

REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE

(CCRUM - Ministry of Ayush, GOVT. OF INDIA)

No.1, West Mada Church Road, Royapuram, Chennai-13

TENDER NOTIFICATION

Regional Research Institute of Unani Medicine (RRIUM), Royapuram, Chennai-600 013, invites separate sealed tenders from reputed/authorized firms/ companies engaged in the public/private organizations (preferably in hospital business) for providing **1. Security, 2. Housekeeping and 3. Manpower services** at RRIUM, Chennai-13. The Tender documents may be downloaded from the CCRUM website: www.ccrum.res.in or can be obtained in person by remitting the tender fee of Rs.500/- through D.D. Last date for submission of separate sealed tender is **01-07-2021** at 04.00 p.m.

Any Changes in the tender/ extension in due date will appear in the above website only in future. No press note will be issued further.

DEPUTY DIRECTOR

Cost of the Tender Document Rs. 500/- in the form of
DD in favor of Deputy Director, RRIUM, Chennai

TENDER DOCUMENT FOR THE SUPPLY OF SECURITY GUARDS

Tender No. 02/2021



क्षेत्रीययुनानीचिकित्साअनुसंधानसंस्थान

REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, CHENNAI

(Central Council for Research in Unani Medicine, New Delhi,
Ministry of Ayush, Govt. of India)

No.1, West Mada Church Road, Royapuram, Chennai - 600013,

PH – 044-2595 5519, Email: rriumchennai@gmail.com

CCRUM website: ccrum.res.in

TENDER NOTICE

Notice Inviting Tenders (NIT) for selection of Agencies to provide outsourcing **Security Guards** at Regional Research Institute of Unani Medicine (RRIUM), No.1, West Mada Road, Royapuram, Chennai-600013

Dates & Information :

S.No.	Description	Date &Time
1	Documents download/issue	10-06-2021 at 10:30 AM
2	Date of Pre Bid Meeting with the intending bidders will be held Virtually. For Link please contact whatsapp no. 9884884310 / 8056233641 on the said date.	11-06-2021 10.30 am to 11.30 am
3	Bid Submission starting	11-06-2021at 11:30 AM
4	Last Date of submission of Tender with Earnest Money Deposit (EMD).	01-07-2021 at 04:00 PM
5	Bid opening (Technical bid)	02-07-2021 at 10:00 AM
6.	Financial Bid	Will be intimated to those who qualify in Tech.bid

About the Institute :

Regional Research Institute of Unani Medicine, a unit of Central Council for Research in Unani Medicine, New Delhi (CCRUM), under Ministry of AYUSH Govt. of India is occupied on 3 acres of land with 3 Floors of Main Building, New Pharmacy Block and New Hammam Block. This is a Research Institute consists of General Out-Patient Department, Research OPD, In-patient Department, Laboratories, Pharmacy, Survey of Medicinal Plants Unit, Herbal Garden, Kitchen, Drug Standardisation Research Unit etc.

Details of Tender:

1. Sealed tenders are invited from reputed, registered and licensed agencies who can take on the work of Security Services at Regional Research Institute of Unani Medicine, Chennai for a period of **One Year and maybe extended on the same terms and conditions with the approval of competent authority.**
2. The agency should have experience in providing Security Services in reputed organizations / major hospitals preferably in Govt./ Public Sector for at least **Three Years.**
3. A set of tender documents can be obtained from this Institute between 11.00 am and 4.00 pm on any working day before **30-06-2021** and also it can be downloaded from the **website: www.ccrum.res.in**. The cost of tender document is **Rs.500/-(Rupees Five Hundred only)** which may be paid in the form of Demand Draft drawn in favor of Deputy Director, RRIUM, Chennai. If tender document is downloaded from the **website: www.ccrum.res.in** then also a DD of Rs.500/- towards the cost of the tender document is to be attached.

4. Tender document consists of the following: -

- Annexure – A : Scope of Work

Technical Bid Includes (Annexure B,C,D,E,F)

- Annexure – B : Checklist of Information to be provided along with the Tender Document
- Annexure – C : Details of organizations in contract (last 3 years)
- Annexure –D : Declaration by the Tenderer about its Structure &Organization
- Annexure – E : Undertaking – Details of Experience
- Annexure – F : Proforma of declaration

Financial Bid Includes (Annexure G)

- Annexure – G : Financial Bid

5. Sealed Tenders with separate covers of Technical and Financial bids have to be filled in the prescribed Proforma Super scribed in Bold Letters **“TENDER FOR SECURITY SERVICES”** and addressed to the Deputy Director, Regional Research Institute of Unani Medicine, No.1, West Mada Church Road, Royapuram, Chennai-600013 should reach on or before **01-07-2021 - (04-00 pm) in person or by speed post/courier. Postal delay will not be entertained.**
6. The total Tender value is **Rs. 50,00,000/- (Rupees Fifty lakhs only)**. Along with the technical bid, an **EMD of Rs.1,00,000/- (Rupees One Lakh only)** is to be deposited in the form of Demand Draft in favour of **“DEPUTYDIRECTOR, RRIUM, CHENNAI”** . The Tenders without EMD will be summarily rejected.
7. The Technical Bids shall be opened at **10.00 AM on 02-07-2021** in the presence of such tenderers or their authorized representatives who may wish to be present.
8. The tenderers whose technical bids are accepted will be intimated about the date of the opening of financial bid through telephone/email.
9. Tenders received after the closing date and time due to Postal delay or delay due to any other reasons shall not be considered.

DETAILED GUIDELINES&INFORMATION

A. Eligibility Criteria :

1. The Tenderer must have an average annual turnover of Rs.1,00,00,000=00 (Rupees One Crore only) during the last three years.
2. Copies of the following documents should be submitted along with the Technical Bid.
 - (a) Audited Income Tax Expenditure statement for the period of three years i.e. from 2017-18, 2018-19, and 2019-20.

- (b) Goods and Service Tax (GST), duly registered with Commercial Tax Department.
 - (c) Copies of Labour License issued under Contract Labour (R & A) Act by Licensing Officer of Central / State Government.
 - (d) ESI & PF Registration with payment details for last three years from April, 2017 to March, 2020
 - (e) License of PSARA having validity up to **31-07-2023**
 - (f) PAN/ TAN No..
 - (g) Company / Proprietorship/Partnership Registration Certificate
 - (h) The Tenderer should submit details of proprietor/Partners/Directors.
3. The Tenderer should have sufficient employees as detailed in Annexure 'A' on its rolls or rolls of its associates, specifically trained for the work. Full list of the employees, viz., Name & Designation should be attached with the technical Bid. Document in support of ESI, EPF deductions, should be attached with the Technical Bid. Details of the health and safety measures, the agency takes for its workers if any should also be attached with the technical bid.
 4. Tenderers should submit **"Satisfactory Service"** Certificates from their previous client/Employer as supporting documents in Tech bid failing which the information will be treated as invalid.
 5. The Deputy Director, RRIUM, Chennai reserves the right to relax/cancel any condition.
 6. Submission of EMD of Rs.1,00,000/- (Rupees One Lakhs Only) is to be deposited in the form of DD in favour of Deputy Director, RRIUM, Chennai.

B. INSTRUCTIONS FOR SUBMISSION OF TENDERS :

1. The Tenderers are required to submit two separate bids i.e., Technical and Financial Bid as per prescribed Proforma. The two bids should be submitted in two separate sealed envelopes with super scribed (in Bold Letters) "Technical Bid" for Security Services in RRIUM, Chennai, and "Financial Bid" for Security services in RRIUM, Chennai. Both sealed envelopes should be put in a third sealed envelope with superscript "**BIDS FOR SECURITY SERVICES**". The bid shall be valid for 180 days from the date of opening of financial bids.
2. The declaration in the prescribed Proforma (Annexure E) enclosed should be submitted along with the Technical Bid.
3. All entries in the Tender form should be readable and filled clearly. Any overwriting or cutting which is unavoidable shall be attested by the authorized signatory. The bid shall contain no alterations. Omissions or additions except to correct errors made by the Tenderer, and in such case all the corrections must be authorized/signed and dated by the person or persons signing the bid. Corrections and overwriting are not permitted in financial bid.
4. Tender incomplete in any form will be rejected outright; Conditional Tenders will also be rejected outright. Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by RRIUM, Chennai
5. The closing date and time for receipt of tenders will be **04:00 PM** on **01-07-2021**. The Technical Bid shall be opened at **10:00 AM** on **2-07-2021** at Regional Research Institute of Unani Medicine, Chennai in the presence of the authorized representatives of the Tenderer, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the tenderers whose technical tenders are accepted will be informed about the date and time for opening the Financial Bids

6. A formal contract shall be entered into with the successful tenderer. In this contract the successful tenderer shall be defined as “Contractor”.
7. The successful Tenderer will have to deposit a Performance Security Deposit of 5% of the total contract value of one year in the form of DD/Banker cheque, Bank Guarantee drawn in favour of Deputy Director, RRIUM, Chennai.
8. The successful Tenderer will have to deposit the performance Security before commencement of the work; otherwise the contract will be cancelled.
9. The Deputy Director, RRIUM, Chennai reserves the right to withdraw/relax any of the terms and conditions mentioned above
10. The Deputy Director, RRIUM, Chennai reserves the right to reject tenders in whole, or in part, without assigning any reasons thereof.

C. BID EVALUATION :

1. The Tenderer should fulfill all the eligibility criteria for qualification. Only such Tenderer who full fill these criteria will be technically shortlisted for opening of the financial bid.
2. The Tenderer will further be liable for disqualification if it has:
 - I. Made misleading or false representation or deliberately suppressed the information in the form, statement and enclosures required in the tender document.
 - II. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses, unsatisfactory performance not remitting the statutory deduction in time (including short remittances).
 - III. If the Tenderer or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for any reason by any

organization at any time or ever been convicted by a Court of Law, their application will be summarily rejected.

- IV. All Tenderers who qualify based on technical bid shall be informed to attend the financial bid on prescribed date and time.

Minimum Qualifying Criteria for Technical bid

S.No.	Criteria	Eligibility
1	Total years of experience in the field of Security Services.	3 years experience.
2.	Total Annual Turnover in the business of providing Security Services (determined from last 3 years balance sheet)	Rs.1,00,00,000/-
3.	Total Number of Security Guards (determined from Form 9A EPF& 5 Return of contribution to ESI) provided by the firm.	50 persons with their details
4	Work performance	Satisfactory work performance certificate from previous organizations for 3 years
5.	Submission of EMD	DD of Rs.1,00,000(Rupees One Lakh only) in favour of Deputy Director, RRIUM, Chennai
6.	Tender document cost	DD of Rs.500 (Rupees Five hundred only) in favour of Deputy Director, RRIUM, Chennai

FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL TENDERER

1. The financial bid of technically qualified bidders will be opened.
2. The contract will be awarded on L-1 basis i.e. financial bid with the lowest charges.
3. In case of amount quoted by two or more agencies being same (i.e. Tie bidders), the lowest will be decided by draw of lots which shall be conducted in the presence of tie bidders. The same has to be accepted by tie bidders and no further discussion will be entertained.
4. The RRIUM reserve the right to choose the bidder irrespective of L1 or L2 most suited and responsive to its requirement.
5. The RRIUM is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
6. **Abnormally low Service Charges (Less Than or equal to TDS) will not be accepted and the Rate of TDS Will Be Computed @ 2 % of The Bill amount before Tax.**

Format for submitting financial bid and mechanism for payment:

1. Tenderers will quote the rates taking into account the scope of work mentioned and rates should be quoted both for a month and for a year as per format mentioned in Annexure-G. For the purpose of comparison of financial bid, the total amount (inclusive of Taxes, Levies etc.,) will be added and technically shortlisted Tenderers whose quoted rates (inclusive of All Taxes, Levies etc.,) for total period of validity of contract i.e. one year and the lowest will be selected.

