



राष्ट्रीय आयुर्वेदीय पंचकर्म अनुसंधान संस्थान
(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्)
आयुष मंत्रालय, भारत सरकार, चेरुत्तुरथि, त्रिशूर, केरल - 679 531

National Ayurveda Research Institute for Panchakarma
(Central Council for Research in Ayurvedic Sciences)
Ministry of AYUSH, Govt. of India, Cheruthuruthy, Thrissur, Kerala - 679 531



F.No.2/1/2019-NARIP/Estt } 1103

Dated : 21 DEC 2019

Tender Notice No.2/2019-20

NOTICE INVITING TENDER

Last date for receipt of tenders : 13.01.2020 - 4.00 PM

Opening of Tenders : 14.01.2020 - 3.00 PM

National Ayurveda Research Institute for Panchakarma, Cheruthuruthy, Thrissur, Kerala, under CCRAS, Ministry of AYUSH, Govt. of India, invites sealed tenders in two bids system from reputed registered firms/agencies for supply of manpower of various categories on outsourcing basis.

The Tender forms containing detailed specifications along with terms & conditions can be downloaded from the CCRAS website (www.ccras.nic.in). The tender form along with tender fees of Rs.500/- (five hundred only) as bank draft/Multicity Cheque in favour of the Director (Institute), NARIP, Cheruthuruthy should be submitted in a sealed envelope and clearly super-scribed with Tender No. & Quotation for Manpower "Various Categories of Staff" within the stipulated time. The Director (Institute), NARIP, Cheruthuruthy reserves every right to reject all tenders without assigning any reason thereof.

The terms and conditions will be applicable.

स्वातंत्र्य जी के
Director (Institute)

Raji

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राष्ट्रीय आयुर्वेदीय पंचकर्म अनुसंधान संस्थान
(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्)
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National Ayurveda Research Institute for Panchakarma
(Central Council for Research in Ayurvedic Sciences)
Ministry of AYUSH, Govt. of India, Cheruthuruthy, Thrissur, Kerala - 679 531



TENDER-DOCUMENT

For providing Manpower Services

Tender document No. F.No.2/1/2019-NARIP/Estt.

Dated : 21 DEC 2019

Last date of receipt of tenders : 13.01.2020 - 4.00 PM

Opening of Tenders : 14.01.2020 - 3.00 PM

Address for submission of Tender	Director (Institute) National Ayurveda Research Institute for Panchakarma, Cheruthuruthy, Thrissur (Dt.), Kerala - 679531
Contact No.	04884-262543

Tender cost @ 500/- (Five hundred only) (non refundable) Cash/Multicity Cheque No.

Date: Name of Bank:

Terms and conditions of Tender for providing service to the Security services in this Institute

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

1. Tender will be accepted only if it is submitted in the format supplied with the tender form
2. Tender will be rejected if the terms and conditions are not completely followed.

स्वागति
Director (Institute)

Raj

21/12/19

CHECK LIST		
Sl. No.	Particulars	Write Yes or No
1.	Terms and conditions mentioned in the Tender form have been read and fully accepted	
2.	a) Copy of receipt of Tender document for the fee of Rs.500/-paid b) Earnest Money Deposit of Rs.25,000/- as Demand Draft/ Multicity Cheque in favour of Director, NARIP, Cheruthuruthy, has been attached	
3.	Sign and seal of firm is affixed on each and every page of filled Tender form	
4.	Authorized agency certificate valid for desired period have been attached	
5.	Conditions accepted for providing services	
6.	Rates quoted are for NARIP, Cheruthuruthy	
7.	Service charges and other charges as applicable shown separately	
8.	TIN/PAN Number mentioned and supporting Documents have been attached	
9.	Certificate of Registration of firm along with the registration with EPF & ESI have been attached	
10.	IT return and service tax clearance certificate of last year have been attached	
11.	All the terms & conditions of the firm is attached	

Signature of Authorized Person with Stamp

Place

Date:

