service provider

Generally payment for the deployed employees shall be made to the service provider on a monthly basis within 30 days from the date of submission of bills. The payment shall be made to the contractor only through Cheque(s), drawn in favour of the service provider.

a. For Initial Payment

Initial Payment, i.e. first month payment from the date of initiation of contract, shall be made only after submission of the following documents.

- i. **Copy of Labour license for supplying manpower:** The Service Provider is required to deposit a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971 within 30 days of the date of the award of the contract, if the Service Provider refuses to provide license for any reason whatsoever or fails to deposit the license within the stipulated period of 30 days, the contract shall automatically stand terminated unless condoned by RARIED and the institute shall be at liberty to recover losses, if any, from the service provider.
- ii. Copy of Valid Photo Identity Card / Employment Card of all deployed employees at RARIED.
- iii. Copy of front page of passbook of all deployed employees at RARIED.
- iv. Copy of ESI Card of all the deployed employees at RARIED.
- v. Copy of EPF card of all deployed employees at RARIED.

Note: RARIED reserves the right to withhold the payment until the above mentioned documents are completely submitted or even terminate the contract if they are not submitted after the stipulated time given by RARIED

b. For Payment in successive months

For release of payment, in successive months following documents are mandatory.

- i. Original Invoice Receipt
- ii. Satisfactory work completion certificate certified by the competent authority, as appointed, by RARIED.
- iii. Copy of deposit challans of PF of the deployed employees.
- iv. Copy of deposit challans of ESIC
- v. Bank statement showing debits from Contractor's bank account towards payment of wages of its employees.
- vi. Salary deposition slips of previous month highlighting the deployed employees in RARIED.

[Note: The monthly payment shall be released only on satisfactory verification of receipt of all the above mentioned enclosures.]

40. Payment to the Employees deployed by the contractor

- a. The contractor should ensure that payment to its employees deployed at RARIED is made by 10th of every month, without linking to payment receivable from RARIED. Even in case of delay of payment from RARIED in any particular month, due to valid reasons, the contractor should ensure the payment to its employees in the stipulated time.
- b. **The contractor should make payment to employees deployed at RARIED only through direct transfer to their respective bank accounts.**
- c. Failure to meet the above criteria's shall invite a penalty of rupees 500/day (five hundred per day) on the firm which shall be deducted from the bills produced by the agency.

41. Service Charge

Bidders will have to specify the amount to be charged towards service charge. It may also be noted that to eliminate frivolous bids and disguised charges / deductions from salary of employees in the participating firms, **bidding at less than 5% service charge shall be disqualified.**

42. Escalation of Service Charge

No escalation of rates quoted will be allowed during the period of contract except due to the revision of minimum wages or revised statutory provision.

43. Wages to the deployed employees

- a. Minimum wages per month should be given as per rules of Ministry of Labour and Employment, Government of India.
- b. Revision of wages: In case of revision in minimum wages, in writing from Ministry of Labour and Employment, Government of India, the corresponding revised rates shall be payable by RARIED after the approval of Competent Authority in the Council.

44. Income Tax:

The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the service provider by RARIED. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of income tax, as amended from time to time and a certificate to this effect shall be provided to the Company by RARIED.

45. Penalty Clause: The service provider shall send the requisite number of persons within stipulated time after requisition from the Institute. In emergent cases, such as the person deployed falls sick or is not able to attend the office for reason beyond his control continuously for more than 03 days, the service provider shall deploy a suitable substitute. If the contractor fails to deploy requisite number of persons due to default on his part or fails to send the substitute, without prejudice to any other right or remedy available under the law to the Institute on account of such breach, pro-rata recovery along with penalty equal to double the amount payable to the agency for deployment of that person, on pro-rata basis for the first ten days from the date of absence of the persons from duty will be made. In case the service provider fails to provide suitable substitute(s) within ten days, additional penalty @ 1% of the total wage bill (excluding taxes) of that month will be imposed

46. Breach / Dispute in Terms and Conditions

- a. Non-compliance with any of the above conditions by the company will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.
- b. In case after award of contract, if the tendering company fails to comply with any statutory/ taxation liability under appropriate law or in case of breach of any terms and conditions and as a result thereof the RARIED is put to any loss, the performance security deposit of the Company will be liable to be forfeited by the RARIED besides annulment of the contract.
- c. Any dispute or difference regarding the interpretation of the provisions of this agreement shall be resolved amicably between the parties. If the dispute is not resolved amicably, either party may refer the dispute or difference to the Assistant Director in charge, RARIED for arbitration, whose decision shall be final and binding on the parties. The place of arbitration shall be Lucknow.
- d. The courts in Lucknow alone shall have jurisdiction to deal with any matter arising out of arbitration proceedings.