2. **Fall Clause:** The rates charged for the outsourced services by the Tenderer shall in no event exceed the lowest price of identical services being provided by the Tenderer to any person/organization including any department of Central Government or any Statutory undertaking of the Central Govt, as the case may be during the currency of the contract except when the increase is due to statutory dues and levies.
3. **Tolerance Clause:** The organization reserves the right to increase the quantum of work by 25% on pro rata basis.
4. **Payment:** Payment will be made every month subject to production of satisfactory performance report and remittance receipt of ESI, EPF, Amount credited into employee bank account and PT (as applicable) of previous month along with the bill.
5. No escalation of rates quoted will be allowed during the period of the contract except due to revision of **Minimum Wages of Government of India** only or revised statutory provision (ESI, EPF)
6. In case of any attempt for cartelization by Tenderers with a view to hike up the prices, all bids will be rejected and such Tenderer will be blacklisted and bid security will be forfeited.

D. PERFORMANCE SECURITY :

1. The successful tenderers will submit performance security equivalent to 5% of the total contract value of one year in the form of bank guarantee/FDR from any scheduled bank. The performance security shall be furnished within twenty-one(21) days or earlier from the date of receipt of communication from the Institute informing “ **AWARD OF CONTRACT**”
2. The performance security shall remain valid for a period of 3 months beyond the date of completion of all contractual obligations of the contract.

3. Failure of the firm to submit the above mentioned performance security shall constitute sufficient ground for the annulment of the contract and forfeiture of the Bid Security.

E. REPORTING & PENALTIES FOR QUALITY ASSUARANCE :

1. Reports to be submitted by the Tenderer
 - i. A daily report of staff on duty in all the shifts
 - ii. A monthly feedback report from the user areas as based on key performance indicators (KPI)
 - iii. A centralized complaint reporting and redressal mechanism to be manned by the Tenderer. The redressal has to be certified by the complainant.
 - iv. Any other reporting mechanism as desired by the Institute

Penalty Clauses

In case the contractor fails to commence / execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, the Institute reserves the right to impose the penalty as detailed below:

Offences	Penalties (In Rupees)
Not found displaying photo ID	Rs.20/- per instance
Worker not in proper uniform	Rs.50/- per instance
Indulging in smoking /drinking /Tobacco chewing/sleeping or any other misconduct during duty hours	Rs.100/- with removal of the offender
Duty performed by a worker for more than one shift in 24 hours	With due permission from the Security Officer linked to Biometric attendance system. Not more than 5% of the total attendance Penalty of Rs. 50/- per instance in case of non – compliance
Unsatisfactory performance, individual complaint	Rs.100/- per instance

Adverse report by adhoc Committee for inspection	Rs.500/- per instance
Complaints are not registered or not redressed	Rs.200/- per instance
Absence of personal protective gears	Rs.200/- per instance
For any other breach , violence or contravention of any terms and conditions	Rs.500/- will be imposed per day
In case the service remains consistently unsatisfactory for a period of more than 2 weeks.	Penalty of 5% of the annual contract value will be imposed

- (a) 2% of the cost of agreement annual cost to Institute as quoted in tender per week up to 2 weeks delay for non- execution of contract after award of work .
- (b) After 2 weeks delay, the Institute reserves the right to cancel the contract and withhold the agreement and get this job to be carried out from L-2 Tenderer. The defaulting L-1 Tenderer may be debarred /blacklisted for a period of 4 years. The security deposited by the contractor shall also be forfeited.
- (c) During interim period of award of work and taking over the contracted work by the successful Tenderer, the ongoing system by earlier service provider will continue.
- (d) In case of default / cessation of work by the service provider during the currency of contract, the organization reserves the right to make interim alternate arrangements from the market L2 /L3 Tenderers and any excess amount payable arising thereof will be the liability of the defaulting service provider.
- (e) The amount payable for the preceding month will only be released after certification of satisfactory performance. Penalty will be recovered from the performance security and the Tenderer will have to deposit the corresponding amount before release of further payments.

- (f) In case of any damage / lost / theft of property attributed to the personnel deployed by the service provider, the cost of the same will be recovered from service provider.

F. OTHER TERMS & CONDITIONS:

1. The contractor shall obtain a license under Contract Labour (R&A) Act 1970 and also submit a copy of such license duly attested, to the Institute. No payments would be released till the contract license is submitted to the Institute. Moreover, he shall abide by all the necessary provisions of various Labour Laws /Acts, ESI/Bonus, Workmen's Compensation, EPF and any other laws and rules applicable, in this regard. It shall be the duty of the service provider to get EPF code number allotted by Regional Provident Fund Commissioner (RPFC) against which the EPF subscription, deducted from the payment of the personnel engaged and employer's amount of contribution should be deposited with the respective EPF authorities within 7 days of close of every month. In the eventuality of the contractor failing to remit employee/employer's contribution towards EPF subscription etc. within the stipulated time, the administrative head of the Institute is entitled to recover equal sum of money from any payment due or accrue to the contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged. The contractor shall issue EPF Pass Book/ESI card to every worker and shall supply the code Number allotted by the local ESI/EPF authorities. The Service Provider shall ensure compliance within 90 days of the award of work. If any change is required on part of Institute, a fresh list of personnel shall be made available by the contractor after each and every change.
2. It shall be the sole responsibility of the contractor to abide by all statutory rules & regulations (eg. ESI, EPF, MW & PT etc.) as applicable from time to time and no separate claims for the same shall be entertained by the organization.
3. The contractor shall furnish proof of payment of all the legal entitlements to the workers, besides wages on a monthly basis.
4. If on account of non-compliances with the provisions of any laws, Institute is called upon to make any payment to or in respect of his employees, the

service provider shall fully reimburse to Institute all such payment and Institute shall be free to make deductions on this account from the amount of Security Deposit, in which case, the contractor shall immediately pay to the Institute such amount as may be necessary to make up the required security Deposit, or from the dues which may be payable by the Institute to the contractor. The contractor will sign an Indemnity Bond in favor of Institute to this effect. No liability, whatsoever shall attach to the Institute on account of or any failure on the part of the service provider to observe these regulations.

5. In case, any person engaged by the contractor is found to be inefficient, quarrelsome, infirm, and invalid or found indulging in unlawful or union activities, the contractor will have to replace such person with a suitable substitute at the direction of the competent authority.
6. The Institute shall not provide any sort of accommodation to the personnel deployed by the contractor and no cooking/lodging will be allowed in the premises of the Institute at any time.
7. If any complaint of misbehavior and misconduct by personnel of the contractor comes into the knowledge of the Institute authorities then responsibility for all such activities shall be of the contractor and any loss owing to negligence or mishandling by the personnel employed by the contractor, the contractor shall himself be responsible to make good for the losses so suffered by the Institute.
8. The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of Institute or do anything which may cause unnecessary disturbance or inconvenience to other persons working there as well as to the general public in the Institute premises and near to it.
9. The Institute will deduct Tax at source (TDS) under section 194-c of the Income Tax Act, 1961 from the contractor.
10. The contract can be terminated by the first party (Head of Institute) by giving one month prior notice. The second party (Contractor), if so desire to terminate the contract will be required to give two months prior notice (in

writing) or till Institute is able to make alternative arrangements, whichever is earlier.

11. The contractor shall not engage the personnel below the age of 21 years. All the personnel deployed by the contractor shall be medically fit and their antecedent be verified prior to the deployment in the Institute. Persons at higher risk should be vaccinated against Hepatitis 'B' / Covid-19 Vaccination
12. The average age should be between 21 years and 55 years irrespective of the gender.
13. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all compensation/damage/expenses/fines. The concerned contractor personnel shall attend the Court as and when required.
14. If as a result of 'post payment audit' any overpayment is detected in respect of any work done by the contractor or alleged to have been done by the contractor under the tender, the excess amount shall be remitted by the contractor
15. The contract will be valid initially for a period of **one year** from the date of commencement and may be extended on the same terms & conditions with the approval of competent authority.
16. The contractor shall not engage any subcontractor or transfer the contract to any other service provider.
17. The contractor has to maintain all the appropriate records at his own cost as required by various Government departments. In case of any violation of any statutory provisions under any applicable law related to the work, the liability for the same shall devolve on the contractor and not on Institute administration.
18. The contractor shall be responsible for all acts of omission/commission in the Institute by his employees during the course of discharge of their duties at the Institute. The Institute will not be responsible for any mishap while dealing

during the described scope of work because of such acts of omission/commission.

19. Persons suffering from contagious or infectious disease shall not be employed or permitted to work in Institute & it reserves its rights to examine any of the workers of medical fitness without prior notice. Expenses, if any incurred by the Institute on medical examination of such employees, shall be borne and paid by the contractor.
20. The contractor will be required to remove or replace any of its personnel whose duty has not been found satisfactory or whose presence in the Institute premises is considered undesirable by the authorities.
21. The service provider's work shall be executed under the Headship of Deputy Director of the Institute. The contractor shall make arrangements to appoint Supervisor(s) at his own cost & provide them with a mobile connection. The complaints regarding the Security services made at the centralized control room/desk shall be directed to the supervisor and he must ensure speedy redressal.
22. The service provider (Contractor) shall disburse the monthly wages to its personnel deployed in the Institute on or before 7th of every month through ECS. The service provider shall invariably claim the monthly bill from the client (RRIUM) after making the payment to all personnel deployed along with the proof of payment made. The monthly claim should contain the details like EPF, ESI, other deductions etc and net payment credited to the bank account of the each personnel deployed in the Institute by the contractor.
23. The Client (RRIUM) shall make every effort to settle the monthly bill raise by the Contractor within 15 days of the receipt of the said bill from the Contractor.
24. The contractor will have to deposit the proof of depositing employee's contribution towards EPF, ESI & PT etc. of each employee every month.

25. The contractor shall submit a certificate along with each bill to the effect that the payment has been made to the personnel as per acquaintance roll and all labour laws obligations have been complied.
26. It is the sole responsibility of successful security agency to take all precautions in implementing wages notified by the Government of India from time to time under Minimum Wages Contract Labour Act.
27. The contractor / agency will be responsible as employer of his/her own staff in maintaining security records and shall maintain all records furnished under Contract Labor (R &A) Act, EPF Act and records under various act, Rules applicable to the contractor which should be made available to the Deputy Director, RRIUM, Chennai and competent authorities as and when demanded.
28. The number of persons required for the Security Service is 9 nos (Nine).
29. The Institute reserves the right to increase or decrease the no. of persons.
30. The Institute reserves the right to postpone/and/or extend the date of receipt/opening of tenders/rates or to withdraw the same, without assigning any reason thereof which will be duly notified in the council website.
31. The Institute reserves the right to terminate the services of the appointed Security agency when violating the said terms & conditions in a blatant manner without giving any notice whatsoever.
32. The Institute may terminate the offer/service contract if it is found later that the selected bidder is black listed/debarred on previous occasions by any of the Govt. departments/Institutions/Public Sector Undertakings/Local Bodies/Municipalities etc.
33. The Institute may terminate the service contract in the event of the successful bidder fails to furnish the Performance Security or fails to execute the service contract.
34. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the

dispute will be subject to Chennai jurisdiction only and entitled to withhold payments due to the Security agency till it is resolved.

G. The monthly wages bill has to be accompanied with :

1. The bills have to be accompanied by exact data on personnel employed and the deployments have to be certified by authorized official of Institute on a daily basis.
2. Contractor shall provide Registration Numbers allotted by ESI authorities for each and every personnel deployed by them at Institute against this contract.
3. Particulars of the personnel engaged for the work are required to be submitted to Institute.
4. The contractor has to ensure that all personnel deployed have valid bank account and payment to their account every month and certified copy of payment has to be submitted along with bills.
5. Bills in detail may be drawn as per column given below:
 - Basic, VDA, ESI, EPF,
 - Service Charges
 - Service Tax, PT
 - Any other head under which payment sought
6. Proof of depository contribution towards EPF, ESI etc of each Employee for Previous month for both employer side and employee side. Amount credited into bank account of staff.