Terms and conditions

- A. The engagement of Various Categories of staff are subject to the following terms & Conditions
1. The engagement of staff will be for the period specified by the Institute with effect from the date of joining
 2. The engagement is purely on contractual basis and can be terminated at any time without notice and assigning any reason thereof
 3. The selected candidate should produce a Clearance Certificate from their nearest police station and an agreement should be submitted in a non-judicial stamp paper in the prescribed format.
 4. No leave of any other kind except one Casual Leave per month is admissible.
 5. He/ She will be subject to adhere to discipline and other office procedure as applicable to the employees of the Council
 6. He/ She will not be in any manner the employee of CCRAS, New Delhi
 7. He/ She will not be allowed to take up any assignment during the period of contract
 8. He/ She will have to give and undertaking to the effect that he will not claim any regularization/absorption of any post of CCRAS
- B. Selection of outsourcing Agency is subject to the following Terms and conditions.
1. The selected agency should execute an agreement with the Institute on a non-judicial stamp paper
 2. The successful agency should deposit an amount of 5% of the contract value as performance security deposit. No interest will be paid on performance security deposit and will be returned on successful completion of contract period. In case of any breach in the agreement, security deposit amount will be forfeited.
 3. The remuneration payable to the selected incumbent will be as decided by the Council from time to time. The Service charge quoted must be in the percentage of prescribed remuneration. The service tax/GST charges (As per the rules of Govt. of India) will be applicable upon the remuneration paid. Employer contribution in respect of ESI/EPF will be reimbursed separately after producing of challan for the amount paid for the purpose. No enhancement of charges in the terms and conditions will be accepted after finalisation of the quotations.
 4. Monthly wages of the deputed staff should be deposited every month into their savings bank Accounts in a Nationalized Bank and Proof/ Receipt for having made the payment/ pay roll should be produced to the undersigned with the wage bill of the following month. EPF &ESI should be deposited into their EPF and ESI Accounts. The reimbursement of the employer contribution should be claimed separately with Challan of remittance
 5. The agency shall make proper supervision and checks of the duties of the persons deployed
 6. No transport/conveyance will be given for the staff deputed to attend the office or return to their homes.

Director (Institute)

**Tender for providing service of Various Categories of Staff (contractual basis) in
NARIP, Cheruthuruthy**

The Technical Bid (Envelope-A) and financial Bid (envelope-B) should be kept separately in the sealed envelope (sealed envelopes marked A for Technical Bid and sealed envelope marked B for financial Bid) and both these envelope (A&B) should be kept in one envelope super scribing "Tender for providing service to the Various Categories Staff in NARIP, Cheruthuruthy.

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

1. Sealed envelope marked "B" financial Bid" will be opened for only those bidders who qualify in Technical aspects, in the presence of Committee members and representatives of firms, who wish to be present. Envelope "B" of unsuccessful bidders in technical aspects will not be opened. Envelope "B" must contain the service charges, and all other charges as applicable in the proper format. It should be stamped and signed on each page. No overwriting or correction in the financial bid is permitted.
2. Tenders must be submitted in a separate sealed cover envelope, addressed to the Director (Institute), National Ayurveda Research Institute for Panchakarma, Cheruthuruthy by Registered post, speed post, Courier or delivered personally so as to reach on or before at 4.00 PM (the last date for submission of the tender). The technical bid will be opened on..... at 3.00 PM and followed by financial bid in the presence of the authorized representatives who may wish to be present with proper authority letters.
3. Service Charge offered should be in the percentage of remuneration prescribed for each categories
4. All the correspondence in this connection shall be made by designation of the Director (Institute) and not by name of any Individual
5. Except for valid reasons, duly considered and approved by the Director (Institute) 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 Director (Institute), NARIP, Cheruthuruthy as final and legally binding 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 on non compliance of the conditions stipulated above, shall be considered as breach of the contract and the Institute Director (Institute) reserves the right to impose any or all the penalties as indicated above
9. Any dispute arises shall be dealt within the jurisdiction of NARIP, Cheruthuruthy.

