



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष मन्त्रालय, भारत सरकार

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
61-65, सांस्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जानकपुरी, नई दिल्ली-110058

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

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F.No 12-61/2015-CCRAS/Rectt

Dated 20 April, 2018

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed agencies/firms for hiring of services of Approximate **45 Office Assistants, 40 Multi Tasking Staffs, and 01 Driver** on contract basis for a period of one year to work in the Central Council for Research in Ayurvedic Sciences on the above mentioned address. Interested agencies/firms may send their sealed quotations in two parts, one as Technical Bid and other as Financial Bid to The Director General, CCRAS Hqrs, Janakpuri New-Delhi-58 by **3 PM within 21 days of the appearance of advertisement in the news paper**. The Technical Bid shall be opened on the same day by **4 PM** in the presence of the authorised representative of agencies/firms who wish to be Present. The financial Bid of only bidders who qualify the criteria laid down in the Technical Bid shall be opened later at the convenience of the Committee.

2. Terms & conditions, format of the tender notice (Both for technical and financial bids) may be downloaded from the web site of the Council i.e www.ccras.nic.in
3. The information/clarification on any issue or corrigendum relating to tender document will be published on the Councils web site www.ccras.nic.in
4. The Director General CCRAS Janakpuri reserves the right to accept or reject any or all tenders without assigning any reason thereof.
5. The tender form may be downloaded from the Councils website and submitted alongwith demand draft of Rs.1000/- (Rupees One thousand only) drawn in favour of Director General, CCRAS New Delhi.

Administrative Officer(R&E)

Email ID ado2-ccras@gov.in

Scope of Work and General Instruction for Tenders

CCRAS, New Delhi intended 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 and should provide a copy of the certificate of incorporation. The Agency should provide an undertaking that they shall comply with all relevant statutory norms like minimum wages, employee's provident fund, Employees State Insurance and Service tax etc.

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

S. No.	Category	Approximate number
1	Office Assistants	45
2	Multi Tasking Staff	40
5.	Driver	01

However, 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 are given at **Annexure-A to C**

iii The contract is likely to commence from the first of the month following the month of awarding the contract and would continue for a period of one year. The period of the contract may be extended on mutual consent after the completion of contract, provided the requirement of the CCRAS for augmenting its present manpower persists at that time and the performance of the agency is satisfactory. It may also 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. However Director General, CCRAS reserves the right to terminate the initial contract at any time after giving one week's notice to the selected service providing company.

iv. Past experience and SATISFACTORY performance of similar work done for the Departments of the Government of India/Statutory Bodies/PSUs/Private Sectors for last three years. (A list of such organization being served may be provided). The reputation/track record of the bidder will be verified by CCRAS.

v. The service provider should have experience of providing such services on sufficiently large scale. The agency should have completed three such work where it has provided not less than 15 persons in two organisation during the last 03 years or two work where it has provided 30 persons or. The name/s of such organization along with number of persons deployed may be submitted.

vi 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 CCRAS.

The Director General CCRAS is empowered to make necessary relaxation in age, qualification and experience in exceptional cases in all categories.

vii The Service provider should have a valid license/registration with the Competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.

- viii. The firms may give details of facilities of training /up-gradation of skills of the persons deployed by the service provider, if any available with them . (this will be given weightage)
- ix. The service provider shall submit an affidavit stating that the company is not/has not been black listed by Central/State Government/any PSUs/Private Sector.
- x. The firm should be registered with income Tax and Service Tax authorities.
- xi. The service provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act etc.
- xii. The Service Provider should have an office in Delhi/NCR.
- xiii. The turnover of the firm during the last 03 financial years should not be less than **Rs.5 Crore (Rupees Five crores only)** per annum from similar services. The company should have earned profit during the last three years.
- xiv. Service provider company should have its own Bank Account.
- xv. Persons deployed by the service provider shall not be less than 18 years of age.

Note:-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 summarily rejected.

TECHNICAL SPECIFICATIONS

The interested parties may submit the tender document, complete in all respects, along with **Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh only)** in the form of Demand Draft/Pay order drawn in favour of Director General CCRAS and other requisite documents .

