NOTICE INVITING TENDER

(ADVERTISEMENT FOR OUTSOURCING MANPOWER ON CONTRACT BASIS)

Regional Ayurveda Research Institute for Metabolic Disorders (RARIMD), Bengaluru, a unit of Central Council for Research in Ayurvedic Sciences (CCRAS), under Ministry of AYUSH Govt. of India, invites sealed quotations from registered agencies for supply of manpower (detailed in Appendix ‘A’) on contract/Outsourcing basis at the above address and our Clinical Unit at Tulasi Thota, Mejestic, Bengaluru. The interested registered agencies/firms are required to submit quotations in the Sealed Cover superscribed “Quotation for Supply of Manpower to RARIMD office” (submit to the above mentioned address) on or before 24-06-2019 at 4.30 pm by post only. Each page of the document should be signed by the tenderer.

1. This proposal for quotation shall be governed as per the terms and conditions contained in Appendix ‘B’ enclosed.

2. The agency MUST submit its bid as per the format given in Appendix ‘C’ along with a Demand Draft in favour of RARIMD, Bangalore for tender document fee (non-refundable) of Rs.500/- (Rs. Five hundred only). Checklist of Information to be provided along with the quotation is available at Appendix ‘D’. The quotation not submitted in the prescribed format is liable to be rejected out rightly.

3. The successful agency will be intimated by a formal Letter of Acceptance/Letter of Intent and thereafter will enter into Bilateral Contract Agreement.

Opening and Evaluation of Bids

1. The quotation duly sealed and superscribed with ‘Quotation for Manpower Services’ should be sent to the above address so as to reach the Institute on or before 24-06-2019 at 4.30 pm by post only.

2. The quotations will be opened in the Institute premises on 26-06-2019 at 3 p.m in the presence of authorised representatives of the agencies who wish to be present.

3. The agency will be ranked based on service charges offered for the services as also extent of meeting the other requirements on the establishment, experience, reputation, recognition such as ISO and track record. In case of equality of rate (Service charges) of two or more bidders, the selection will be made on evaluation of other standards and in this regard the decision of the In-charge of this Institute is final.

4. The agencies with a good track record of providing services to Government organisations will be given preference.

5. Please read the terms and conditions carefully before quoting. Clarifications if any may be sought in person/telephonically on any working day from 10am to 4.00 pm from above mentioned office.

6. The Assistant Director, In-charge of RARIMD reserves the right to cancel all the bids without assigning any reason thereof.

Dr. B.K. Bharali, Assistant Director (Ay. Scientist-4) and In-charge
### Requirement of manpower for RARIMD, Bengaluru

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the post and No. of posts</th>
<th>Age limit</th>
<th>qualification/experience</th>
<th>Remuneration/month</th>
</tr>
</thead>
</table>
| 1.      | Multi Tasking Staff/ Multi Tasking Attendant- (House Keeping Staff, Safaiwala, Gardener Mali, Field Attendant, Survey Attendant and Peon) -06 | 18-30 yrs. | **Essential:** At least 10th pass or equivalent from a recognised board.  
*or*  
ITI pass certificate from a recognised Institute.  
(If the candidate possess basic Computer knowledge he will be called MTA otherwise MTS) | 16,000 |
| 2.      | Laboratory Attendant – 01         | 18-27 yrs. | Essential:  
a) 10 + 02 in Science Subject  
b) work experience of one year in a recognised Institution / Hospital/ Laboratory. | 16,000 |
| 3.      | MTS/MTA (Watchman)-05            | 18-30 yrs. | **Essential:** At least 10th pass or equivalent from a recognised board.  
*or*  
ITI pass certificate from a recognised Institute.  
(If the candidate possess basic Computer knowledge he will be called MTA otherwise MTS). Experience in Watch and Ward is desired. | 16,000 |
| 4.      | Office Asst. (Hindi/Hindi translator) - 01 | 18-30 yrs. | **Essential:**  
1) Degree of a recognised University.  
2) Adequate knowledge of Hindi upto the standard of B.A examination of an Indian University.  
3) Ability to translate from English to Hindi and vice-versa as evidenced by a test.  
*or*  
Post-graduate qualification in Hindi with ability to translate form English to Hindi and vice versa. Hindi and English typing on Computer. | 20,000 |
| 5.      | Office Assistant - 02            | 18-30 yrs. | 1. Graduate in any discipline from a recognized University.  
2. Should have good communication, writing Ability and interpersonal skills,  
3. Knowledge of computer applications such MS Word, MS Excel and Power Point. (Test will be given for writing ability and also for typing). | 20,000/- |