H. Certificate/affidavit by service provider :

The service provider has to submit adequate documentary proof of depositing of ESI, EPF, Service tax and PT in concerned authorities and has to submit an affidavit on non-judicial stamp paper of Rs.10/- that they have deposited the ESI,EPF contribution of actual numbers of personnel mentioned in the bill.

I. Force majeure :

Any failure or omission or commission to carry out the provision of this Agreement by the contractor shall not give rise to any claim by one party against the other, if such failure of omission or commission arises from an act of nature, which shall include acts of natural calamities such as flood, earthquake, from civil strikes, riots, curfew, embargoes or from any political or other reason beyond the party's control including war(whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.

J. Waiver :

At any time any indulgence or concession granted by the Institute shall not alter or invalidate the terms of the contract nor constitute the waiver of any of the provisions hereof after such time, indulgence or concession shall have been granted. Further the failure of Institute to enforce at any time any of the provisions of the contract or to exercise any option which is herein provided, shall in no way be construed to be waiver of such provisions nor in any way affect the validity of the contract or any part thereof or the right of Institute to enforce the same in part or in entirety of it. Waiver, if any, has to be in writing.

Annexure – A**SCOPE OF WORK/SERVICE PROVIDER'S RESPONSIBILITIES**

The Tenderer shall provide competent security guards as per the requirement of the Institute from time to time. The number of required security guards qualifications etc may be altered as per the change of norms of the Institute, details of which are as follows:

Details of required Security Guards at RRIUM, Chennai.

S.No.	Name of the Post	No. of Posts	Qualification/Experience	Role and Responsibilities
1.	Security Guards (Without Arms) Male: 07 Nos. Female: 02 Nos.	9 (Nine)	<ul style="list-style-type: none"> ➤ Minimum 8th Passed ➤ Age: 21 – 55 years ➤ Should be physically fit ➤ Experience in the related field ➤ Must be able to speak, read and write Tamil ➤ Desirable : To speak English and Hindi 	Providing Security to the Property of the Institute & Staff round the clock

Annexure - B**TENDER DOCUMENT****Deployment of Security Guards at RRIUM, Chennai.****Check list of Information to be provided along with the Tender****TECHNICAL BID**

(In separate sealed Envelope No.1 super scribed as "Technical Bid")

S. No.	Particulars	Attached/Not attached
1.	Name & Address of the agency with phone number, email, and mobile no	
2.	Constitution & Nature of firm (State whether sole proprietor/partnership firm/ limited company	
3.	Year of establishment	
4.	Registration of your Firm /Company with the labour Commissioner under provisions of contract labour Act and its validity date. (Please attach copy)	
5.	Address of Branch Office at Chennai with contact details	
6.	Bank Details:	
a)	Name of Bankers & Branch with full address	
b)	Type of Account & Number	
c)	Name (s) of person (s) operating the account (enclose banker's certificate)	
7.	ESI Code with photocopy of registration certificate (Please attach copy)	
8.	Registration certificate of Provident fund commissioner. Enclose PF registration code allotted by the Regional Provident Fund Commissioner.	

9.	PAN No. (attach copy)	
10.	GST Registration (attach copy)	
11.	MSME Registration no. (attach copy)	
12.	License of PSARA (attach copy)	
13.	Please attach copy of Income Tax Return of last 3 years (Please attach copy)	
14.	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA	
15.	Power of Attorney/authorization for signing the bid	
16.	Performa as per Annexure-C containing	
	(a) details of works in other organization where such contracts were/are undertaken (attach supportive documents)	
17.	List of Arbitration cases (if applicable)	
18.	Do not leave it blank. If there are no such cases, write "Not Applicable".	
19.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.	
20.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for Deployment.	
21.	Details of at least one currently valid contract for similar work Proof of earlier completed similar works within last three years	
22.	Undertaking to the effect that the workers to be deputed in RRIUM, Chennai shall be trained and qualified as per terms and conditions of the agreement	
23.	Undertaking to the effect that sufficient 'leave reserve' of personnel shall be maintained by the Agency	

24.	Undertaking to the effect that the personnel deputed to RRIUM, Chennai shall have been screened by police.	
25.	Acceptance of terms & conditions (Yes/No).	
26.	Please sign each page of terms and conditions in token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.	
27.	Details of the (EMD) Amount Rs.1,00,000/- in favour of Deputy Director, RRIUM, Chennai	
	DD No.Date:	
	Payable at	
28.	Detail of cost of Tender form for Amount Rs.500/-	
	DD No.Date:	
	Payable at	

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions

Annexure-C

Details of other organizations where contracts were undertaken during last three years (enclose supporting documents)

S. No	Name & Address of the Organization with Contact No.	Nature & No. of Personnel Supplied	Period of Contractor	Whether Central Govt./State Govt./ (PI Specify)	Amount of Contract (yearly)	Reason for termination (if currently not valid)	Self attested copies of work order may be attached
1.							
2.							
3.							

This information to be given in “Envelope No.1 along with Technical Bid for Contract for supply of Security Guards.

(Signature & Stamp of the bidder)

ANNEXURE-D**Structure & Organization**

1. Name & Address of the Tenderer
2. Telephone No. / Fax No.
3. Legal status of the Tenderer (attach copies of original document the legal status)
 - a. A Society registered under the Societies Registration Act 1860
 - b. A Proprietary firm
 - c. A partnership firm
 - d. A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photocopy and give relevant page numbers)
Organization/ Place of registration/ license Registration/license No.
5. Names and Titles of Directors & Officers with designation of the agency/contractor/firm/company.
6. Designation of individuals authorized to act on behalf of the organization
7. Was the Tenderer ever required to suspend operation for a period of more than one month continuously after the bidder commenced the operation?
If so, give the name of the project and reasons of suspension of work.
8. Has the Tenderer or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandoned.

9. Has the Tenderer or any constituent partner in case of partnership firm, ever been Debarred/ blacklisted for tendering in any organization at any time? If so, give details
10. Has the Tenderer or any constituent partner in case of partnership firm even been convicted by a court of law? If so, give details.
11. Total number of employees along with their designations engaged by the Tenderer for the Security Services.
12. Any other information considered necessary but not included above

Signature of Applicant

Annexure – E**UNDERTAKING – YEARS OF EXPERIENCE**

Tender No. _____ Due for opening on: _____

Name of the Service _____

I/We/M/s _____ hereby declare that:

1. Our agency has been in business for a period of at least last 3 years in Security Services for which the relevant supporting documents are submitted.
2. Minimum Qualifying criteria for Technical Bid

S.No.	Criteria	Eligibility	Copies of Supportive documents with relevant page numbers
1	Total years of experience in the field of Security Services.	3 years experience	
2.	Total Annual Turnover in the Business of providing Security services (determined from last year balance sheet)	Rs.1,00,00,000/- (1Crore only)	
3	Total number of manpower (Determined from FORM 9A EPF & 5-Return of Contribution to ESI) provide by the firm	50 persons (Fifty)	
4	Work performance	Satisfactory work performance certificate from previous organizations	

3. We will be able to arrange for the required Security Guards, for the establishment of service as per the tender term within 15 days of award of contract.
4. We declare that we have necessary infrastructure/tie up for the maintenance of the firefighting equipment's being used and enough manpower to cater to any additional need of Institute at short notice (any increase in required manpower), if any such need arises during the tenure of the contract.
5. We fulfill all the statutory requirements of the relevant labour laws of India.

Signature of the Authorized Representative

Name & Address with stamp of Tenderer.

Annexure – F**PROFORMA OF DECLARATION**

1. Name of the Contractor
2. Full Address
3. Email Address
4. Phone Number

UNDERTAKING

I/We_____ do hereby declare that we have carefully read all the conditions of the tender schedule of the Regional Research Institute of Unani Medicine, Chennai for tender quoted for the supply of outsourcing personnel for Security Services at Regional Research Institute of Unani Medicine, Chennai for a period of one year from the date of acceptance of tender and shall abide by all the conditions set in therein. The company is not/has not been blacklisted by Central/State Government/any PSUs/Private Sector for Non-Fraud and Non-Corrupt practices. 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 Authorized Representative
of Agency/Firm/Contractor**

Date:

Name:

Place:

Seal:

Annexure-G

FINANCIAL BID**FINANCIAL BID FOR SECURITY GUARDS**

In a separate sealed Envelope No.2 super scribed as “Financial bid”.

At

Regional Research Institute of Unani Medicine, Chennai.

Name and Address of the Tenderer:.....

Security Guards (Male: 07 Nos., Female: 02 Nos.) Without Arms.

S.No	No. of Days	Minimum wages as per Govt. of India only		E.P.F		E.S.I		Service charge		Total	
		(1) (Per day)		(2)		(3)		(4) (1+2+3)		(5) On col.No.4	
		in Figures	In Words	in Figures	In Words	in Figures	In Words	in Figures	In Words	in Figures	In Words
1.	For Each Security Guard										
2.	9 Security Guards for a month										
3	9 Security Guards for a year										

Financial Bids of only those tenderers who are declared qualified technically shall be evaluated. **“Abnormally low Service Charges (less than or equal to TDS) will not be accepted and the rate of TDS will be computed @ 2 % of the bill amount before tax.”**

*EPF, ESI, GST and PT as applicable.

- i. Corrections, if any must be attested. All amounts shall be indicated both in words as well as in figures. Where there is a difference between the amount quoted in words and figures, the amount quoted in words shall prevail.
- ii. Payments shall be made by the Institute as per the terms and conditions of the Tender Documents.
- iii. The prices in the Price schedule shall be exclusive of any Service charge, Education Cess, Secondary and Higher Education Cess or any other applicable taxes as may be levied by the Government from time to time and same shall be charged in addition to the applicable rate.

I / We agree to execute the contract in accordance with the provisions of the tender document.

Signature

Name.....

Designation.....

Address.....

Seal of the Agency.

Cost of the Tender Document Rs. 500/- in the form of
DD in favor of Deputy Director, RRIUM, Chennai

TENDER DOCUMENT FOR THE SUPPLY OF HOUSE KEEPING SERVICES

Tender No. 3/2021



क्षेत्रीययुनानीचिकित्साअनुसंधानसंस्थान
REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, CHENNAI
(Central Council for Research in Unani Medicine, New Delhi,
Ministry of Ayush, Govt. of India)

No.1, West Mada Church Road, Royapuram, Chennai - 600013,
PH – 044-2595 5519, Email: rriumchennai@gmail.com
CCRUM website: ccrum.res.in

TENDER NOTICE

Notice Inviting Tenders (NIT) for selection of Agencies to provide outsourcing **Housekeeping personnel** at Regional Research Institute of Unani Medicine, (RRIUM), Chennai – 600013

Dates & Information :

S.No.	Description	Date & Time
1	Documents download/issue	10-06-2021 at 10-30 AM
2	Date of Pre Bid Meeting with the intending bidders will be held Virtually. For Link please contact whatsapp no. 9884884310 / 8056233641 on the said date.	11-06-2021 11-45 am to 12-45 pm
3	Bid Submission starting	11-06-2021 at 11-30 AM
4	Last Date of submission of Tender with Earnest Money Deposit	01-07-2021 at 04-00 PM
5	Bid opening (Technical bid)	02-07-2021 at 11-30 AM
6	Financial Bid	Will be intimated to those who qualify in Tech. bid

About the Institute :

Regional Research Institute of Unani Medicine, a unit of Central Council for Research in Unani Medicine, New Delhi (CCRUM), under Ministry of AYUSH Govt. of India is occupied on 3 acres of land with 3 Floors of Main Building, New Pharmacy Block and New Hammam Block. This is a Research Institute consists of General Out-Patient Department, Research OPD, In-patient Department,

Laboratories, Pharmacy, Survey of Medicinal Plants Unit, Herbal Garden, Kitchen, Drug Standardisation Research Unit etc.

Details of Tender:

1. Sealed tenders are invited from reputed, registered and licensed agencies who can take on the work of Housekeeping Services at RRIUM, Chennai for a period of **One Year and may be extended on the same terms & conditions with the approval of competent authority.**
2. The agency should have experience in providing Housekeeping Services in reputed organizations / major hospitals preferably in Govt./Public Sector for at least **Three Years.**
3. A set of tender documents can be obtained from this Institute between 11.00 am and 4.00 pm on any working day before **30-06-2021** and also it can be downloaded from the **website: ccrum.res.in** The cost tender document is **Rs. 500/- (Rupees Five hundred only)** in form of Demand Draft drawn in favor of Deputy Director, RRIUM, Chennai. If tender document is downloaded from **website: ccrum.res.in** then also attach a DD of Rs. 500/- towards the cost of tender document.

4. Tender document consists of the following:-

Annexure – A: Scope of Work

Technical Bid Includes (Annexure B,C,D,E,F)

- Annexure – B : Checklist of Information to be provided along with the Tender Document
- Annexure – C : Details of organizations in contract (last 3 years)
- Annexure –D : Declaration by the Tenderer about its Structure & Organization
- Annexure – E : Undertaking – Details of Experience
- Annexure – F : Proforma of declaration

Financial Bid Includes (Annexure G)

- Annexure – G : Financial Bid

5. Sealed Tenders with separate covers of Technical and Financial bids have to be filled in the prescribed Proforma Super scribed in Bold Letters **“Tender for Housekeeping”** and addressed to the Deputy Director, Regional Research Institute of Unani Medicine . No.1, West Mada Church Road, Royapuram, Chennai – 600 013 should reach on or before **01-07-2021 (04-00 pm) in person or by speed post/courier. Postal delay will not be entertained.**
6. The total Tender value is approx. **Rs.60,00,000/- (Rupees Sixty lakhs Only). Along with the technical bid, an EMD of Rs.1,20,000/- (Rupees One lakh twenty thousand only)** is to be deposited in the form of Demand Draft in Favour of **“ DEPUTYDIRECTOR, RRIUM, CHENNAI ”** . The Tenders without EMD will be summarily rejected.
7. The Technical Bids shall be opened at **11-30 AM on 02-07-2021** in the presence of such tenderers or their authorized representatives who may wish to be present.
8. The tenderers whose technical bids are accepted will be intimated about the date of the opening of financial bid.
9. Tenders received after the closing date and time due to Postal delay or delay due to any other reason shall not be considered.

DETAILED GUIDELINES & INFORMATION

A. Eligibility Criteria :

1. The Tenderer must have an average annual turnover of Rs. 1,00,00,000/- (Rupees One Crore only) during the last three years.
2. Copies of the following documents should be submitted along with the Technical Bid.
 - (a) Audited Balance Sheet of last three years i.e., 2017-18, 2018-19 and 2019-20. Audited Income and Expenditure statement of last three

years i.e. 2017-18, 2018-19 and 2019-20. Income Tax Returns of the last three Assessment years.

- (b) Goods and Service Tax, duly registered with Commercial Tax Department
 - (c) Copies of Labour License issued under Contract Labour (R & A) Act by Licensing Officer of Central / State Government.
 - (d) ESI & PF Registration with payment details for last three years from April, 2016 to April, 2019
 - (e) PAN/ TAN No. and GST Registration.
 - (f) Company / Proprietorship/Partnership Registration Certificate.
 - (g) The Tenderer should submit details of proprietor/Partners/Directors.
3. The Tenderer should have sufficient employees as detailed in Annexure 'A' on its rolls or rolls of its associates, specifically trained for the work. Full list of the employees, viz., Name & Designation should be attached with the technical Bid. Document in support of ESI, EPF deductions, should be attached with the Technical Bid. Details of the health and safety measures, the agency takes for its workers if any should also be attached with the technical bid.
 4. Tenderers should submit **"Satisfactory Service"** Certificates from their previous client/Employer as supporting documents in Tech. bid failing which the information will be treated as invalid.
 5. The Deputy Director, RRIUM, reserves the right to relax/cancel any condition.
 6. Submission of EMD of Rs. 1,20,000/- (Rupees One lakh twenty thousand only) is to be deposited in the form of DD in favor of Deputy Director, RRIUM, Chennai.

B. INSTRUCTIONS FOR SUBMISSION OF TENDERS :

1. The Tenderers are required to submit two separate bids i.e., Technical and Financial as per prescribed Proforma. The two bids should be submitted in two separate sealed envelopes with superscript (in Bold Letters) "Technical Bid" for Housekeeping Services in RRIUM, Chennai and "Financial Bid" for Housekeeping services in RRIUM, Chennai. Both sealed envelopes should be put in a third sealed envelope with superscript "**BIDS FOR HOUSEKEEPING SERVICES**". The bid shall be valid for 180 days from the date of opening of financial bids.
2. The declaration in the prescribed Proforma (Annexure E) enclosed should be submitted along with the Technical Bid.
3. All entries in the Tender form should be readable and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. The bid shall contain no alterations. Omissions or additions except to correct errors made by the Tenderer, and in such case all the corrections must be authorized/signed and dated by the person or persons signing the bid. Corrections, and overwriting are not permitted in financial bid.
4. Tender incomplete in any form will be rejected outright; Conditional Tenders will also be rejected outright. Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by RRIUM, Chennai
5. The closing date and time for receipt of tenders will be **04-00 PM** on **01-07-2021**. The Technical Bid shall be opened at **11-30 AM** on **02-07-2021** at Regional Research Institute of Unani Medicine, Chennai in the presence of the authorized representatives of the Tenderer, who wish to be present at that time. All the Technical Bids will be scrutinized,

relevant documents checked for their authenticity and the tenderers whose technical tenders are accepted will be informed about the date and time for opening the Financial Bids

6. A formal contract shall be entered into with the successful tenderer. In this contract the successful tenderer shall be defined as “Contractor”.
7. The successful Tenderer will have to deposit a Performance Security Deposit of 5% of the total contract value of one year in the form of DD/Banker cheque, Bank Guarantee drawn in favour of Deputy Director, RRIUM, Chennai
8. The successful Tenderer will have to deposit the performance Security Deposit before commencement of the work, otherwise the contract will be cancelled.
9. The competent authority of RRIUM, Chennai reserves the right to withdraw/relax any of the terms and conditions mentioned above
10. The competent authority of RRIUM, Chennai reserves the right to reject tenders in whole, or in part, without assigning any reasons thereof.

C. BID EVALUATION :

1. The Tenderer should fulfill all the eligibility criteria for qualification. Only such Tenderer who fulfill these criteria will be technically shortlisted for opening of the financial bid.
2. The Tenderer will further be liable for disqualification if it has:
 - I. Made misleading or fall representation or deliberately suppressed the information in the form, statement and enclosures required in the tender document.
 - II. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses,

unsatisfactory performance etc., not remitting the statutory deductions in time including short remittance

- III. If the Tenderer or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for any reason by any organization at any time or ever been convicted by a Court of Law, their application will be summarily rejected.
- IV. All Tenderers who qualify based on technical bid shall be informed to attend the financial bid on prescribed date and time.

Minimum Qualifying Criteria for Technical bid

S.No.	Criteria	Eligibility
1	Total years of experience in the field of Housekeeping services.	3years Experience.
2.	Total Annual Turnover in the business of providing Housekeeping Services (determined from last 3 years balance sheet)	Rs.1,00,00,000/- (One Crore only)
3.	Total Number of Manpower (determined from Form 9A EPF& 5 Return of contribution to ESI) provided by the firm.	50 persons with their details
4	Work performance	Satisfactory work performance certificate from previous organizations for three years
5.	Submission of EMD	DD of Rs.1,20,000(Rupees One lakh twenty thousand only) in favour of Deputy Director, RRIUM, Chennai
6.	Tender document cost	DD of Rs.500 (Rupees Five hundred only) in favour of Deputy Director, RRIUM, Chennai

FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL TENDERER

1. The financial bid of technically qualified bidders will be opened
2. The contract will be awarded on L-1 basis i.e. financial bid with the lowest charges
3. In case of amount quoted by two or more agencies being same (i.e. Tie bidders), the lowest will be decided by draw of lots which shall be conducted in the presence of tie bidders. The same has to be accepted by tie bidders and no further discussion will be entertained.
4. The RRIUM reserve the right to choose the bidder irrespective of L1 / L2 most suited and responsive to its requirement.
5. The RRIUM is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
6. **Abnormally low service charges (less than or equal to TDS) will not be accepted and the rate of TDS will be computed @ 2 % of the bill amount before tax.**

Format for submitting financial bid and mechanism for payment:

1. Tenderers will quote the rates taking into account the scope of work mentioned and rates should be quoted both for a month and for a year as per format mentioned in Annexure-F. For the purpose of comparison of financial bid, the total amount (inclusive of Taxes, Levies etc.,) will be added and technically shortlisted Tenderers whose quoted rates (inclusive of All Taxes, Levies etc.,) for total period of validity of contract i.e. one year and the lowest will be selected.

2. Fall Clause: The rates charged for the outsourced services by the Tenderer shall in no event exceed the lowest price of identical services being provided by the Tenderer to any person/organization including any department of Central Government or any Statutory undertaking of the Central Govt, as the case may be during the currency of the contract except when the increase is due to statutory dues and levies.
3. Tolerance Clause: The organization reserves the right to increase the quantum of work by 25% on pro rata basis.
4. Payment will be made every month subject to production of satisfactory performance report and remittance receipt of ESI, EPF, Amount credited into employee bank account and PT (as applicable) of previous month along with the bill.
5. No escalation of rates quoted will be allowed during the period of the contract except due to revision of **Minimum Wages of Government of India** only or revised statutory provision (ESI, EPF)
6. In case of any attempt for cartelization by Tenderers with a view to hike up the prices, all bids will be rejected and such Tenderer will be blacklisted and bid security will be forfeited.

D. PERFORMANCE SECURITY :

1. The successful tenderers will submit performance guarantee equivalent to 5% of the total contract value of one year in the form of bank guarantee/FDR from any scheduled bank. The performance security shall be furnished within twenty-one(21) days or earlier from the date of receipt of communication from the Institute informing “ **AWARD OF CONTRACT**”
2. The performance security shall remain valid for a period of 3 months beyond the date of completion of all contractual obligations of the contract.

3. Failure of the firm to submit the above mentioned performance security shall constitute sufficient ground for the annulment of the contract and forfeiture of the Bid Security.

E. REPORTING & PENALTIES FOR QUALITY ASSUARANCE :

1. Reports to be submitted by the Tenderer
 - i. A daily report of staff on duty in all the shifts
 - ii. A daily report of the status of the equipment and its utilization
 - iii. A daily report of the washing undertaken
 - iv. A daily report of the chemicals and consumables use
 - v. A daily report of the general sanitation from the sanitation officer or any other officer deputed for the purpose based on the designated Proforma.
 - vi. A monthly feedback report from the user areas as based on key performance indicators (KPI)
 - vii. A centralized complaint reporting and redressal mechanism to be manned by the Tenderer. The redressal has to be certified by the complainant.
 - viii. Any other reporting mechanism as desired by the Institute

Penalty Clauses

In case the contractor fails to commence / execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, the Institute reserves the right to impose the penalty as detailed below:

Offences	Penalties (In Rupees)
Not found displaying photo ID	Rs. 20/- per instance
Worker not in proper uniform	Rs. 50/- per instance
Indulging in smoking /drinking /Tobacco chewing/sleeping or any other misconduct during duty hours	Rs. 100/- with removal of the offender
Duty performed by a worker for more than one shift in 24 hours	With due permission from the sanitary Officer linked to Biometric attendance system. Not more than 5% of the total attendance Penalty of Rs. 50/- per instance in case of non – compliance
Unsatisfactory performance, individual complaint	Rs. 100/- per instance
Adverse report by adhoc Committee for inspection	Rs. 500/- per instance
Complaints are not registered or not redressed	Rs. 200/- per instance
Absence of personal protective gears	Rs. 200/- per instance
For any other breach , violence or contravention of any terms and conditions	Rs. 500/- will be imposed per day
In case the service remains consistently unsatisfactory for a period of more than 2 weeks.	Penalty of 5% of the annual contract value will be imposed

- (a) 2% of the cost of agreement (Annual cost to Institute as quoted in tender per week up to 2 weeks delays for non- execution of contract after award of work .
- (b) After 2 weeks delay, the Institute reserves the right to cancel the contract and withhold the agreement and get this job to be carried out from L-2 Tenderer. The defaulting L-1 Tenderer may be debarred /blacklisted for a period of 4 years. The security deposited by the contractor shall also be forfeited.

- (c) During interim period of award of work and taking over the contracted work by the successful Tenderer, the ongoing system by earlier service provider will continue.
- (d) In case of default / cessation of work by the service provider during the currency of contract, the organization reserves the right to make interim alternate arrangements from the market /L2 /L3 Tenderers and any excess amount payable arising thereof will be the liability of the defaulting service provider.
- (e) The amount payable for the preceding month will only be released after certification of satisfactory performance. Penalty will be recovered from the performance security and the Tenderer will have to deposit the corresponding amount before release of further payments.
- (f) In case of any damage / lost / theft of property attributed to the personnel deployed by the service provider, the cost of the same will be recovered from service provider.

F. OTHER TERMS & CONDITIONS:

1. The contractor shall obtain a license under Contract Labour (R&A) Act 1970 (if applicable) and also submit a copy of such license duly attested, to the Institute. No payments would be released till the contract license is submitted to the Institute. Moreover, he shall abide by all the necessary provisions of various Labour Laws /Acts, ESI/Bonus, Workmen's Compensation, EPF and any other laws and rules applicable, in this regard. It shall be the duty of the service provider to get EPF code number allotted by Regional Provident Fund Commissioner (RPFC) against which the EPF subscription, deducted from the payment of the personnel engaged and employer's amount of contribution should be deposited with the respective EPF authorities within 7 days of close of every month. In the eventuality of the contractor failing to remit employee/employer's contribution towards EPF subscription etc. within the stipulated time, the administrative head of the Institute is entitled to recover equal sum of money from any payment due or accrue to the contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged. The contractor shall issue EPF

Pass Book/ESI card to every worker and shall supply the code Number allotted by the local ESI/EPF authorities. The Service Provider shall ensure compliance within 90 days of the award of work. If any change is required on part of Institute, a fresh list of personnel shall be made available by the contractor after each and every change.

2. It shall be the sole responsibility of the contractor to abide by all statutory rules & regulations (eg. ESI, EPF, MW & PT etc.) as applicable from time to time and no separate claims for the same shall be entertained by the organization.
3. The contractor shall mandatory furnish proof of payment of all the legal entitlements to the workers, besides wages on a monthly basis.
4. If on account of non-compliances with the provisions of any laws, Institute is called upon to make any payment to or in respect of his employees, the service provider shall fully reimburse to Institute all such payment and Institute shall be free to make deductions on this account from the amount of Security Deposit, in which case, the contractor shall immediately pay to the Institute such amount as may be necessary to make up the required security Deposit, or from the dues which may be payable by the Institute to the contractor. The contractor will sign an Indemnity Bond in favor of Institute to this effect. No liability, whatsoever shall attach to the Institute on account of or any failure on the part of the service provider to observe these regulations.
5. In case, any person engaged by the contractor is found to be inefficient, quarrelsome, infirm, and invalid or found indulging in unlawful or union activities, the contractor will have to replace such person with a suitable substitute at the direction of the competent authority.
6. The Institute shall not provide any sort of accommodation to the personnel deployed by the contractor and no cooking/lodging will be allowed in the premises of the Institute at any time.
7. If any complaint of misbehavior and misconduct by personnel of the contractor comes into the knowledge of the Institute authorities then

responsibility for all such activities shall be of the contractor and any loss owing to negligence or mishandling by the personnel employed by the contractor, the contractor shall himself be responsible to make good for the losses so suffered by the Institute.

8. The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of Institute or do anything which may cause unnecessary disturbance or inconvenience to other persons working there as well as to the general public in the Institute premises and near to it.
9. The Institute will deduct Tax at source (TDS) under section 194-C of the Income Tax Act, 1961 from the contractor.
10. The contract can be terminated by the first party (Head of Institute) by giving one month prior notice. The second party (Contractor), if so desire to terminate the contract will be required to give two months prior notice (in writing) or till Institute is able to make alternative arrangements, whichever is earlier.
11. The contractor shall not engage the personnel below the age of 21 years. All the personnel deployed by the contractor shall be medically fit and their antecedent be verified prior to the deployment in the Institute. Persons at higher risk should be vaccinated against Hepatitis 'B' & Corona Vaccination
12. The average age should be between 21 years and 55 years irrespective of the gender.
13. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all compensation/damage/expenses/fines. The concerned contractor personnel shall attend the Court as and when required.
14. If as a result of 'post payment audit' any overpayment is detected in respect of any work done by the contractor or alleged to have been done by the contractor under the tender, it shall be recovered by the Institute from the contractor.

15. The contract will be valid for a period of **one year** from the date of commencement and may be extended on the same terms and conditions with the approval of competent authority.
16. The contractor shall not engage any sub contractor or transfer the contract to any other service provider.
17. The contractor has to maintain all the appropriate records at his own cost as required by various Government departments. In case of any violation of any statutory provisions under any applicable law related to the work, the liability for the same shall devolve on the contractor and not on Institute administration.
18. The contractor shall be responsible for all acts of omission/commission in the Institute by his employees during the course of discharge of their duties at the Institute. The Institute will not be responsible for any mishap while dealing with the sanitation and housekeeping work during the described scope of work because of such acts of omission/commission.
19. Persons suffering from contagious or infectious disease shall not be employed or permitted to work in Institute & it reserves its rights to examine any of the workers of medical fitness without prior notice. Expenses, if any incurred by the Institute on medical examination of such employees, shall be borne and paid by the contractor.
20. The contractor will be required to remove or replace any of its personnel whose duty has not been found satisfactory or whose presence in the Institute premises is considered undesirable by the authorities.
21. The service provider's work shall be executed under the Deputy Director of the Institute. The contractor shall make arrangements to appoint Supervisor(s) at his own cost & provide them with a mobile connection. The complaints regarding the sanitation & housekeeping services made at the centralized control room/desk shall be directed to the supervisor and he must ensure speedy redressal.

22. The service provider (Contractor) shall disburse the monthly wages to its personnel deployed in the Institute on or before 7th of every month through ECS. The service provider shall invariably claim the monthly bill from the client (RRIUM) after making the payment to all personnel deployed alongwith the proof of payment made.
23. The Client (RRIUM) shall make every effort to settle the monthly bill raise by the Contractor within 15 days of the receipt of the said bill from the Contractor.
24. The contractor will have to deposit the proof of depositing employee's contribution towards EPF, ESI & PT etc. of each employee every month.
25. The contractor shall submit a certificate along with each bill to the effect that the payment has been made to the personnel as per acquaintance roll and all labor laws obligations have been complied.
26. It is the sole responsibility of housekeeping agency to take all precautions in implementing wages notified by the Government of India from time to time under Minimum Wages Contract Labour Act.
27. The contractor / agency will be responsible as employer of his/her own staff in maintaining housekeeping records and shall maintain all records furnished under Contract Labor (R &A) Act, EPF Act and records under various act, Rules applicable to the contractor which should be made available to the Deputy Director, RRIUM, Chennai as and when demanded.
28. The cost of cleaning materials for the house keeping items should not be included in the rate of bidding, it will be separately provided by the Institute.
29. The Contractor shall cover its personnel under insurance for personal accident and or death whilst performing the duty.
30. The personnel of the Contractor shall not be the employees of the client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment / duty under this Contract. The

Contractor shall make them known about this position in writing before deployment under this agreement.

31. The Contractor shall also ensure all the building areas namely entrance, outer, toilets, floors, room, halls etc are neat and clean every time and shall be maintained in the neat and tidy position every time.
32. The Contractor must provide two sets of uniforms to its employees/supervisors of the House keeping staff with their photo identity cards properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from the Client for such items.
33. The Contractor of the Housekeeping service shall deal with and settle the matters related with unions and shall make sure that no labour disputes/problems are referred to the client. He shall totally indemnify client in this regard.
34. The number of person required for the House keeping service is 18 nos.
35. The Institute reserves the right to increase or decrease the no. of persons required for the Housekeeping service depending upon the requirement of particular service after approval from competent authority.
36. The Institute reserve the right to postpone/and/or extend the date of receipt/opening of rates/tenders or to withdraw the same, without assigning any reason thereof which will be notified only in the Councils website.
37. The Institute reserves the right to terminate the services of the appointed Housekeeping agency when violating the said terms & conditions in a blatant manner without giving any notice whatsoever.
38. The Institute may terminate the offer/service contract if it is found later that the selected bidder is black listed/debarred on previous occasions by any of the Govt. departments/Institutions/Public Sector Undertakings/Local Bodies/Municipalities etc.

39. The Institute may terminate the service contract in the event of the successful bidder fails to furnish the Performance Security or fails to execute the service contract.

40. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Chennai jurisdiction only and entitled to withhold payments due to the Housekeeping agency till it is resolved

G. The monthly wages bill has to be accompanied with :

1. The bills have to be accompanied by exact data on personnel employed and the deployments have to be certified by authorized official of Institute on a daily basis.
2. Contractor shall provide Registration Numbers allotted by ESI authorities for each and every personnel deployed by them at Institute against this contract.
3. Particulars of the personnel engaged for the work are required to be submitted to Institute.
4. The contractor has to ensure that all personnel deployed have valid bank account and payment to their account every month and certified copy of payment has to be submitted along with bills.
5. Bills in detail may be drawn as per column given below:
 - Basic, VDA, ESI, EPF,
 - Service Charges
 - Service Tax, PT
 - Any other head under which payment sought
6. Proof of depository contribution towards EPF, ESI etc of each employee for previous month for both employer side and employee side, amount credited into the bank account of staff.

7. All the personnel engaged for the work will compulsorily be rotated every three months.

H. CERTIFICATE/AFFIDAVIT BY SERVICE PROVIDER :

The service provider has to submit adequate documentary proof of depositing of ESI, EPF, Service tax and PT in concerned authorities and has to submit an affidavit on non-judicial stamp paper of Rs.10/- that they have deposited the ESI,EPF contribution of actual numbers of personnel mentioned in the bill.

I. Force majeure :

Any failure or omission or commission to carry out the provision of this Agreement by the contractor shall not give rise to any claim by one party against the other, if such failure of omission or commission arises from an act of nature, which shall include acts of natural calamities such as flood, earthquake, from civil strikes, riots, curfew, embargoes or from any political or other reason beyond the party's control including war(whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.

J.Waiver :

At any time any indulgence or concession granted by the Institute shall not alter or invalidate the terms of the contract nor constitute the waiver of any of the provisions hereof after such time, indulgence or concession shall have been granted. Further the failure of Institute to enforce at any time any of the provisions of the contract or to exercise any option which is herein provided, shall in no way be construed to be waiver of such provisions nor in any way affect the validity of the contract or any part thereof or the right of Institute to enforce the same in part or in entirety of it. Waiver, if any, has to be in writing.

Annexure – A**SCOPE OF WORK/SERVICE PROVIDER'S RESPONSIBILITIES**

The Tenderer shall provide competent manpower as per the requirement of the Institute from time to time. The number of required manpower qualifications etc may be altered as per the change of norms of the Institute, details of which are as follows:

Details of required manpower at RRIUM, Chennai.

S.No.	Name of the Post	No. of Posts	Criteria /Experience	Role and Responsibilities
1.	Trained Housekeeping Staff	18 (10 Male & 8 Female)	<ul style="list-style-type: none"> ➤ Ability to read & write in Tamil ➤ Age: 21 – 55 years ➤ Should be physically fit ➤ Experience in the Housekeeping services 	Cleaning and maintenance of the area & departments allotted.

Note: The personnel deployed will have to perform the above duties but not limited to those only. The detailed work to be performed will be assigned separately to each worker from time to time.

For Example: Housekeeping normal duties shall inter alia include: He/ She is responsible for keeping the area assigned to him/her spick and span. He/she will promptly give spotlessly clean urinals and bed pan as and when required by patients. He/ She will assist by nursing staff in collection of urine and stools specimens. He/she will assist in cleaning and disinfections of soiled linen, mattresses, articles etc. Any other task assigned by the section incharges and other higher officials like loading and unloading of medicines and shifting of hospital items. The duties and responsibilities may be enhanced as per the requirement of the Institute and/or as per the standard norms of the Government of India.

The category of any posts and number of posts may be increased or decreased at any point of time after approval of competent authority.

Annexure – B**Deployment of House Keeping Staff at RRIUM, Chennai.**

In a separate sealed Envelope No.1 super scribed “Technical Bid”.

TECHNICAL BID

Checklist of Information to be provided along with the tender

S.No	Particulars	Attached/ Not Attached
1.	Name of Tenderer (attach certificates of registration with a brief profile of the company)	
2.	Name of Proprietor / Director of Company/Partners of Firms	
3.	Full address of Registered Office with Telephone No. FAX and E-Mail	
4.	Full address of operating/Branch Office with Telephone no. FAX and E-Mail	
5.	Banker of Company with full address appropriate document/blank cancelled cheque	
6.	GST/PAN/GIR/PT No. (Attach copy)	
7.	Service Tax Registration No. (Attach copy)	
8.	EPF Registration No. (Attach copy)	
9.	ESI Registration No. (Attach copy)	
10.	MSME registration No. (Attach copy)	
11.	Income tax clearance certificate	
12.	Documents showing completing at least one service where it has provided persons in one organization during last 3 years	
13.	DD for Rs.1,20,000/- in favor of Deputy Director, RRIUM, Chennai for EMD Amount with details	
14.	DD for Rs. 500/- in favor of Deputy Director, RRIUM, Chennai for cost of Tender document with details	

15.	As per Annexure - "E" <ul style="list-style-type: none"> • Acceptance of Terms and Conditions • Signed declaration stating that the company is not/has not been blacklisted by Central/State Government/any PSUs/Private Sector • Signed declaration about Non-Fraud and Non-Corrupt practices 	
16.	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 3 years.	
17.	Any other information to establish financial worth and technical competence	
18.	Staff will be provided the ID card of company	
19.	Any other relevant information	

Signature of authorized person

Name:

Seal:

Date & Place:

Annexure-C

Details of other organizations where contracts were undertaken during last three years (enclose supporting documents)

S.No.	Name & Address of the Organization with Contact No.	Nature & No. of Personnel Supplied	Period of Contractor	Whether Central Govt./State Govt./ (Pl Specify)	Amount of Contract (yearly)	Reason for termination (if currently not valid)	Self attested copies of work order may be attached
1.							
2.							
3.							

This information to be given in "Envelope No.1 along with Technical Bid for Contract for supply of Housekeeping Services.

(Signature & Stamp of the bidder)

ANNEXURE- D**Structure & Organization**

1. Name & Address of the Tenderer
2. Telephone No. / Fax No.
3. Legal status of the Tenderer (attach copies of original document the legal status)
 - a. A Society registered under the Societies Registration Act 1860
 - b. A Proprietary firm
 - c. A partnership firm
 - d. A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photocopy and give relevant page numbers)
 Organization/Place of registration/ license Registration/license No.
 -
 -
 -
5. Names and Titles of Directors & Officers with designation of the agency/contractor/firm/company.
6. Designation of individuals authorized to act on behalf of the organization
7. Was the Tenderer ever required to suspend operation for a period of more than one month continuously after the bidder commenced the operation? If so, give the name of the project and reasons of suspension of work.

8. Has the Tenderer or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandoned.
9. Has the Tenderer or any constituent partner in case of partnership firm, even been Debarred/ Blacklisted for tendering in any organization at any time? If so, give details
10. Has the Tenderer or any constituent partner in case of partnership firm even been convicted by a court of law? If so, give details.
11. Has the Tenderer any valid GST/VAT/Works, Contract Tax registration with the Sales Tax department?
12. Total number of employees along with their designations engaged by the Tenderer for the sanitation and housekeeping services.
13. Any other information considered necessary but not included above

Signature of Applicant

Annexure – E**UNDERTAKING – YEARS OF EXPERIENCE**

Tender No. _____ Due for opening on: _____

Name of the Service _____

I/We/M/s _____ hereby declare that:

1. Our agency has been in business for a period of at least last 3 years in Sanitation & Housekeeping for which the relevant supporting documents are submitted.
2. Minimum Qualifying criteria for Technical Bid

S.No.	Criteria	Eligibility	Copies of Supportive documents with relevant page numbers
1	Total years of experience in the field of Housekeeping	3years Experience	
2.	Total Annual Turnover in the Business of providing housekeeping services (determined from last year balance sheet)	Rs. 1 Crore (One crore only)	
3	Total number of manpower (Determined from FORM 9A EPF & 5-Return of Contribution to ESI) provide by the firm	50 persons	
4	Work performance	Satisfactory work performance certificate from previous organizations	

3. We will be able to arrange for the required manpower, material, machine and other resources for the establishment of service as per the tender term within 15 days of award of contract.
4. We declare that we have necessary infrastructure/tie up for the maintenance of the equipment being used and enough manpower to cater to any additional need of Institute at short notice (any increase in required manpower), if any such need arises during the tenure of the contract.
5. We fulfill all the statutory requirements of the relevant labour laws of India.

**Signature of the Authorized Representative
of Tenderers.**

Name & Address with stamp

Annexure – F**PROFORMA OF DECLARATION**

1. Name of the Contractor
2. Full Address
3. Email Address
4. Phone Number

UNDERTAKING

I/We _____ do hereby declare that we have carefully read all the conditions of the tender schedule of the Regional Research Institute of Unani Medicine, Chennai for tender quoted for the supply of outsourcing personnel for housekeeping services of Regional Research Institute of Unani Medicine, Chennai for a period of one year from the date of acceptance of tender and shall abide by all the conditions set in therein. The company is not/has not been blacklisted by Central/State Government/any PSUs/Private Sector for Non- Fraud and Non-Corrupt practices. 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 Authorized Representative
of Agency/Firm/Contractor**

Date:

Name:

Place:

Seal:

Annexure-G

FINANCIALBID**FINANCIAL BID FOR HOUSEKEEPING****AT REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, CHENNAI****In Separate sealed Envelope No.2 superscribed as “Financial Bid”.**

Name and Address of the Tenderer

.....

.....

S.No	Type of Manpower	Rate per month quoted by the tenderer									
		Minimum wages as per Govt. of India only		E.P.F		E.S.I		Service charges		Total	
		(in Figures)	In Words	(in Figures)	In Words	(in Figures)	In Words	(in Figures)	In Words	(in Figures)	In Words
1.	Each Staff										
2.	18 Housekeeping Staff (Male/Female) for a month										
3.	18 Housekeeping Staff (Male/Female) for a year										

*EPF, ESI, GST and PT as applicable.

Financial bids of only those tenders who declared qualified technically shall be evaluated. **“Abnormally low Service charges (Less than or equal to TDS) will not be accepted and the rate of TDS will be computed @ 2 % of the bill amount before tax”.**

- i. Corrections, if any must be attested. All amounts shall be indicated both in words as well as in figures. Where there is a difference between the amount quoted in words and figures, the amount quoted in words shall prevail.
- ii. Payments shall be made by the Institute as per the terms and conditions of the Tender Documents.
- iii. The prices in the Price schedule shall be exclusive of any Service charge, Education Cess, Secondary and Higher Education Cess or any other applicable taxes as may be levied by the Government from time to time and same shall be charged in addition to the applicable rate.

I / We agree to execute the contract in accordance with the provisions of the tender document.

Signature

Name.....

Designation.....

Address.....

Seal of the Agency

Cost of the Tender Document Rs. 500/- in the form of
DD in favor of Deputy Director, RRIUM, Chennai

TENDER DOCUMENT FOR THE SUPPLY OF MANPOWER SERVICES

Tender No. 4/2021



क्षेत्रीययुनानीचिकित्साअनुसंधानसंस्थान
REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, CHENNAI
(Central Council for Research in Unani Medicine, New Delhi,
Ministry of Ayush, Govt. of India)

No.1, West Mada Church Road, Royapuram, Chennai - 600013,
PH – 044-2595 5519, Email: rriumchennai@gmail.com
CCRUM website: ccrum.res.in

TENDER NOTICE

Notice Inviting Tenders (NIT) for selection of Agencies to provide outsourcing **Manpower services** at Regional Research Institute of Unani Medicine, (RRIUM), Chennai – 600013

Dates & Information :

S.No.	Description	Date & Time
1	Documents download/issue	10-06-2021 at 10-30 AM
2	Date of Pre Bid Meeting with the intending bidders will be held Virtually. For Link please contact whatsapp no. 9884884310 / 8056233641 on the said date.	11-06-2021 11-45 am to 12-45 pm
3	Bid Submission starting	11-06-2021 at 11-30 AM
4	Last Date of submission of Tender with Earnest Money Deposit	01-07-2021 at 04-00 PM
5	Bid opening (Technical bid)	02-07-2021 at 11-30 AM
6	Financial Bid	Will be intimated to those who qualify in Tech. bid

About the Institute:

Regional Research Institute of Unani Medicine, a unit of Central Council for Research in Unani Medicine, New Delhi (CCRUM), under Ministry of AYUSH Govt. of India is occupied on 3 acres of land with 3 Floors of Main Building, New Pharmacy Block and New Hammam Block. This is a Research Institute consists of General Out-Patient Department, Research OPD, In-patient Department, Laboratories, Pharmacy, Survey of Medicinal Plants Unit, Herbal Garden, Kitchen, Drug Standardisation Research Unit etc.

Details of Tender:

1. Sealed tenders are invited from reputed, registered and licensed agencies who can supply of Manpower at RRIUM, Chennai for a period of **OneYear** and may be extended on the same terms and conditions with the approval of competent authority.
2. The agency should have experience in providing Manpower in reputed organizations / major hospitals preferably in Govt./Public Sector for atleast **Three Years**.
3. A set of tender documents can be obtained from this Institute between 11.00 am and 4.00 pm on any working day before **30-06-2021** and also it can be downloaded from the website: www.nrriumsd.in. The cost of tender document is **Rs.500/- (Rupees Five Hundred only)** which may be paid in the form of Demand Draft drawn in favor of Deputy Director RRIUM, Chennai. If tender document is downloaded from websites then also a DD of Rs.500/- towards the cost of the tender document is to be attached.

4. Tender document consists of the following:-

- Annexure – A : Scope of Work

Technical Bid Includes (Annexure B,C,D,E,F)

- Annexure – B : Checklist of Information to be provided along with the Tender Document
- Annexure – C : Details of organizations in contract (last 3 years)
- Annexure –D : Declaration by the Tenderer about its Structure C & Organization
- Annexure – E : Undertaking – Details of Experience
- Annexure – F : Proforma of declaration

Financial Bid Includes (Annexure G)

- Annexure – G : Financial Bid

5. Sealed Tenders with separate covers of Technical and Financial bids have to be filled in the prescribed Proforma Superscript in Bold Letters **“TENDER FOR MANPOWER”** and addressed to the Deputy Director, Regional Research Institute of Unani Medicine , No.1, West Mada Church Road, Royapuram, Chennai – 600 013 should reach on or before **01-07-2021 (04-00 pm) in person or by speed post/courier. Postal delay will not be entertained.**
6. The total Tender value is **Rs. 1,50,00,000/- (Rupees One Crore fifty lakhs Only).** Along with the technical bid, an **EMD of Rs.3,00,000/- (Rupees Three Lakhs only)** is to be deposited in the form of Demand Draft in favour of **“Deputy Director, RRIUM, Chennai,”** . The Tenders without EMD will be summarily rejected.
7. The Technical Bids shall be opened at **01-00 PM on 02-07-2021** in the presence of such tenderers or their authorized representatives who may wish to be present.
8. The tenderers whose technical bids are accepted will be intimated about the date of the opening of financial bid.
9. Tenders received after the closing date and time due to Postal delay or delay due to any other reason shall not be considered.

DETAILED GUIDELINES & INFORMATION:

A. Eligibility Criteria:

1. The Tenderer must have an average annual turnover of Rs.1,50,00,000/- (Rupees One Crore fifty lakhs only) during the last three years.
2. Copies of the following documents should be submitted along with the Technical Bid.
 - a) Audited Income Tax Expenditure statement for the period of three years from 2017-18, 2018-19 and 2019-20.

- b) Goods and Service Tax (GST) duly registered with Commercial Tax Department
 - c) Copies of Labour License issued under Contract Labour (R & A) Act by Licensing Officer of Central / State Government.
 - d) ESI & PF Registration with payment details for last three years from April 2017 to March 2020
 - e) PAN/ TAN No..
 - f) Company / Proprietorship/Partnership Registration Certificate
 - g) The Tenderer should submit details of proprietor/Partners/Directors.
3. The Tenderer should have sufficient employees as detailed in Annexure 'A' on its rolls or rolls of its associates, specifically trained for the work. Full list of the employees, viz., Name & Designation should be attached with the technical Bid. Document in support of ESI, EPF deductions, should be attached with the Technical Bid. Details of the health and safety measures, the agency takes for its workers should also be attached with the technical bid.
4. Tenderers should submit "**Satisfactory Service**" Certificates from their previous client/Employer as supporting documents in Tech. bid, failing which the information will be treated as invalid.
5. The Deputy Director, RRIUM, Chennai reserves the right to relax/cancel any condition.
6. Submission of EMD of Rs.3,00,000/- (Rupees Thre Lakhs Only) is to be deposited in the form of DD in favor of Deputy Director, RRIUM, Chennai.

B. INSTRUCTIONS FOR SUBMISSION OF TENDERS :

1. The Tenderers are required to submit two separate bids i.e., Technical and Financial Bid as per prescribed Proforma. The two bids should be submitted in two separate sealed envelopes with superscript (in Bold Letters) **“Technical Bid” for Manpower in RRIUM, Chennai** and **“Financial Bid” for Manpower in RRIUM, Chennai**. Both sealed envelopes should be put in a third sealed envelope with superscript **“BIDS FOR MANPOWER”**. **The bid shall be valid for 180 days from the date of opening of financial bids.**
2. The declaration in the prescribed Proforma (Annexure E) enclosed should be submitted along with the Technical Bid.
3. All entries in the Tender form should be readable and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. The bid shall contain no alterations. Omissions or additions except to correct errors made by the Tenderer, and in such case all the corrections must be authorized/signed and dated by the person or persons signing the bid. Corrections and overwriting are not permitted in financial bid.
4. Tender incomplete in any form will be rejected outright; Conditional Tenders will also be rejected outright. Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by RRIUM, Chennai.
5. The closing date and time for receipt of tenders will be **04-00 PM** on **01-07-2021**. The Technical Bid shall be opened at **01-00 PM on 02-07-2021** at Regional Research Institute of Unani Medicine, Chennai, in the presence of the authorized representatives of the Tenderer, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the tenderers whose technical tenders are accepted will be informed about the date and time for opening the Financial Bids

6. A formal contract shall be entered into with the successful tenderer. In this contract the successful tenderer shall be defined as “Contractor”.
7. The successful Tenderer will have to deposit a Performance Security Deposit of 5% of the total contract value of one year in the form of DD/Banker cheque, Bank Guarantee drawn in favour of Deputy Director, RRIUM, Chennai
8. The successful Tenderer will have to deposit the performance Security Deposit before commencement of the work; otherwise the contract will be cancelled.
9. The competent authority of RRIUM, Chennai reserves the right to withdraw/relax any of the terms and conditions mentioned above
10. The competent authority of RRIUM, Chennai reserves the right to reject tenders in whole, or in part, without assigning any reasons thereof.

C. BID EVALUATION :

1. The Tenderer should fulfill all the eligibility criteria for qualification. Only such Tenderer who fulfill these criteria will be technically shortlisted for opening of the financial bid.
2. The Tenderer will further be liable for disqualification if it has:
 - I. Made misleading or fall representation or deliberately suppressed the information in the form, statement and enclosures required in the tender document.
 - II. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses, unsatisfactory performance not remitting the statutory deductions in time including short remittance etc

- III. If the Tenderer or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for any reason by any organization at any time or ever been convicted by a Court of Law, their application will be summarily rejected.

All Tenderers who qualify based on technical bid shall be informed to attend the financial bid on prescribed date and time.

Minimum Qualifying Criteria for Technical bid

S.No.	Criteria	Eligibility
1	Total years of experience in the field of Supply of Manpower services	3 years' experience.
2.	Total Annual Turnover in the business of providing Manpower services. (determined from last 3 years balance sheet)	Rs.1,50,00,000/- (One Crore fifty lakhs only)
3.	Total Number of Manpower (determined from Form 9A EPF& 5 Return of contribution to ESI) provided by the firm.	50 persons with all their credentials
4	Work performance	Satisfactory work performance certificate from previous organizations.
5.	Submission of EMD	DD of Rs.3,00,000(Rupees Three Lakhs only) in favour of Deputy Director, RRIUM, Chennai
6.	Tender document cost	DD of Rs.500 (Rupees Five hundred only) in favour of Deputy Director, RRIUM, Chennai

FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL TENDERER

1. The financial bid of technically qualified bidders will be opened.
2. The contract will be awarded on L-1 basis i.e. financial bid with the lowest charges.
3. In case of amount quoted by two or more agencies being same (i.e. Tie bidders), the lowest will be decided by draw of lots which shall be conducted in the presence of tie bidders. The same has to be accepted by tie bidders and no further discussion will be entertained.
4. The RRIUM reserve the right to choose the bidder irrespective of L1/L2 most suited and responsive to its requirement
5. The RRIUM is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
6. **Abnormally low service charges (less than or equal to TDS) will not be accepted and the rate of TDS will be computed @ 2 % of the bill amount before tax.**

Format for submitting financial bid and mechanism for payment:

1. Tenderers will quote the rates taking into account the scope of manpower mentioned and rates should be quoted for a month as per format mentioned in Annexure-G. For the purpose of comparison of financial bid, the total amount (inclusive of Taxes, Levies etc.,) will be added and technically shortlisted Tenderers whose quoted rates (inclusive of All Taxes, Levies etc.,) for total period of validity of contract i.e. one year and the lowest will be selected.
2. **Fall Clause:** The rates charged for the outsourced services by the Tenderer shall in no event exceed the lowest price of identical services

being provided by the Tenderer to any person/organization including any department of Central Government or any department of State Government or any Statutory undertaking of the Central or State Government, as the case may be during the currency of the contract except when the increase is due to statutory dues and levies.

3. **Tolerance Clause:** The organization reserves the right to increase the quantum of work by 25% on pro rata basis.
4. **Payment:** Payment will be made every month subject to production of satisfactory performance report and remittance receipt of ESI, EPF, amount credited into employee bank account and PT (as applicable) of previous month along with the bill.
5. No escalation of rates quoted will be allowed during the period of the contract except due to revision by **Central Council for Research in Unani Medicine, New Delhi** or revised statutory provision (ESI, EPF)
6. In case of any attempt for cartelization by Tenderers with a view to hike up the prices, all bids will be rejected and such Tenderer will be blacklisted and bid security will be forfeited.

D. PERFORMANCE SECURITY :

1. The successful tenderers will submit performance guarantee equivalent to 5% of the total contract value of one year in the form of bank guarantee/FDR from any scheduled bank. The performance security shall be furnished within twenty-one(21) days or earlier from the date of receipt of communication from the Institute informing “ **AWARD OF CONTRACT**”
2. The performance security shall remain valid for a period of 3 months beyond the date of completion of all contractual obligations of the contract.
3. Failure of the firm to submit the above mentioned performance security shall constitute sufficient ground for the annulment of the contract and forfeiture of the Bid Security.

E. REPORTING & PENALTIES FOR QUALITY ASSUARANCE :

Reports to be submitted by the Tenderer

1. A daily report of the manpower on duty.
2. A monthly feedback report from the user areas as based on key performance indicators (KPI).
3. A centralized complaint reporting and redressal mechanism to be manned by the Tenderer. The redressal has to be certified by the complainant.
4. Any other reporting mechanism as desired by the Institute

Penalty Clauses

In case the contractor fails to commence / execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, the Institute reserves the right to impose the penalty as detailed below:

Offences	Penalties (In Rupees)
Not found displaying photo ID	Rs.20/- per instance
Indulging in smoking /drinking /Tobacco chewing/sleeping or any other misconduct during duty hours	Rs.100/- with removal of the offender
Unsatisfactory performance, individual complaint	Rs.100/- per instance
Adverse report by adhoc Committee for inspection	Rs.500/- per instance
Complaints are not registered or not redressed	Rs.200/- per instance
For any other breach , violence or contravention of any terms and conditions	Rs.500/- will be imposed per day
In case the service remains consistently unsatisfactory for a period of more than 2 weeks.	Penalty of 5% of the annual contract value will be imposed

- a) 2% of the cost of agreement (Annual cost to Institute as quoted in tender per week up to 2 weeks delays for non- execution of contract after award of work .
- b) After 2 weeks delay, the Institute reserves the right to cancel the contract and withhold the agreement and get this job to be carried out from L-2 Tenderer. The defaulting L-1 Tenderer may be debarred /blacklisted for a period of 4 years. The security deposited by the contractor shall also be forfeited.
- c) During interim period of award of work and taking over the contracted work by the successful Tenderer, the ongoing system by earlier service provider will continue.
- d) In case of default / cessation of work by the service provider during the currency of contract, the organization reserves the right to make interim alternate arrangements from the market /L2 /L3 Tenderers and any excess amount payable arising thereof will be the liability of the defaulting service provider.
- e) The amount payable for the preceding month will only be released after certification of satisfactory performance. Penalty will be recovered from the performance security and the Tenderer will have to deposit the corresponding amount before release of further payments.
- f) In case of any damage / lost / theft of property attributed to the personnel deployed by the service provider, the cost of the same will be recovered from service provider.