Director (Institute)

AGREEMENT BOND (Specimen)

(Agreement Bond will be filled by the tenderer on non-judicial Stamp Paper by the firm whose rates are approved by the Institute)

I/We hereby tender for providing Manpower for various Categories of Staff to NARIP, Cheruthuruthy 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 full fill all the terms and conditions as per provision of contract annexure as applicable or in case of providing defaulter by the authority of NARIP there of otherwise agree forfeit and pay to the Director (Institute) The sum ofonly, deposited as Earnest Money at the time of submission of tender in the form of demand draft/ Multicity Cheque No..... dated.....Drawn on(Name of Bank).

The full value of which is to be absolutely forfeited to the said Director (Institute) or his successor in office without prejudice to any other right of remedies in case I/We fail to undertake proving of security services as specified in the annexure, or fail to abide with the said terms & conditions of the contract.

Dated.....the day of.....

Witness.....

Signature of Contractor.....

Address.....

Occupation.....

The above tender is hereby accepted by me on behalf of the NARIP, Cheruthuruthy

The Director, NARIP, Cheruthuruthy

National Ayurveda Research Institute for Panchakarma

(C.C.R.A.S., Ministry of AYUSH, Govt. of India)

Cheruthuruthy, Thrissur – 679 531

e-mail: nrip.cheruthuruthy@gmail.com

Telephone No. 04884 262543

PROFORMA/APPLICATION FORM

- 1. Name of the Contractor :

- 2. Full Address :

- 3. Previous service, if any for supply of Outsourcing personnel's to organization / Private concerns :

Signature

Note: The proforma should be filled up completely.

UNDERTAKING

I/We ----- do hereby declare that we have carefully read all the conditions of the tender schedule of the National Ayurveda Research Institute for Panchakarma (NARIP), Cheruthuruthy for a period of one year from the date of acceptance of tender and shall be abide by all the conditions set therein. I/We also declare that the details furnished above are true and if found to be false, I/We shall be liable to disqualification.

Signature of the Agency with Seal

Name:

Place
Date:

Annexure – I**TECHNICAL BID
(To be enclosed in a separate sealed envelope)**

Tender format for providing manpower for Various Categories of Staff on outsourcing basis to NARIP, Cheruthuruthy.

S. No.	Particulars of the firm	Reply
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. and E-mail	
4.	Full address of operating/branch office with Telephone no. 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.	EPF Registration No.	
9.	ESI Registration No.	
10.	Documents showing completing at least three service where it has provided persons in one organization during last 3 years in one single contract	
11.	Annual Report and Audited Balance sheet & Profit Loss Account for the last three financial years to be attached	
12.	Acceptance of Terms and conditions	
13.	Cost of Tender document	
14.	D.D/Cheque/Pay order/Cash for EMD of Rs.25,000/-	
15.	Declaration about fraud and corrupt practices (Duly signed & attested as given in the Tender Document - Annexure - III)	
16.	Any other relevant information to establish financial worth and technical Competence.	

DECLARATION

1. _____ 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.

Signature of Authorized Person with Seal

Place:

Date:

FINANCIAL BID

For providing manpower, on Outsourced basis to NARIP, Cheruthuruthy.

1. Name of tendering Service Provider Company:
2. Details of Money Deposit:
 - a) EMD (Rs.25,000/-)
D.D. / Multicity Cheque / P.O. & Date:
 - b) Tender document fee (Rs. 500/-)
D.D. / Multicity Cheque / P.O. & Date:
2. Rates are to be quoted in accordance to all statutory liabilities, taxes, levies, cess etc.

The remuneration payable to contractual Staff shall be as per the remuneration fixed by the CCRAS New Delhi from time to time.

Selection of firm will be on the basis of lowest service charges offered, subject to all other conditions remains the same. Firms shall quote service charge in terms of percentage per post of manpower.

S. No	Manpower Type	Remuneration	Service Charges %
1.	Various Categories	Rs. 20,000/-	
		Rs.16,000/-	

Number of posts will be changed as per requirement.

Note:

1. All the statutory taxation liabilities are applicable as per rules.
2. Employer contribution in respect of ESI/EPF(as shown as paid in Challan(Proof)) will be reimbursed
3. No column should be left blank.

Place:
Date

Signature of Authorized Person with 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, 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 have engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or 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 have 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 of Authorized Person with Seal