**Note:** Office Assistant at Sl. No. 4 & 5 will have to qualify a written test and typing test with minimum 35 wpm in English or 25 wpm in Hindi on computer. The personnel deployed shall perform the duties as per the norms of the Government /allotment of the office.
General Terms & Conditions

1. 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 completion of contract if the performance of the Agency is found satisfactory, and the need for the post persists. The contract may 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 Assistant Director In-charge RARIMD, Bangalore reserves the right to terminate the contract at any time after giving fifteen days notice to the selected service providing Agency.

2. During the period of contract, no increase in service charges will be considered. However, the other rates as revised by the Govt. shall be allowed.

3. The manpower is required to be positioned at # 12, Uttarahalli Manavarthe Kaval, Uttarahalli (Hobli), Bangalore South (Tq.), Kanakapura Main Road, Talaghattapura (post), Bengaluru-560109, and/or Clinical Unit at Tulasi Thota, Mejestic, Bengaluru.

4. The agency shall submit the copy of 1) Registration (valid) 2) Labour license from Assistant Labour Commissioner 3) Employees Provident fund code no. 4) ESIC code no. along with the quotation. 5) PAN, GIR Number.

5. The agency must quote separately for each head (with detailed break up like payment of taxes, EPF, ESIC, and other statutory payments if any), otherwise the quotation will be treated as invalid.

6. The antecedents of the personnel deputed will be verified by the agency. The Agency must ensure good conduct of his employees and personnel being deployed by him.

7. In-charge of RARIMD shall reserve the right to terminate him/her in case personnel deputed by the agency fail to carry out the services as per the scope of work. If the services of the personnel deputed are not found satisfactory, the agency shall provide suitable replacement immediately.

8. The agency shall pay their employees not less than the wages prescribed as per the Minimum Wages Act, as revised periodically.

9. The contract shall be liable for termination on giving 15 days’ notice by either side. During the period of notice, both the parties shall continue to discharge their duties and obligations.

10. The payment of services delivered by the personnel will be made by the In-charge of RARIMD on monthly basis against job completion certificate and satisfactory services rendered by the user group. The agency shall produce payment details of EPF & ESIC etc, in a separate sheet and enclosed with respective challans for previous month for making payment.

11. The agency shall accept (a) To pay the wages to workers as per Register of Wages-cum-Muster Roll of Contract Labour Act 1970. (b) To ensure statutory payments like EPF and ESIC as per Act regularly and timely (c) To pay same and similar wages to men and women workers when they perform same and similar work under Equal Remuneration Act 1946.
12. The Agency shall make payment of Monthly remuneration through ECS by 7th of every month and submit the proof of remittance along with bill to the Institute.

13. The persons deployed by the Agency should not have any Police record/criminal cases against them and they should by 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. The Outsourcing Agency shall issue the ID card to all the Outsourced employees and uniforms.

14. The new Outsourcing Agency shall have to engage the existing incumbants who so ever wish to continue.

15. The Company shall depute a coordinator, who would be responsible for immediate interaction with RARIMD so that optimal services of the persons deployed by the Company could be availed without any disruption.

16. The selected Agency shall within 10 days of the signing of bilateral agreement, deposit as Performance Guarantee @ 5% of annual contract value in the form of Account payee D.D. in favour of RARIMD, Bangalore or through Bank Guarantee. The amount will be returned after successful completion of the contract without interest.

17. The Agency has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any part thereof.

18. The Service Provider’s personnel 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. 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 but within Bengaluru jurisdiction.

