



NATIONAL RESEARCH INSTITUTE OF BASIC AYURVEDIC SCIENCES
NEHRU GARDEN, KOTHRUD, PUNE – 411038
(CCRAS, Dept of 'AYUSH' M/o. Health & Family Welfare, Govt. of India)
FORMERLY KNOWN AS RRI (AY)
Telephone: 020 : 25383138 : Telephone – 020-25383138, Tele fax – 020-25386715
Email : rriay@vsnl.net, Website: www.rria.nic.in

F.No. 1-30/2011-NRIBAS/Tender/

Dated: 13.12.2011

EXPRESSION OF INTEREST / TENDER DOCUMENT

SCOPE OF WORK AND GENERAL TERMS & CONDITIONS FOR BIDDERS

(1) This Institute is a part and parcel of Central Council for Research in Ayurvedic Sciences, New Delhi, which is an autonomous organization functioning under the aegis of Department of Ayush, Ministry of Health & Family Welfare, Govt. of India. The Institute possesses 19.5 acres of land having garden, medicinal plants, laboratories and offices etc.

(2) The Institute requires reputed, well established and financially sound Manpower Companies/Firms/Agencies to provide the manpower as described in the below mentioned table to its office at "NRIBAS, Nehru Garden, Gandhi Bhawan, Kothrud, Pune-38".

Sr. No	Name of post	No of post	Educational Qualification	Remarks
1.	Laboratory Technician	01	Degree in Science or B. Pharmacy from a recognized University with 03 year experience in Laboratory Technology in a Laboratory of a recognized Hospital/Institute.	Skilled
2.	Office Assistant	01	(i) Graduate in any discipline from recognized university. (ii) Desirable/Essential-Computer literate, Knowledge of Administration, Establishment and other routine official matters. (iii) Experience –minimum 2-3 years experience is required.	Skilled (Retired Govt servant will be preferred)
3.	Data Entry Operator	03	Essential: (i) Graduate in any discipline from recognized university with basic computer knowledge. (ii) Efficient computer literacy, certified from any recognized Institute i.e. MS-CIT, PGDCA etc. (iii) Data Entry Speed of 8000 (Eight thousand key depressions per hour on computer).	Skilled & preference will be given to Commerce graduate
4.	Stenographer	01	(i) Graduate in any discipline from recognized university. (ii) Stenography @ 80 wpm or typing speed @ 40 wpm in English or 30 wpm in Hindi.	Skilled
5.	Garden Labour	-	No criteria for qualification	-
6.	Mali	02	10 th / ^{8th} Passed & or Experience in gardening from reputed Institute.	Semi Skilled
7.	Field Asstt	01	10 th Passed & or Experience in gardening at reputed Institute.	Semi Skilled)

8.	House Keeping	02	10 th /8 th passed	Un Skilled
9.	Security Guard	04	10 th and above/Ex-servicemen	Semi Skilled

(3)The contract will be awarded initially for **three months** from the end of the month in which the manpower was initially deployed. The period of the contract may be further extended beyond the aforesaid date subject to the satisfactory performance of Agency, purely at the discretion of the AD I/c. The Agency has NO right for renewal of the contract at his own. The contract may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency after giving **30 days notice**.

(4)The interested Companies/Firms/Agencies may obtain tender forms & documents, from the office of this Institute on payment of Non refundable tender fee of **Rs.200/-**(Rs. two hundred only) by **Demand Draft in favour of NRIBAS, Pune, payable at Pune**, on any working day between **10.30am to 05.15pm**. The tender documents can also be downloaded from the website-**www.rria.nic.in**.In case the tender form is downloaded from the website , the DD of **Rs.200/-** (Rs. two hundred only) by Demand Draft in favour of NRIBAS, Pune, payable at Pune, should be sent along with tender form, falling which form will be rejected.

(5)The sealed tender should accompany with **earnest money (Non refundable) of Rs.6000/-** (Rs. Six thousands only) by Demand Draft in favour of NRIBAS, Pune, payable at Pune, without which the tender will not be considered.

(6)Security Deposit- The successful bidder will have to **deposit a security as 20% award of total amount of the contract** after reducing EMD of Rs. 6000/-(Rs. Six thousands only), already paid by the Agency. Security Deposit will be refunded after one month of completion of contract and after recovery of dues from the Agency, if any.

(7)In case, Agency fails to undertake the job, the same will be got done from the open market at the **cost of Agency** and excess expenditure on this account will be recovered from the Agency.