1. The tenders are invited under two-bid system i.e. Technical Bid and Financial Bid. The interested Companies are advised to submit two separate sealed envelopes super-scribing **“Technical Bid for providing manpower on outsource basis”** In bold letters and **“Financial Bid for providing manpower on outsource basis”**. The two envelopes ,then shloud be put in a large sealed encelope superscribing **“Tender for providing manpower on outsourced basis to CCRAS”**.

ii. The tendering Company is required to enclose self attested photocopies of the following documents along with the Technical Bid, failing to which their bids shall be summarily/out rightly rejected and will not be considered any further. All the following documents are must and bid will be rejected in the absence of any of the following documents.

PAN/GIR No.
Certificate of incorporation
Goods &Service Tax Registration No.
E.P.F. Registration No.
E.S.I. Registration No.
Documents showing completing at least three service contract where it has provided not less than 15 personsor two contract where it has provided 30 persons or in any Central Government /State Government /Statutory bodies/autonomous bodies/PSUsduring last 03 years in single contract and turnover of the firm is not less than Rupees two core per annum during last three years related to providing manpower resources.
Financial worthness and competence to be substantiated through Income Tax Returns/Certificate. PAN/ST/TIN/ EPF Registration/Annual Report, Audited Balance Sheet and Profit & Loss A/C for the last 03 years.
Affidavit stating that the Company is/has not been black listed by Central Government Department/State Government/Statutory Bodies/Autonomous bodies/PSUs/Private Sector.
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 by the Company (Attach attested copy). Document shown the valid license/registration with Competent Authority under the provision of Contract Labour.

iii Conditional bids shall not be considered and will be rejected out rightly at the very first instance.

iv. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. **All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the Company.**

v. The envelope containing Technical Bid shall be opened first on the scheduled date and time in CCRAS Hqrs. Janak Puri, New Delhi-58, in the presence of the representatives of the Company, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by the Technical Evaluation Committee. Financial bids of technically qualified bidders meeting all the requisite criteria only shall be opened on the specified date & time at CCRAS, Hqrs. Janakpuri, New Delhi-58 in the presence of technically qualified contractors/agencies or their authorized representatives.

vi. The Competent authority of CCRAS New Delhi reserves the right to annul any or all bids without assigning any reason.

vii. The bidder shall furnish the Technical & Financial bids as per the format enclosed at Annexure I & II.

TERMS AND CONDITIONS

A. General

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1. Payment Terms: The standard terms of payment are within 30 days from the date of submission of bills in triplicate along with work completion certificate certified by the Competent Authority in CCRAS. The payment shall be made through Cheque(s)/RTGs/NEFT/ECS.
2. Payment of salary by service provider: The Service provider shall ensure that the salary to the persons so employed is made by 07th day of the succeeding month. The emoluments of the hired manpower shall be payable on the basis of minimum wages fixed by the Govt. of NCT of Delhi from time to time. The Bids offering Administrative/service charges of less than a minimum of 5% of wages (Fixed by Govt. of NCT of Delhi at the time of issuance of the tender) would be summarily rejected. The payments shall be made by bank transfer or in the respective premises of the CCRAS, if need be.
3. 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 CCRAS.
4. Penalty Clause: The service provider shall send the requisite number of persons within stipulated time after requisition from the Council. 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 Council 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.
5. Termination of the Contract: In case of any material violation of any of the terms and conditions by the service provider, the Council reserves its right to unilaterally terminate the contract. In case of any dispute, the decision of the Director General, CCRAS will be final and binding.
6. Revision of wages: In case of revision in minimum wages, in writing, by Government of NCT Delhi/Ministry of Labour and Employment, Government of India, the corresponding revised rates shall be payable by CCRAS after the approval of Competent Authority in the CCRAS.
7. Statutory obligation: The Service Provider is required to deposit a valid license from the competent licensing authority under the provisions of Contract Labor (Regulation and Abolition) Act 1970 and Contract Labor (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 CCRAS and the Council shall be at liberty to recover losses, if any, from the service provider.

8. The Service Provider shall be obliged and solely responsible to comply with all statutory requirement in respect of the manpower engaged by him and the Council shall not be a party to any dispute out of such deployment by the contractor.
9. Security Considerations: 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.
10. Place of Duty, Working Hours and Punctuality.
 - a) The Council is presently housed at Jawhar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan 61-65 Institutional Area Opp.D Block Janakpuri, New-Delhi-58. 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 NCR. No extra liability on this account will be borne by CCRAS.
 - b) The working hours of the Council will be from 09:30 A.M to 06.00 P.M.
 - c) The personnel deployed shall work for 08 hours (excluding ½ hr. lunch time) from 09:30 A.M. to 06:00 P.M. on all working days.
 - d) The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.
 - e) If need arises, the outsource staff shall have to sit late or come early or attend the office even on Saturday/Sunday/Gazetted Holidays (as per work requirements). For working in the office beyond office hours for period exceeding one hour or on Saturday/Sunday/Gazetted Holidays, the payment will be on hourly basis.
 - f) Tenderers must quote rates for eight hours duty and on hourly basis over time for extra hours/holidays.
11. 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.
12. The responsibility of Statutory/Compulsory deductions like EPF/Income Tax/Service Tax etc will be of the firm/supplier. No extra payment shall be made by the Council.
13. The copies of appointment letter issued to the personel deployed in the Council shall be provided to the Council.
14. The Service Provider will provide to the Council a list of all personnel so deployed with permanent and present address along with their latest photographs.
15. The Service Provider shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The Council 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.

16. It shall be responsibility of the Service Provider to issue the employment Card/Photo identity card to the workers as per the prescribed format and maintain the muster roll, the wage register and other register as provided in the Contract Labour (Regulation & Abolition) Act.
17. The Agency shall arrange such facilities like EPF and ESI as provided for in the Contract Labour (Regulation and Abolition) act, 1970 for the welfare and health of the workers deployed with the Council.
18. The service provider shall replace within twenty four hours any of the personnel deployed if they are unacceptable to the Council 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 Council. Notwithstanding above, the Council has the right to ask to change/replace any personnel at any point of time without assigning any reason.
19. 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.
20. The Council shall not be liable for any loss, damage, theft burglary or robbery of any personal belongings, equipments or vehicles of the personnel of the service provider.
21. The Service provider will be responsible for any damages done to the property of the Council by the personnel employed. The CCRAS will be free to recover it from the security deposit given by the Agency or from any other dues.
22. The Service provider's personnel working in the Council should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Council. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
23. 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.
24. 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.
25. The Service Provider's personnel shall not have any right to claim any benefit/compensation/absorption/regularization of services with the Council under the provision of industrial disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.

26. 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 by the Council.
27. 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 Council will not entertain any claim in this regard.
28. The Company shall depute two coordinators, who would be responsible for immediate interaction with the CCRAS so that optimal services of the persons deployed by the Company could be availed without any disruption.
29. The Service Provider shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the CCRAS.
30. 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 provisions of Arbitration Act, 1940, where the Director General, CCRAS or his/ her nominee will be the sole Arbitrator.
31. Director General CCRAS reserves the right to terminate the contract at any point of time after giving a week's notice to the contracting company.
32. The contracting Company shall ensure that the manpower deployed in the CCRAS conforms to the eligibility conditions of age, educational and professional qualification, language skills and experience prescribed etc in the Tender Document.
33. 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 CCRAS. The persons deployed by the Company in the CCRAS shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against CCRAS, New Delhi.
34. Bid Evaluation process- As per **Annexure D**.

B. FRAUD AND CORRUPT PRACTICES

- i 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, CCRAS 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.

- ii Without prejudice to the right of the CCRAS under Clause (i) hereinabove, if a tenderer is found by the CCRAS 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 CCRAS.

iii. For the purposes of this Clause (i), the following terms shall have the meaning hereinafter respectively assigned to them:

a) "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;

b) "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process;

c) "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;

d) " 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

e)"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".