47. RARIED reserves the right to annul or relax any of the terms and conditions mentioned above.

REQUIREMENTS AT RARIED

The service provider should be able to provide the following competent man power as per the requirement of the Institute, which may vary, from time to time.

1. HINDI ASSISTANT

- a. No of Posts – 01
- b. Age limit
 - i. Should not be more than 30 years of age on the date of fresh engagement.
 - ii. Can be relaxed up to 35 years for those having minimum experience of one Year with Central Government or its organisations.
- c. Essential Qualification (s)
 - i. Graduate in any Discipline from a recognised University,
 - ii. Knowledge of Translation from Hindi to English & English to Hindi
 - iii. Sufficient knowledge in computer (especially typing in MS Word)
- d. Role and Responsibilities
 - i. Translation works of English to Hindi and Hindi to English
 - ii. Implementation of Hindi in Administration & Technical works.
 - iii. Computer work in Hindi.
 - iv. Any other works allotted by the authority.
- e. Wages: Rs. 20,000 /- per month

2. OFFICE ASSISTANT

- a. No of Posts – 02
- b. Age limit
 - i. Should not be more than 30 years of age on the date of fresh engagement.
 - ii. Can be relaxed up to 35 years for those having minimum experience of one Year with Central Government or its organisations.
- c. Essential Qualification (s)
 - i. Graduate in any Discipline from a recognised University,
 - ii. Should have good communication and interpersonal skills
 - iii. Knowledge of computer application such as MS words, MS Excel and Power Point
 - iv. English typing speed of at least 35 w.p.m or Hindi typing speed of at least 25 w.p.m on computer
- d. Role and Responsibilities
 - a. Opening and maintenance of files, typing support, record maintenance like keeping office copies, office orders etc in the folder and management of files in section
 - b. Taking dictation
 - c. Diary / Dispatch
 - d. Any other work assigned by the authority.
- e. Wages: Rs. 20,000/- per month

3. MULTI – TASKING ASSISTANT

- a. No of Posts – 04
- b. Age limit – Should not be more than 30 years of age on the date of fresh engagement
- c. Essential Qualification (s)
 - i. 12th passed or equivalent.
 - ii. Knowledge of computer application such as MS word, MS Excel, Power Point etc
- d. Role and Responsibilities
 - a. To attend all the works allotted by the officers from time to time
 - b. Physical movement of files and other papers
 - c. Maintenance of room of officers / sections attached with
 - d. Filing of papers
 - e. Photocopy / mailing etc
 - f. Physical maintenance of record
 - g. General cleanliness and upkeep of section and unit
 - h. Any other work assigned by the authority
- e. Wages: Rs. 16,000/- per month

4. HOUSE KEEPING

- a. No of Posts – 04
- b. Age limit
 - i. Above 18 years of age
- c. Role and Responsibilities
 - i. Cleaning and maintenance of the area allotted
- d. Wages
 - i. Daily wages + VDA (As per rules of Labour commission, Govt of India)

FORMAT FOR TECHNICAL BID

(To be enclosed in a separate cover super scribed Technical Bid for providing manpower on outsource basis)

To,

The Assistant Director In Charge
Regional Ayurveda Research Institute for Eye Diseases,
INS 106, Sector 25, Indira Nagar, Lucknow – 226016, UP

Sub: Submission of Technical Bid

Sir,

With reference to your tender notice no. _____
dated _____ on the subject mentioned above, I / We are hereby sending the details for
technical bid.

I. Company Identification Details

(Write legibly without striking off and overwriting)

1	Name of Tendering Company / Agency	
2	Name of Proprietor/Director of Company (In case of partnership, company should submit full details of the Proprietors / Partners)	
3	Full address of Registered branch Office / Head office of the Company in Lucknow. (Attach copy of telephone bill / electricity bill to show the address proof)	
4	Telephone No. (s) of the company	
5	E-Mail ID (s) of the company	

II. Company Registration Details

(Put a tick mark (✓) against YES or NO, whichever is applicable and accordingly submit as per remarks)

6	Are you registered with the State government?	YES	NO	If Yes, attach a self attested copy of state registration certificate of the company
7	Are you registered with Labour Commission for providing manpower?	YES	NO	If Yes, attach a self attested copy of labour license certificate for providing the required number of manpower
8	Are you having a company PAN / GIR No.?	YES	NO	If Yes, attach a self attested copy of company PAN Card./GIR. Card
9	Do you have a Goods and Services Tax (GST) Registration No.?	YES	NO	If Yes, attach a self attested copy of GST Registration Certificate

TENDER FOR PROVIDING MAN POWER ON OUTSOURCE BASIS

10	Are you registered with ESI?	YES	NO	If Yes, attach a self attested copy of ESI Registration Certificate
11	Are you registered with EPF?	YES	NO	If Yes, attach a self attested copy of EPF registration certificate

III. Statutory obligation Adherence Details

(Put a tick mark (✓) against YES or NO, whichever is applicable and accordingly submit as per remarks)

12	Do you pay income tax as per rules?	YES	NO	If Yes, attach a self attested copy of income tax acknowledgement form for the last three assessment years.
13	Do you pay ESI and EPF and your employees as per govt. rules?	YES	NO	If Yes, attach an affidavit on non-judicial stamp paper of Rs 10/- stating that your company has not defaulted in payment of EPF, ESI, Service Tax or any other statutory dues till date.
14	Do you pay GST and other statutory obligations as per govt. rules?	YES	NO	

IV. Company Experience Details

(Put a tick mark (✓) against YES or NO, whichever is applicable and accordingly submit as per remarks)

15	Are you having previous Experience of serving manpower? NOTE: Attach experience & satisfactory work done certificate for the mentioned three years from the stated firms including the number for employees deployed without which the entry shall be treated as invalid	YES	NO	If Yes give details of serving	
				2015-16	
				2016-17	
				2017-18	
16	Were you blacklisted earlier?	YES	NO	If NO, attach an notarized affidavit on a stamp paper of appropriate value that the company is / has not been blacklisted by Central Government Departments/State Government/ PSU/Statutory bodies/Autonomous bodies/ Private Sector during last three years	

V. Company Financial Details

(Put a tick mark (✓) against YES or NO, whichever is applicable and accordingly submit as per remarks)

17	Do you have a company bank account?	YES	NO	If Yes, provide the company bank account statement of last 3 months.
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TENDER FOR PROVIDING MAN POWER ON OUTSOURCE BASIS

18	Is your company on profit for the last three years?	YES	NO	If Yes, provide a chartered accountant attested audited balance sheet for the years 2015-16, 2016-17 and 2017-18 with profit and loss statement.
19	Do you pay your employees by direct transfer to their accounts?	YES	NO	If Yes, provide the copy of SALARY DEPOSIT SLIP of last three months of your employees indicating their names, account number and salary credited to their account.

VI. Terms and Conditions Acceptance Details

(Put a tick mark (√) against YES or NO, whichever is applicable and accordingly submit as per remarks)

20	Do you abide to the terms and conditions mentioned in Annexure A	YES	NO	If Yes, attach the duly signed declaration form in Annexure E	
21	Have you attached DD for EMD of Rs. 50,000/- (Rs. Fifty thousand Only)	YES	NO	Provide the details of DD.	
				Name of Bank	
				DD number	
	Date				
22	Do you agree that you have not done any fraud or corrupt practices till date?	YES	NO	If Yes, attach the duly signed declaration form in Annexure F	

VII. Additional Details

(Put a tick mark (√) against YES or NO, whichever is applicable and accordingly submit as per remarks)

23	How much number of employees do you have?	_____		Provide the copy of latest EPF deposit challan as a supporting evidence
24	Is your company ISO 9001:2008 certified?	YES	NO	If Yes, provide the certificate copy

Authorized signatory

Date

Name:

Place

Company Seal:

FORMAT FOR FINANCIAL BID

(To be enclosed in a separate cover super scribed Technical Bid for providing manpower on outsource basis)

To,

The Assistant Director In Charge
Regional Ayurveda Research Institute for Eye Diseases,
INS 106, Sector 25, Indira Nagar, Lucknow – 226016, UP

Sub: Submission of Financial Bid

Sir,

With reference to your tender notice no. _____
dated _____ on the subject mentioned above, I / We quote the rate including service charge for the above mentioned work as under:

(Write legibly without striking off and overwriting)

Sl. No	Manpower Type	Hindi Assistant	Office Assistant (DEO)	Multi – Tasking Attendant	House Keeping
1	Present Wages per month	Rs. 20,000/-	Rs. 20,000/-	Rs. 16,000/-	(Daily wages + VDA) As per rules of Ministry of Labour and Employment, Govt of India
2	EPF	@ ____ % of Sl. No 1 (As per rules of Government of India)			
3	ESI	@ ____ % of Sl. No 1 (As per rules of Government of India)			
3	Service Charge	@ _____ %			
4	Any other charges	_____ Rupees			
5	GST	@ _____ %			

