At present NACCS (Outsourcing Agency), Madurai is providing services of various Posts in this Institute through outsourcing/ on Contract basis. Due to expiry of their Contract period, a fresh Tender Notice is required to be floated. Accordingly, necessary Tender Notice is forwarded herewith for uploading the same into Council’s Website at the earliest please.

Encl:- 06 lvs.
NOTICE INVITING TENDER

Sealed Tenders are invited from Registered Agencies for providing services on contract basis for various posts including Housekeeping Staff in this Institute for a period of one year which can be extended or curtailed at the discretion of the competent authority. The Tender documents can be obtained from this Institute at a cost of Rs.500/- by Cash/Multicity Cheque drawn in favour of “C.S.M.D.R.I.A, Chennai” or the same can be downloaded from CCRAS Website. The last date for receipt of Tender in this Institute is on 17/06/2019 at 01.00 PM. The Tenders will be opened on the same day at 03.00 pm in the presence of Representative of the relevant firm and Purchase Committee of this Institute.

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

CAPTAIN SRINIVASA MURTHY
REGIONAL AYURVEDA DRUG DEVELOPMENT INSTITUTE
Central Council for Research in Ayurvedic Sciences,
Ministry of AYUSH, Government of India,
A.A Government Hospital Campus, Arumbakkam, Chennai: 600 106.

Assistant Director Institute In-charge
CAPTAIN SRINIVASA MURTHY
REGIONAL AYURVEDA DRUG DEVELOPMENT INSTITUTE
Central Council for Research in Ayurvedic Sciences,
Ministry of AYUSH, Government of India,
A.A Government Hospital Campus, Arumbakkam, Chennai: 600 106.

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

Tender document No. F.I-13/Rectt/CSMRADDI/2019-20/Adm/Add Date: 28 /06/2019

Last date of submission of Tender: 17/06/2019 at 01.00 pm
Date of opening of the technical bid: 17/06/2019 at 03.00 pm
Date of opening of the financial bid: 17/06/2019 at 03.00 pm

Captain Srinivasa Murthy Regional Ayurveda Drug Development Institute, CCRAS, Ministry of AYUSH, Government of India,
A.A Government Hospital Campus, Arumbakkam, Chennai: 600 106.

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

Terms and conditions of Tender for providing service to the various posts (list enclosed) including Housekeeping staff in this Institute.

Amount of Earnest Money : Rs.25,000/-
(Refundable after selection of the firm)

- Tender will be accepted only if it is submitted in the format supplied with the tender form
- Tender will be rejected if the terms and conditions are not completely followed.
| क्र.स्र. || चिह्न/Items || हाँ/नहीं लिखना |
|-------||----------------||-----------------|
| 01    || तिविदा प्राम्र में दिया गए निवेदन एवं न्याय पूर्ण से पदा है और स्वीकार है। Terms and conditions mentioned in the Tender form have been read and fully accepted || Write Yes or No |
| 02    || अ) र 500/- के शुल्क के लिए तिविदा दस्तावेज की प्राप्ति की प्रति  
a) Copy of receipt of Tender document for the fee of Rs.500/- paid  

b) सीएसएमडीआरडीआई, चेन्नई के नाम में बयाना र 25,000/- का डीडी/आदायम अदेश इस पाम के साथ संलगन है।  

b) Earnest Money of Rs.25,000/- in the form of Demand Draft/Pay Order in favour of C.S.M.D.R.I.A, Chennai has been attached. || |
| 03    || भरे गए प्राम्र के हर पृष्ठ में हस्ताक्षर एवं बोहर लगाए हैं।  
Sign and seal of firm is affixed on each and every page of filled Tender form || |
| 04    || उक्त अवधि के लिए प्राप्तकृत एजन्सी प्रमाण पत्र संलगन है।  
Authorized Agency Certificate valid for desired period have been attached || |
| 05    || उपलब्ध किये जानेवाले सेवाओं के शर्त स्वीकार हैं।  
Conditions accepted for providing services || |
| 06    || सीएसएमआरडीआई, चेन्नई के लिए दर उड़त है।  
Rates Quoted are for CSMRADDI, Chennai || |
| 07    || सेवा खर्च तथा अन्य खर्च अलग अलग दिखाए गए हैं।  
Service charges and other charges as applicable shown separately || |
| 08    || टीआईपीएन नंबर तथा अन्य सहायक दस्तावेज संलगन है।  
TIN/Pan Number mentioned and supporting documents have been attached. || |
<table>
<thead>
<tr>
<th>No.</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>09</td>
<td>Certificate of Registration of firm along with the registration with EPF&amp;ESI have been attached.</td>
</tr>
<tr>
<td>10</td>
<td>IT return and service tax clearance certificate of last year have been attached.</td>
</tr>
<tr>
<td>11</td>
<td>All the terms &amp; conditions of the firm is attached.</td>
</tr>
</tbody>
</table>