C. LEGAL

i. The Company shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. In respect of the persons deployed by it in CCRAS. The Company shall furnish a certificate in each month that all statutory requirements have been fulfilled along with the bills for payment.

ii. The Service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to CCRAS to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

iii. 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 CCRAS or any authority under law.

iv. 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 CCRAS.

v. In case, the tendering Company fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the CCRAS is put to any loss, obligation monetary or otherwise, the Performance Security Deposit of the Company, to the extent of the loss or obligation in monetary terms.

vi) Jurisdiction for legal dispute, if any will be State of Delhi.

D. FINANCIAL

i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 1,00,000/= (Rupees One Lakh only) in the form of Demand Draft/pay Order drawn in favour of Director General, CCRAS failing which the tender shall be rejected out rightly.

ii. The EMD in respect of the Company which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest. Further, if the Company fails to deploy manpower against the initial requirement within one week from date of placing the order, the EMD shall stand forfeited without giving any further notice.

iii. The Outsourced manpower to be hired shall be paid the minimum wages per month as per "Govt. of Delhi's Minimum Wages Act plus obligatory payments towards EPF/ESI/Service Tax, as applicable or as fixed by CCRAS subject to fulfilling of the statutory provisions.

iv. The Successful tenders will have to deposit a performance Security @ 10% (Ten percent) of the contract value within 15 days of the receipt of the formal order/signing of agreement. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Director General CCRAS or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service provider Company but hypothecated to the CCRAS. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier. EMD will be refunded to them within a period of 30 days after the award of the contract.

v. In case of breach of any terms and conditions stipulated in the contract, the performance security Deposit of the Company will be liable to be forfeited by the CCRAS besides annulment of the contract.

vi. The Company shall raise the bill for payment after it has disbursed the remuneration to the persons deployed , in duplicate, along with attendance sheet in respect of personnel deployed in the CCRAS by 10th day of the succeeding month.

vii. The claims in bills regarding wages paid to the outsourced manpower deployed, Employees State Insurance, Provident Fund , and Goods & Service Tax etc. should be necessarily accompanied with documentary proof (including copy of schedule of payment showing contribution towards ESI, PF etc. In respect of the outsourced manpower) pertaining to the concerned month's bill. A requisite amount/portion of the bill/whole of the bill shall be held up till the proof is furnished, at the discretion of the CCRAS.

viii. 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 Director General, CCRAS for arbitration, whose decision shall be final and binding on the parties.

ix. CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Technical BID **Annexure -I**
(To be enclosed in a separate sealed envelope]
For providing manpower on Outsourced basis to CCRAS, New Delhi

1.	Name of Tendering Company/agency. (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 (Attach certified copy of statement of bank A/C for the last six months duly attested by the bankers')	
6.	PAN/GIR No.	
7.	GST Registration No.	
8.	E,,P,F. Registration Mo.	
9.	E.S.I.. Registration No.	
10.	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.	
11.	Annual Report and Audited Balance sheet & Profit Loss Account for the last three financial years 10 to be attached.	
12.	Affidavit stating that the company is / has not been black listed by Ce n t r a l Government Departments/Slate Government/Statutory bodies/ Autonomous. bodies/PSUs /Private Sector.	
13.	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	
14.	Objective Testing and Assessment of Professional Skills of Candidates / Manpower: Company's process of Scrutinizing candidates before providing to the CCRAS; Number and type of tests / examinations proposed / conducted by the Company-to ensure that suitable candidates / manpower are going to be provided to the CCRAS.	
15.	Acceptance of Terms and Conditions	
16.	Demand Draft/ Pay order for Tender document fee (non-refundable) of Rs.1000/- (Rs. One thousand only) attached (Name of bank, DD/Pay Order No. Date and amount)	
17.	Demand Draft/ Pay Order for EMD of Rs. 100000/- (Rs. One Lakh only) attached (Name of bank, DD/Pay Order No. Date and amount etc).	
18.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document - Annexure-III)	
19.	List of other clients	
20.	Any other information to establish financial worth and technical competence.	

Authorised signatory.