NOTE:

1. No Column should be left blank. If left blank, the application would be rejected.
2. Service charge should be quoted in percentage only. Application with service charge less than 5 % the bid shall be summarily rejected.
3. In Any other charges row, mention the charge name and its cost in rupees only if applicable

Date:

Authorized signatory:

Place:

Company Seal:

DECLARATION

1. I, _____ (Proprietor/Director's Name) Son / Daughter / Wife of Shri _____ of _____ (Company Name) is competent to sign this declaration and execute this tender document.
2. I I hereby declare that I have carefully read all the pages in the tender document and understood all the terms and conditions and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Authorised signatory

Date:

Full Name:

Place:

Seal:

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 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, as defined in Section B of Fraud and Corrupt Practices of the terms and conditions of the document, 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 RARIED 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

ANNEXURE G

FINANCIAL BID EVALUATION PROCESS IN CASE OF TIE

In case of tie in financial bid, the financial bids of the successful technical bidders shall be given marks on the following basis and then ranked. The bidder with highest rank shall be awarded the contract.

MARKING CRITERIA

(1)	Average turnover during the last year three years (to be determined based on audited balance sheet on last three years with profit and loss statement)	
	50 Lakhs to 75 lakhs	5 Marks
	Between 75 lakhs to 1 crore	10 Marks
	Between 1 to 5 crores	15 Marks
	Between 5 crore to 10 crores	20 Marks
	More than 10 crore	25 Marks
(2)	Number of works (Tenders) in last three years (to be determined based on number of experience cum satisfactory certificate given)	
	Only one work	5 Marks
	Two to four works	10 Marks
	Five to Seven works	15 Marks
	Eight to Ten works	20 Marks
	More than Ten works	25 Marks
(3)	Number of Manpower supplied. (to be determined using the latest EPF deposit challan)	
	Less than 40	5 Marks
	Between 40 to 80	10 Marks
	Between 81 to 120	15 Marks
	Between 121 to 160	20 Marks
	More than 160	25 Marks
(4)	ISO Certificate 9001:2008	
	If YES	25 Marks
	If NO	0 Marks

CHECKLIST FOR TECHNICAL BID

(To be kept on the top of all the documents in technical bid)

NOTE

1. **Paginate all the below listed documents and mention the page number accordingly**
2. **Sign and seal all the pages attached**
3. **Do not attach any other information/document than asked for.**

Sl. No	List	Put a tick mark if Submitted / Done	Page No
1	Duly filled technical bid form (Annexure C)		
2	Copy of Telephone Bill / Electricity Bill (to prove the address of branch office / Head office in Lucknow)		
3	Self Attested Copy of State Registration Certificate of the company		
4	Self Attested Copy of Labour License for supplying of required Manpower		
5	Self Attested Copy of Company PAN / GIR Card		
6	Self Attested Copy GST Registration Certificate		
7	Self Attested copy of ESI Registration Certificate		
8	Self Attested EPF Registration Certificate		
9	Self Attested Income Tax Filing Acknowledge Receipt for last three assessment years (AY)		
10	Affidavit on non judicial stamp paper of Rs 10/- stating that your company has not defaulted in payments of EPF, ESI, Service Tax or any statutory dues till date		
11	Experience and Satisfactory Work Done Certificate stating the number of manpower supplied for the three years 2015-16,2016-17 and 2017-18		
12	A notarized affidavit on a stamp paper of appropriate value that the company is / has not been blacklisted by Central Government Departments/State Government/ PSU/Statutory bodies/Autonomous bodies/ Private Sector during last three years		
13	Chartered Accountant Attested Audited Balance Sheet for the three years 2015-16,2016-17 and 2017-18 with profit and loss statement		
14	Company Bank Account statement of last three months		
15	Salary Deposit slip of last three months of your employees indicating their names, account number and salary credited to their account		
16	Duly Signed Annexure E (to indicate that you agree to terms and Conditions in the tender document)		
17	Duly Signed Annexure F (to indicate you are not involved in fraud and corrupt practices)		
18	Copy of latest EPF Deposit Challan (To identify the number of employees employed in your company)		
19	ISO 9001:2008 certificate		
20	DD of rupees 50,000/- for EMD		