स्थान/Place:  
तिथि/Date:  

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

1. The appointment of staff for the various posts including housekeeping staff will be for the period specified by the Institute with effect from the date of joining.

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

3. The selected candidate(s) should produce a clearance certificate from their nearest Police Station.

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

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

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

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

8. She/he will have to give an undertaking to the effect that she/he will not claim any regularization/absorption of any post of CCRAS.

9. She/he will give one month notice to this Office if leaving the job in the middle of tenure failing which salary of the month will be forfeited.
B. Selection of outsourcing Agency is subject to the following Terms and conditions.

1. Chosen agent must enter into a non-judicial stamp paper agreement of Rs.200/-.
2. The successful agent must deposit 5% of the contract value as performance security deposit. No interest will be paid on this deposit and it will be returned upon successful completion of the contract period. In case of any breach in the agreement, the security deposit amount will be forfeited.
3. Remuneration payable to the post-wise selected incumbent will be as decided by the Council from time to time. The rates quoted will include service charges and other charges. The service tax/ESI/EPF charges (as per the rules of the Government of India) will be applicable. No charges in the terms and conditions will be accepted after opening of quotations.
4. Monthly wages of the deployed staff should be deposited into their bank accounts in a Nationalized Bank. EPF & ESI should be deposited into their EPF and ESI accounts every month and proof/receipt for having made the payment should be produced to the undersigned with the wage bill of the following month.
5. The Agency shall make proper supervision and checks of the duties of the persons deployed.
6. Transportation/conveyance will not be provided for the staff deputed to attend office or return to their homes.
7. The Agency should provide uniforms, ID cards, and experience certificate.
Please note carefully

The Technical Bid (Envelope-A) and Financial Bid (Envelope-B) should be kept separately in the sealed envelopes (Sealed envelopes marked A for Technical Bid and sealed envelope marked B for Financial Bid) and both these envelopes (A&B) should be kept tin one envelope super scribing " Tender for providing service to the various posts including housekeeping staff in this Institute" separately.

Sealed Envelope marked A "Technical Bid" will be opened first in the presence of the Committee Members and representatives from Agencies. Envelop A should contain the covering letter of the firms and all the documents as per checklist along with the Tender document cost @ Rs.500/-

1. तकनीकी निविदा में उत्तीर्ण होनेवालों के ही निविदा में उत्तीर्ण होनेवालों वित्तीय निविदा खुला जाएगा। जो एनवेलोप-बी : वित्तीय निविदा में सेवा प्रभार तथा अन्य प्रभार टीक प्रपर्त में घाट होना अनिवार्य है। वित्तीय निविदा में किसी तरह के अधिष्ठेन्य या भूमन न हो।

Sealed envelop marked "B": Financial Bid will be opened for only those bidders who qualify in Technical aspects, in the presence of committee bidders who qualify in Technical aspects, in the presence of committee members and representatives, who wish to be present. "Envelope "B" of unsuccessful bidders in technical aspects will not be opened. Envelope "B" must contain the Service chares, and all other charges as applicable in the proper format. It should be stamped and signed on each page. No overwriting or correction in the financial bid is permitted.

2 निविदा में अनेक एनवेलोप में प्रभार सहायक निदेशक केंद्र श्रीनिवासमूर्ति क्षेत्रीय आयुर्वेद ओषध कार्यालय संस्थान केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद,आयुष मंत्रालय, भारत सरकार,ए. ए. सरकारी अस्पताल परिस्थ, अस्पताल, चेन्नई-600 106 के पता पर पंजीकृत डाक, स्पीड पोस्ट, यूरियर से दिनांक 17/06/2019 अपराह्न 1.00 बजे तक सौंप दें। संस्थान के बैठक कक्ष में उसी दिन अपराह्न 3.00 बजे को तकनीकी निविदा खोला जाएगा और उसमें उत्तीर्ण होनेवाले निविदाकारों का वित्तीय निविदा 3.00 बजे खोले जाएगा।

Tenders must be submitted in a separate sealed cover envelope, addressed to the "Assistant Director In-charge, Captain Srinivasa Murthy Regional Drug Development Institute, CCRAS, Ministry of AYUSH, A.A.Campus, Arumbakkam, Chennai 600 106 by Registered post, Speed Post, Courier or delivered personally so as to reach on or before 17/06/2019 at 01.00 pm (The last date for
submission of the tender). The technical bid will be opened on the same day at 3.00 pm and financial bid will be opened at 3.00 pm in the Conference hall of the Institute in the presence of the authorized representatives who may wish to be present with proper authority letters.

3. All rate(s) shall be quoted in Indian Rupees both in figure and words indicating other tax extra as applicable.

4. All the correspondence in this connection shall be made by designation of the Assistant Director In-charge and not by name of any Individual.

5. Except for valid reasons, duly considered and approved by the In-Charge whose decision shall be final and binding, the agency failing to adhere to the terms and conditions laid down by the Institute leads to forfeiting of security amount and will be blacklisted.

6. Tenderers shall have to accept the decision of the Institute In-Charge, CSMRADDI, CHENNAI as final and legally bindings on all matters.

7. No firm or person is permitted to submit more than one tender under different name or names. The contractor/tenderer supplier shall not submit the contract or assign to any other party/parties, the whole or any portion of the contract.

8. Any deviation variation or non compliance of the conditions stipulated above, shall be considered as breach of the contract and the Institute In-charge reserves the right to impose any or all the penalties as indicated above.

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

Assistant Director Institute In-charge
AGREEMENT BOND (Specimen)

(Agreement Bond will be filled by the tenderer on Rs.200/- (Rupees Two hundred only) non-judicial Stamp Paper by the firm whose rates are approved by the Institute)

I/We hereby tender for the Supply of under mentioned list to the Purchase of ............................................as per rates and terms & conditions approved stipulated in the annexure to this memorandum.

If this tender be accepted I/We hereby agree to abide and fulfil all the terms and conditions as per provision of contract annexure as applicable or in case of providing defaulter by the authority of CSMRADDI thereof otherwise agree forfeit and pay to the Assistant Director In-charge, CSMRADDI, Chennai. The sum of .................................................................only, deposited as Earnest Money at the time of submission of tender in the form of demand draft/pay order No..................................................dated.................Drawn on ..................................................(Name of Bank). The full value of which is to be absolutely forfeiter to the said Assistant Director In-charge or his successor in office without prejudice to any other right of remedies in case I/We fail to undertake the supply of commodities specified in the annexure, or fail to abide with the said terms & conditions of the contract.

दिनांक/Dated..............................................................................the day of..................................................................................

साक्षी/Witness..............................................................................................................

संविदाकार का हस्ताक्षर/Signature of Contractor.................................................................

पता/Address...................................................................................................................................

Occupation...........................................................................................................................................

The above tender is hereby accepted by me on behalf of the CSMRADDI, Chennai

ASSISTANT DIRECTOR IN-CHARGE

Signature of sanctioning authority
CAPTAIN SRINIVASA MURTHY  
REGIONAL AYURVEDA DRUG DEVELOPMENT INSTITUTE  

Posts for which contractual appointment of staff are to be made as per requirement

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Statistical Assistant</td>
</tr>
<tr>
<td>2</td>
<td>Laboratory Technician</td>
</tr>
<tr>
<td>3</td>
<td>Office Assistant / Data Entry Operator</td>
</tr>
<tr>
<td>4</td>
<td>Library &amp; Information Assistant</td>
</tr>
<tr>
<td>5</td>
<td>Laboratory Attendant</td>
</tr>
<tr>
<td>6</td>
<td>Animal Attendant</td>
</tr>
<tr>
<td>7</td>
<td>Driver</td>
</tr>
<tr>
<td>8</td>
<td>Safaiwala / House Keeping staff</td>
</tr>
<tr>
<td>9</td>
<td>Animal Attendant-cum-sweeper</td>
</tr>
<tr>
<td>10</td>
<td>Pharma Attendant/Labourer</td>
</tr>
<tr>
<td>11</td>
<td>Attendant</td>
</tr>
<tr>
<td>12</td>
<td>Peon</td>
</tr>
</tbody>
</table>