Name:

Seal:

Date & Place

DECLARATION

I, _____ Son / Daughter / Wife
of Shri _____ Proprietor/Director, authorized
signatory of the Company, mentioned above, is competent to sign this declaration
and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender 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

Full Name:

Seal:

Date:

Place:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing manpower on Outsourced basis to Central Council for Research in Ayurvedic Sciences,(CCRAS) New Delhi

1. Name of tendering Service Provider Company:

2. Details of Earnest Money Deposit

Amount :

D.D. / P.O. & Date :

Drawn on Bank :

3. Rates are to be quoted at least in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi and other by-laws applicable (inclusive of 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 or that of Govt: of NCT of Delhi under minimum wages act, whichever is higher.

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 per person for each category of manpower.

Sl. No.	Manpower Type	Present Wages per Month (Rs)						Total (Col. 4+5+6+7+8)
			Wages likely to be increased (Rs)	PF	ESI	Service Charges	GST	
1	2	3	4	5	6	7	8	9
1	Office Assistants	20000/-						
2	Multi Tasking Staff	13000/-	16000/-					
3	Driver	16000/-						

.Note:

1. All rates to be quoted in Indian Rupees only.
2. The Rates quoted by the tendering Company should be inclusive of all statutory requirement i.e. PF, ESI & Bonus etc./ taxation liabilities as applicable.
3. No column should be left blank.
4. Service charges to be paid by CCRAS to the Service provider.
5. Service Tax as applicable.

Authorised signatory.

Date:

Place:

ANNEXURE-III
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 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

Central Council for Research in Ayurvedic Sciences

1. Name of the post: : Office Assistant.

2. Mode of Recruitment: Outsource basis

3. Qualifications and Experience:

Essential

A. Qualifications:

- a) Graduate in any discipline from a recognised University.
- b) Should have good communication and interpersonal skills.
- c) Knowledge of computer application such as MS word,MS Excel and Power Point.

B Age:-

- a) Should not be more that 30 years of age on the date of fresh engagement.
- b) Can be relaxed upto 35 years for those having minimum experience of one Year with Central Government or its organisations.
- c) Maximum 60 years for those who are already working in Ministry of AYUSH and/or are to be re-engaged by new outsourcing agency,in the Ministry of AYUSH.

C. Duties of Office Assistant

- i) Opening and maintenance of files.
- ii) Typing support.
- iii) Record maintenance like keeping office copies,office orders etc in the folder and management of files in section.
- iv) Taking dictation.
- v) Diary/Dispatch.
- vi) Routine Noting /Drafting.
- vii) Maintenance of guard file for the section/officer.
- viii) Ensuring proper registration/distribution of Dak.
- ix) Any other work assigned by the authority.

4. Monthly remuneration Rs 20000/-

Central Council for Research in Ayurvedic Sciences

1. Name of the post: : Multi Tasking Staff.
2. Mode of Recruitment: Outsource basis
3. Qualifications and Experience:

Essential

A. Qualification

- a) 10th 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.

B. Age limit:

- a) Should not be more than 30 years of age on the date of fresh engagement.
- b) Can be relaxed upto 35 years for those having minimum experience of one Year with Central Government or its organisations.
- c) Maximum 60 years for those who are already working in Ministry of AYUSH and/or are to be re-engaged by new outsourcing agency, in the Ministry of AYUSH..

C. Duties of Multi Tasking Staff:

- a) Physical movement of files and other papers.
- b) Maintenance of room of officers/sections attached with.
- c) filing of papers.
- d) distribution of Dak/Files.
- e) Photocopy/faxing/Mailing etc.
- f) General cleanliness and upkeep of section and unit.
- g) Any other work assigned by the authorities.

- 4 .Monthly remuneration : Rs 16,000/-

Central Council for Research in Ayurvedic Sciences

1. Name of the post: : Driver.
2. Mode of Recruitment : Outsource basis
3. Qualifications and Experience:

Essential

- A. 1. Pass in 10th standard or equivalent from recognised Board or Institution;
2. Possessing a valid I driving licence for motor cars;
3. knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle);
4. experience of driving a motor car for at least three years and
5. Qualifying the prescribed Trade Test.

B Age : Not exceeding 27 years as on date of selection/interview.

4. Monthly remuneration : Rs 16000/-