(8)The tendering Companies/Firms/Agencies are required to enclose self attested/certified photocopies of the following documents along with the Technical Bid, failing which their bids shall be **summarily/out-rightly rejected** and will not be considered any further:-

- a) Copy of income tax PAN card and or TIN.
- b) Copy of the IT return filed for the last two financial years.
- c) Copies of the EPF and ESI certificates.
- d) Copies of the Service tax registration certificate.
- e)Valid/latest License (s) as per legal laws.

(9)The successful bidder will **agree and undertake** to bear all tax rate, charges, levies, claims whatsoever as may be imposed by the Central/State Govt. or any other authorities. The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The Institute shall, in no way be responsible for settlement of such issues whatsoever.

(10)This Institute **shall not be responsible** for any damages, losses, or financial claims, or for any other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation under Workmen Compensation Act or any applicable act/enactments in case of injury or death of any of its personnel or worker.

(11)The Institute will interview and/or take a appropriate test of Employees forwarded by the successful bidder before being deployed and any **employee may be rejected** if found incompetent.

(12)The successful bidder will 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 this Institute including statutory registration, licenses, and permissions from competent authorities.

(13)The successful bidder shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Institute to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

(14)The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Institute.

(15)The successful bidder shall be solely & exclusively liable and responsible for payment of wages, allowances and other benefits as per provisions of the applicable Minimum Wages Act or /and any other applicable Acts or enactments in force from time to time. Moreover, as per the Indian Labour Law, the monthly remuneration **exceeding Rs.3000/-**(Rs. Three Thousands only) should be paid to the deployed employees, exclusively, through **crossed cheque**.

(16)The monthly bills should be necessarily accompanied with the documentary proof pertaining to payments made towards Employees State Insurance, Provident Fund and Service Tax etc.. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the AD Incharge.

(17)The bidders should have **valid license/registration/permits to operate as Security Agencies** in the **State of Maharashtra** from the Competent Authority under "The Private **Security Agencies(Regulation) Act, 2005.**" or any other law in force. An attested copy of the same should be enclosed with the technical bid document. Any License required as per the Contract Labour (R&A) Act, 1970, should be obtained for the contract work and deposited with the Department within 7 days of award of contract

(18)The security guards should be properly dressed in the uniform to be supplied by the contractor, well-mannered and be able to communicate clearly and effectively. Once a guard is allotted an office premise, he shall remain at the designated area till shifted. A Supervisor will be designated to monitor the performance the deployed guards. The Supervisor should be from defence or para-military background and must be below 55 years of age and possess good health.

(19)In the event of absence of any security guard, under unavoidable circumstances, the security agency will promptly replace the security guard. The security agency will ensure availability of security guards round the clock even if some of them are off duty on account of leave or otherwise.

(20)The tender applicant should sign and stamp each page of this tender document as a token of having read, understood and unconditionally agreed to the terms and conditions contained herein and submit the same along with the bid.

(21)The competent authority **Assistant Director Incharge of this Institute** reserves the right **to annul any or all bids without assigning any reason**. In case of gross violation of terms of contract the successful bidder shall be debarred from participating in the future tender.

(22)The sealed tenders dully filled in all respects superscripted as **“Tender For Expression of Interest”**, should reach the office of this Institute **upto 05.00 pm of 20.12.2011**.Tender will be **opened at 02.00 pm on 22.12.2011** in the presence of representatives of the Agency, who may like to be present.

Sr. No.-

Price-Rs.200/-

APPLICATION CUM TENDER FORM FOR TECHNICAL BID

1. Name of Tendering Company/Firm/Agency

(Attach certificate of registration)

2. Name of Proprietor /Director of Company/Firm/Agency

3. Full address of Registered Office _____

Telephone Number: _____

FAX No. _____

E-Mail Address _____

4. Full address of Operating Branch _____

Telephone Number: _____

FAX No. _____

E-Mail Address _____

5.Type of Establishment

(Govt./Semi Govt./Private):-

6. Banker of Company/Firm/Agency _____

(Full Address)

7. PAN (Attach attested copy) _____

8.TAN No. (Attach attested copy) _____

9. Service Tax Registration No. _____

(Attach attested copy)

10. E.P.F. registration Number _____

Affix latest
passport sized, self
attested, colour
phototograph

(Attach attested copy)

11. E.S.I. Registration Number _____

(Attach attested copy)

12. Details of Earnest Money Deposit:- _____

13. Details of Tender Fee : _____

Signature of authorized person

Name: _____

Date:-

Place :

Seal

DECLARATION

(1) I/We/M/s _____ Son/Daughter/Wife of Shri _____ signatory of the agency/firm mentioned above 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 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 and the concern will be black listed.

(4) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,

(Signature of authorized signatory with date)

Name :

Address :

Signature of authorized person

Date: Full Name: _____

Place: Seal: