



**AYURVEDA REGIONAL RESEARCH INSTITUTE FOR URINARY DISORDERS,
(Central Council For Research In Ayurvedic Sciences, Ministry of AYUSH, Govt. of India)**

Rajinder Nagar ,Bantalab ,Jammu 181123

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TENDER NOTICE NO. 05/2016-2017

Last date for tenders: 07-03-2017 by 2: 00 PM

Opening of tenders: 07-03 -2017 by 3.30 PM

Sub: Regional Ayurveda Research Institute for Urinary Disorders (RARIUD) Bantalab, Jammu. under CCRAS, Ministry of AYUSH, Govt. of India invites sealed tenders in two bid system from Reputed, Registered, Experienced Outsourcing Agencies/Firms for the below mentioned Temporary Positions.

S.No.	Name of Post and Numbers	Eligibility Criteria
1.	Hindi Assistant :01	Essential Qualification : (a) Degree from a recognized university. (b) Adequate knowledge of Hindi up to the standard of B.A. Examination from an Indian University. (c) Ability to translate from English to Hindi and vice-versa as evidence by a test. OR (d) Post Graduate qualification in Hindi with ability to translate from English to Hindi and Vice-versa. Age : Not exceeding 30 years.
2.	Staff Nurse: 02 (Skilled)	Essential Qualification: (a) Matric or equivalent with Diploma in General Nursing Midwifery 'A' Grade recognized by the Nursing Council Of India OR A pass in Nursing Course in Ayurveda/Siddha Conducted by the State Government/Institution approved by the State Government. AND (b) 01 year experience of working in a recognized Hospital preferable in Ayurveda /Siddha Hospital. OR (c) B.S.C Nursing from a recognized University/Institution recognized by the Nursing Council of India. Age : Not exceeding 30 years.
3.	Pharmacist : 02 (Skilled)	Essential Qualification: Diploma in Pharmacy/D.Pharma (Ay.) from recognized University/ Institute or B. Pharma. Age : 27 years.
4.	Ward Boy : 02 (Semi -Skilled)	Essential Qualification : Matric Desirable: MPW (multi- purpose work) Experience.
5.	Masseur (Panchkarma Attendant): 02 (01 Male and 01 Female) (Skilled)	Essential Qualification : Matric Desirable: 01 year experience of Working in Panchkarma in any Govt. Institute.
6.	Safai Wala : 02 (unskilled)	Experience in cleaning.
7.	Driver : 01 (Skilled)	Essential: - Matriculation from recognized Board. Desirable:- Work experience of 3 years from recognized Institute . Age limit :- Up to 40 yrs.

*Number of post may be varied as per need.

Terms and Conditions

1. The contract will initially be for a period of six months which would be further extendable subject to requirement of the Institute and satisfactory performance of the Firm. However, Officer-in-Charge, RARIUD , Jammu reserves the right to terminate the contract at any time after giving one week's notice to the service providing company.
2. The firm should enclose a list of the organizations being served by providing staff on outsourcing basis. Persons deployed by the firm shall not be less than eighteen years of age.
3. The firm should have adequate infrastructure, qualified and expert manpower to conform to the standards of knowledge/skill and experience before deployment.
4. The firm should have its office with telephone, e-mail account, Bank Account and a valid license from Central Labour Commission Govt.of India for providing Staff on outsourcing basis.
5. The firm shall enclose an affidavit that it has not been black listed by Central/State Government/any PSUs/Private sector.The firm should be registered with Income Tax and Service Tax authorities, Employees Provident Fund and Employees State Insurance Act etc.
6. The interested firm may submit its tender along with tender fee of Rs.500/- and Earnest Money of Rs.10,000/-(Rupees ten thousand only) in the form of DD/Pay Order drawn in favour of Asstt. Director, RARIUD Jammu and other documents latest by 2.00 PM on 07-03-2017. The Tenders shall be opened at RARIUD ,Bantalab, Jammu in the presence of the Tenderers.
7. The firm should enclose self attested photocopies of (A) PAN No. (B) Incorporation Certificate (C) EPF Registration No (D) ESI Registration No.(E) Service Tax Registration No. (F) Documents of providing personnel on outsourcing basis to other offices (G) Copies of Income Tax Returns for the last two years failing which the bids would be summarily rejected.
8. The firm will be ranked based on the service charges (5% and less will be out rightly rejected) offered for the services as also the extent of meeting other requirements on establishment, reputation ,experience, recognition such as ISO and track record, in case of equality of rate of two or more bidders ,the selection will be made on evaluation of other standards and in this regard the decision of In –charge is final.
9. The outsourced manpower shall be paid at least at the rate of minimum wages as per Ministry of Labour and Employment, Govt. of India. (Gazette of MINISTRY OF LABOUR AND EMPLOYMENT ,Govt. of India dt. 01.09.2016)
10. Conditional Tenders shall not be considered and will not be accepted and out rightly be rejected. All pages of the bid shall be signed by the authorized signatory with rubber stamp of the firm. The Institute Incharge, RARIUD, Bantalab, Jammu reserves the right to accept or reject any or all the tenders without assigning any reason.
11. Payment on bills shall be made within 30 days through cheque from the date of submission of bills by the firm. The Service provider shall ensure that the salary to the employees provided is paid by the 7th day of succeeding month as per wages approved.
12. The Income Tax/TDS and other statutory deductions as applicable will be deducted from the payment and TDS Certificate would be issued to the firm. Individual deductions of Taxes., EPF and ESI shall be the responsibility of the firm.
13. If a person deployed by the firm is not able to attend office for more than 03 days, the firm shall provide a suitable substitute in his/her place, failing which a penalty equal to the amount of payment for deployment of that person shall be recovered from the wage bill of the firm.
14. In case of any violation of any of the terms and conditions by the firm, the Institute Incharge reserves the right to unilaterally terminate the contract and his decision would be final and binding.

15. The Service Provider shall be responsible to comply with all statutory requirements in respect of the manpower deployed by him and this Institute shall not be a party to any dispute out of such deployment by the contractor.
16. The persons deployed by the firm should not have any Police record/criminal cases against them and they should be deployed after police verification. The character verification of the personnel through local police should be furnished at the time of deployment. Such staff will have to work at RARIUD, Bantalab, Jammu.
17. The service provider will have to send the attested documents of the skill test/interview.
18. The firm shall replace within twenty four hours any of its employees if unacceptable to this Institute and provide a substitute well in advance if any of them is likely to leave the job. The staff provided should be polite, cordial, positive, efficient and disciplined. Damages if any caused to The Institute property by such staff shall be recovered from the security deposit or other dues of the firm.
19. The staff provided shall not indulge or disclose to any person any details of the Office, operational process technical, security arrangements which are of confidential in nature. The firm shall issue Photo Identity cards depicting permanent residential address to the personnel provided.
20. The staff provided shall not have any right to claim any benefit/compensation/absorption or regularization of services in this Institute under the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970, Such undertakings of employees shall be submitted by the firm.
21. All disputes relating to this agreement will be resolved through joint discussions. However, if disputes are not resolved, the matter will be referred for arbitration as per provisions of Arbitration Act, 1940 where the Asstt. Director, RARIUD or his nominee will be the Sole Arbitrator.
22. The firm 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. In case this Institute is put to any loss on account of any failure of the firm to comply with any statutory/taxation liability, such loss shall be recovered out of the outstanding bills of the firm or its Security Deposit.
23. The successful tenders will have to deposit a performance security equal to 5% of the six monthly contract value within 15 days of the receipt of the formal order/signing of the agreement by way of a DD in favour of Asst. Director, RARIUD , Bantalab, Jammu which should remain valid for a period of 30 days beyond the date of completion of the contract.
24. 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 RARIUD, Bantalab, Jammu of the contract. RARIUD reserves the right to withdraw/relax any of these terms and conditions so as to overcome the problems encountered by the contracting parties.
25. Valid license from Central Labour Commission Govt.of India for providing Staff on outsourcing basis for any reputed organization /Institute.

(Technical Bid)

Tender format for providing temporary staff to RARIUD, Bantalab, Jammu, on outsourcing basis

S.No.	Particulars of the firm	Reply of the firm
1.	Name of the Tendering firm (attach certificates of registration)	
2.	Name of Proprietor/Director of the firm	
3.	Full Address of Registered Office with contact No.	
4.	Banker of firm with full address (attach certified copy of statement of bank account for last six months)	
5.	PAN/GIR No.	
6.	Service Tax Registration No.	
7.	EPF Registration No.	
8.	ESI Registration No.	
9.	Whether provided staff on outsourcing basis to any office during last two years. (attach documents) (write Yes or No)	
10.	Whether the terms and conditions enclosed are acceptable to the firm (write Yes or No)	
11.	Demand Draft/Pay Order for EMD of Rs.10,000/- (Mention name of bank, DD/Pay order No. and date)	
12.	Whether declaration of authorized signatory and fraud and corrupt practices is dully signed and attached in the prescribed format (write Yes or No)	
13.	Valid license from Central Labour Commission Govt. of India for providing Staff on outsourcing basis. (write Yes or No)	

Signature of Authorized Person with Stamp

Date: ----- Place: -----

(Financial Bid)

The outsourced manpower shall be paid at least at the rate of minimum wages as per Ministry of Labour and Employment, Govt. of India. (Gazette of MINISTRY OF LABOUR AND EMPLOYMENT ,Govt. of India dt. 01.09.2016)

S.No.	Manpower type	Wages per month (26 days)	PF/ESI/Service Charges and Service Tax/Total (in Rs.)				
			PF	ESI	Service charges	Service tax	Total (3+4+5+6+7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Hindi Assistant	Rs.20,000/- (Twenty Thousands only)	NA				
2.	Staff Nurse (Skilled)						
3.	Pharmacist (Skilled)						
4.	Masseur (Skilled)						
5.	Ward boy (semi Skilled)						
6.	Safai Wala (unSkilled)						
7.	Driver (Skilled)						

Note:

1. All rates should be quoted in Indian rupees only.
2. The rates quoted by the firm should be inclusive of all statutory requirements i.e PF, ESI, Bonus etc/taxation liabilities as applicable.
3. No column should be left blank.
4. Service tax if applicable.

Signature of Authorized Person with Stamp

Date: ----- Place: -----

DECLARATIONS BY THE TENDERER

1. I _____ son/daughter/ wife of Shri _____
Authorized signatory of the firm mentioned below is competent to sign this declaration and execute this tender document.
2. I/We 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 tender are true and authentic to the best of my knowledge and belief.
4. 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.
5. We certify that in the last three years, we have neither failed to perform on any contract 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.
6. We have not directly or indirectly or through any 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 any Authority or any other public sector enterprise or any Govt., Central or State.
7. 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 passes by any 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.
8. 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 Govt. or convicted by any court of Law.
9. We further certify that no investigation by any regulatory authority is pending either against us or against our CEO or any of our directors/managers/employees.
10. We hereby accept all the terms and conditions and assure our best cooperation for providing staff on outsourcing basis to RARIUD, Bantalab, Jammu.

Signature of authorized person
Full Name:

Seal

Date: _____

Place : _____