20. The number of posts required may be increased or decreased at the description of the A.D. I/c of this Institute.

21. The agency shall give the following declaration along with the relevant documents required for quotation:

I/We agree to all the terms and conditions mentioned above. I/We are responsible for all the liabilities arising out of non-compliance with the provision of labour laws applicable and the same shall be borne by us. I/We shall be solely responsible for any contravention in complying with the provisions of labour and other applicable laws. I/We also state that the company is not/has not been black listed by Central/State Government/any PSUs/Private Sector. I/ We are not/ will not indulge in fraud and corrupt practices.

Station:
Dated:

Signature of the Authorised Representative with Seal of the Agency
Format for Submission of quotation  
Cost of 1 person/month (submit separately for each post)

Name and address of the tendering Service Provider Company:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Manpower type</th>
<th>Wages per month</th>
<th>EPF</th>
<th>ESIC</th>
<th>Ser. Charges</th>
<th>CGST</th>
<th>SGST</th>
<th>Total (Col. 3+4+5+6+7+8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Multi Tasking Staff/MTA (Peon)</td>
<td>16,000/-</td>
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<td>2</td>
<td>Watchman (MTS/MTA)</td>
<td>16,000/-</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>House Keeping Staff (MTS/MTA)</td>
<td>16,000/-</td>
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<td></td>
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<tr>
<td>4</td>
<td>Gardener/Mali (MTS/MTA)</td>
<td>16,000/-</td>
<td></td>
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<tr>
<td>5</td>
<td>Lab. Attendant</td>
<td>16,000/-</td>
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<tr>
<td>6</td>
<td>Office Assistant (Hindi)</td>
<td>20,000/-</td>
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<tr>
<td>7</td>
<td>Office Assistant</td>
<td>20,000/-</td>
<td></td>
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</table>

Rates are quoted in accordance with the Minimum Wages Act, 1948 and other by-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc. applicable to date)

Signature of authorized person

Name:

Seal:

Date & Place
Checklist of Information to be provided alongwith the quotation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Tendering Company (Attach certificates of registration with a brief profile of the company)</td>
</tr>
<tr>
<td>2.</td>
<td>Name of Proprietor/Director of Company</td>
</tr>
<tr>
<td>3.</td>
<td>Full address of Registered Office with Telephone No. FAX and E-Mail.</td>
</tr>
<tr>
<td>4.</td>
<td>Full address of operating/ Branch Office with Telephone no. FAX and E-Mail.</td>
</tr>
<tr>
<td>5.</td>
<td>Banker of Company with full address with supportive document</td>
</tr>
<tr>
<td>6.</td>
<td>PAN/GIR No.</td>
</tr>
<tr>
<td>7.</td>
<td>Service Tax Registration No./GST No.</td>
</tr>
<tr>
<td>8.</td>
<td>E.P.F. Registration No</td>
</tr>
<tr>
<td>9.</td>
<td>E.S.I. Registration No</td>
</tr>
<tr>
<td>10.</td>
<td>Documents showing completing at least one service where it has provided persons in one organization during last 2 years (desirable)</td>
</tr>
<tr>
<td>11.</td>
<td>As per Appendix ‘B’</td>
</tr>
<tr>
<td></td>
<td>- Acceptance of Terms and Conditions.</td>
</tr>
<tr>
<td></td>
<td>- Signed declaration stating that the company is not/has not been black listed by Central/State Government/any PSUs/Private Sector.</td>
</tr>
<tr>
<td></td>
<td>- Signed declaration about Non fraud and Non corrupt practices.</td>
</tr>
<tr>
<td>12.</td>
<td>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 – (a list of such organizations being served may be provided).</td>
</tr>
<tr>
<td>13.</td>
<td>DD in favour of RARIMD, Bangalore for Tender document fee (non-refundable) of Rs.500/- (Rs. Five hundred only) attached</td>
</tr>
<tr>
<td>14.</td>
<td>Any other information to establish financial worth and technical competence.</td>
</tr>
</tbody>
</table>

Signature of authorized person

Name:  

Seal:  

Date & Place