F. OTHER TERMS & CONDITIONS:

1. The contractor shall obtain a license under Contract Labour (R&A) Act 1970 (if applicable) and also submit a copy of such license duly attested, to the Institute. No payments would be released till the contract license is submitted to the Institute. Moreover, he shall abide by all the necessary provisions of various Labour Laws /Acts, ESI/Bonus, Workmen's Compensation, EPF and any other laws and rules applicable, in this regard. It shall be the duty of the service provider to get EPF code number allotted by Regional Provident Fund Commissioner (RPFC) against which the EPF subscription, deducted from the payment of the personnel engaged and employer's amount of contribution should be deposited with the respective EPF authorities within 7 days of close of every month. In the eventuality of the contractor failing to remit employee/employer's contribution towards EPF subscription etc. within the stipulated time, the administrative head of the Institute is entitled to recover equal sum of money from any payment due or accrue to the contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged. The contractor shall issue EPF Pass Book/ESI card to every worker and shall supply the code Number allotted by the local ESI/EPF authorities. The Service Provider shall ensure compliance within 90 days of the award of work. If any change is required on part of Institute, a fresh list of personnel shall be made available by the contractor after each and every change.
2. It shall be the sole responsibility of the contractor to abide by all statutory rules & regulations (eg. ESI, EPF, MW & PT etc.) as applicable from time to time and no separate claims for the same shall be entertained by the organization.
3. The contractor shall furnish proof of payment of all the legal entitlements to the workers, besides wages on a monthly basis.
4. If on account of non-compliances with the provisions of any laws, Institute is called upon to make any payment to or in respect of his employees, the service provider shall fully reimburse to Institute all such payment and

Institute shall be free to make deductions on this account from the amount of Security Deposit, in which case, the contractor shall immediately pay to the Institute such amount as may be necessary to make up the required security Deposit, or from the dues which may be payable by the Institute to the contractor. The contractor will sign an Indemnity Bond in favor of Institute to this effect. No liability, whatsoever shall attach to the Institute on account of or any failure on the part of the service provider to observe these regulations.

5. In case, any person engaged by the contractor is found to be inefficient, quarrelsome, infirm, and invalid or found indulging in unlawful or union activities, the contractor will have to replace such person with a suitable substitute at the direction of the competent authority.
6. The Institute shall not provide any sort of accommodation to the personnel deployed by the contractor and no cooking/lodging will be allowed in the premises of the Institute at any time.
7. If any complaint of misbehavior and misconduct by personnel of the contractor comes into the knowledge of the Institute authorities then responsibility for all such activities shall be of the contractor and any loss owing to negligence or mishandling by the personnel employed by the contractor, the contractor shall himself be responsible to make good for the losses so suffered by the Institute.
8. The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of Institute or do anything which may cause unnecessary disturbance or inconvenience to other persons working there as well as to the general public in the Institute premises and near to it.
9. The Institute will deduct Tax at source (TDS) under section 194-C of the Income Tax Act, 1961 from the contractor.
10. The contract can be terminated by the first party (Head of Institute) by giving one month prior notice. The second party (Contractor), if so desire to terminate the contract will be required to give two months prior notice

(in writing) or till Institute is able to make alternative arrangements, whichever is earlier.

11. The contractor shall not engage the personnel below the age of 18 years. All the personnel deployed by the contractor shall be medically fit and their antecedent be verified prior to the deployment in the Institute. Persons at higher risk should be vaccinated against Hepatitis 'B' and Corona Vaccination
12. The other details like age, qualifications & etc required for each post (mentioned in Annexure-A) will be given to the agency at the time of awarding the contract.
13. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all compensation/damage/expenses/fines. The concerned contractor personnel shall attend the Court as and when required.
14. If as a result of 'post payment audit' any overpayment is detected in respect of any work done by the contractor or alleged to have been done by the contractor under the tender, The excess amount shall be remitted by the contractor.
15. The contract will be valid for a period of **one year** from the date of commencement and can be extended on the same terms and conditions with the approval of competent authority.
16. The contractor shall not engage any sub-contractor or transfer the contract to any other service provider.
17. The contractor has to maintain all the appropriate records at his own cost as required by various Government departments. In case of any violation of any statutory provisions under any applicable law related to the work, the liability for the same shall devolve on the contractor and not on Institute administration.

18. The contractor shall be responsible for all acts of omission/commission in the Institute by his employees during the course of discharge of their duties at the Institute. The Institute will not be responsible for any mishap while dealing during the described scope of work because of such acts of omission/commission.
19. Persons suffering from contagious or infectious disease shall not be employed or permitted to work in Institute & it reserves its rights to examine any of the workers of medical fitness without prior notice. Expenses, if any incurred by the Institute on medical examination of such employees, shall be borne and paid by the contractor.
20. The contractor will be required to remove or replace any of its personnel whose duty has not been found satisfactory or whose presence in the Institute premises is considered undesirable by the authorities.
21. The service provider (Contractor) shall disburse the monthly wages to its personnel deployed in the Institute on or before 7th of every month through ECS. The service provider shall invariably claim the monthly bill from the client (RRIUM) after making the payment to all personnel deployed alongwith the proof of payment made. The monthly claim should contain the details like EPF, ESI, other deductions etc and net payment credited to the bank account of the each personnel deployed in the Institute by the contractor.
22. The Client (RRIUM) shall make every effort to settle the monthly bill raise by the Contractor within 15 days of the receipt of the said bill from the Contractor.
23. The contractor will have to deposit the proof of depositing employee's contribution towards EPF, ESI & PT etc. of each employee every month.
24. The contractor shall submit a certificate along with each bill to the effect that the payment has been made to the personnel as per acquaintance roll and all labor laws obligations have been complied.

25. The contractor / agency will be responsible as employer of his/her own staff in maintaining security records and shall maintain all records furnished under Contract Labor (R &A) Act, EPF Act and records under various act, Rules applicable to the contractor which should be made available to the Deputy Director, RRIUM, Chennai as and when demanded.
26. The Contractor shall cover its personnel under insurance for personal accident and/or death whilst performing the duty.
27. The personnel of the contractor shall not be the employees of the client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The contractor shall make them known about this position in writing before deployment under this agreement.
28. The number of persons required for the Man power service is 20 as per the Annexure - A
29. The Institute reserve the right to increase or decrease the no. of persons required for the Man power services depending upon the requirement of particular post after approval from competent authority.
30. The Institute reserves the right to postpone/and/or extend the date of receipt/opening of rates/tenders or to withdraw the same, without assigning any reason thereof which will be notified only in the Councils website.
31. The Institute may terminate the offer/service contract if it is found later that the selected bidder is black listed/debarred on previous occasions by any of the Govt. departments/Institutions/Public Sector Undertakings/Local Bodies/Municipalities etc.
32. The Institute may terminate the service contract in the event of the successful bidder fails to furnish the Performance Security or fails to execute the service contract.

33. The Institute reserves the right to terminate the services of the appointed Man power agency without giving any notice whatsoever
34. Any dispute arising out of this agreement or that which may arise in future shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to Chennai jurisdiction only and entitled to withhold payments due to the Man power agency till it is resolved.

G. THE MONTHLY WAGES BILL HAS TO BE ACCOMPANIED WITH :

1. The bills have to be accompanied by exact data on personnel employed and the deployments have to be certified by authorized official of Institute on a daily basis.
2. Contractor shall provide Registration Numbers allotted by ESI authorities for each and every personnel deployed by them at Institute against this contract.
3. Particulars of the personnel engaged for the work are required to be submitted to Institute.
4. The contractor has to ensure that all personnel deployed have valid bank account and payment to their account every month and certified copy of payment has to be submitted along with bills.
5. Bills in detail may be drawn as per column given below:
 - Basic, VDA, ESI, EPF,
 - Service Charges
 - Service Tax, PT
 - Any other head under which payment sought
6. Proof of depository contribution towards EPF, ESI etc of each Employee for Previous month for both employer side and employee side. Amount credited into bank account of staff.

H. CERTIFICATE/AFFIDAVIT BY SERVICE PROVIDER:

The service provider has to submit adequate documentary proof of depositing of ESI, EPF, Service tax and PT in concerned authorities and has to submit an affidavit on non-judicial stamp paper of Rs.10/- that they have deposited the ESI,EPF contribution of actual numbers of personnel mentioned in the bill.

I. Force majeure:

Any failure or omission or commission to carry out the provision of this Agreement by the contractor shall not give rise to any claim by one party against the other, if such failure of omission or commission arises from an act of nature, which shall include acts of natural calamities such as flood, earthquake, from civil strikes, riots, curfew, embargoes or from any political or other reason beyond the party's control including war(whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.

J. Waiver:

At any time any indulgence or concession granted by the Institute shall not alter or invalidate the terms of the contract nor constitute the waiver of any of the provisions hereof after such time, indulgence or concession shall have been granted. Further the failure of Institute to enforce at any time any of the provisions of the contract or to exercise any option which is herein provided, shall in no way be construed to be waiver of such provisions nor in any way affect the validity of the contract or any part thereof or the right of Institute to enforce the same in part or in entirety of it. Waiver, if any, has to be in writing.

Annexure – A**SCOPE OF WORK/SERVICE PROVIDER'S RESPONSIBILITIES**

The Tenderer shall provide competent manpower as per the requirement of the Institute from time to time. The number of required manpower qualifications etc may be altered as per the change of norms of the Institute, details of which are as follows:

Details of required manpower at RRIUM, Chennai.

S.No.	Name of the Post	No. of Posts	Consolidated Amount per month Fixed by CCRUM, New Delhi
1.	Consultant (Asst. Admin.)	1 no	Rs. 38,000/-
2.	Consultant (Statistics)	1 no	Rs. 30,000/-
3.	Junior Hindi Translator	1 no	Rs. 24,000/-
4.	Data Entry Operator	7 nos	Rs. 20,000/- x 7
5	Laboratory Technician	3 nos	Rs. 20,000/- x 3
6	Pharmacist	1 no	Rs. 20,000/-
7	Compounder	1 no	Rs. 20,000/-
8	Multi Purpose Health Worker	1 no	Rs. 16,000/-
9	Assistant	3 no	Rs. 16,000/- x 3
10	Radiographer	1 no	Rs. 20,000/-
11	Staff Nurse	1 nos	Rs. 20,000/-
12	Kitchen Servant	1 no	Rs. 11,000/-
	Total	22 posts	

Note: The personnel deployed will have to perform the assigned duties along with other duties allotted as and when required. The work to be performed will be assigned separately to each worker from time to time.

Annexure – B**Deployment of Manpower at RRIUM, Chennai-600013****TECHNICAL BID**

(In separate sealed Envelope no.1 super scribed as “Technical Bid”)

S. No.	Particulars	Attached/Not attached
1.	Name & Address of the agency with phone number, email, and mobile	
2.	Constitution & Nature of firm (State whether sole proprietor/partnership firm/ limited company)	
3.	Year of establishment	
4.	Registration of your Firm /Company with the labour Commissioner under provisions of contract labour Act and its validity date. (Please attach copy)	
5.	Address of Branch Office at Chennai with contact details	
a)	Bank Details:	
b)	Name of Bankers & Branch with full address	
c)	Type of Account & Number	
d)	Name (s) of person (s) operating the account (enclose banker's certificate)	
6.	ESI Code with photocopy of registration certificate (Please attach copy)	
7.	Registration certificate of Provident fund commissioner. Enclose PF registration code allotted by the Regional Provident Fund Commissioner.	
8.	PAN No. (Attach copy)	

9.	GST Registration (Attach copy)	
10.	MSME registration no (Attach copy)	
11.	Please attach copy of Income Tax Return of last 3 years (Please attach copy)	
12.	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA	
13.	Power of Attorney/authorization for signing the bid	
14.	Performa as per Annexure-C containing	
	(a) details of works in other organization where such contracts were/are undertaken (attach supportive documents)	
15.	List of Arbitration cases (if applicable)	
16.	Do not leave it blank. If there are no such cases, write "Not Applicable".	
17.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.	
18.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for Deployment.	
19.	Details of at least one currently valid contract for similar work Proof of earlier completed similar works within last five years	
20	Undertaking to the effect that the workers to be deputed in RRIUM, Chennai shall be trained and qualified as per terms and conditions of the agreement	
21.	Undertaking to the effect that sufficient 'leave reserve' of personnel shall be maintained by the Agency	
22.	Undertaking to the effect that the personnel	

Annexure-C

Details of other organizations where contracts were undertaken during last three years (enclose supporting documents)

S.No.	Name & Address of the Organization with Contact No.	Nature & No. of Personnel Supplied	Period of Contractor	Whether Central Govt./State Govt./ (Pl Specify)	Amount of Contract (yearly)	Reason for termination (if currently not valid)	Self attested copies of work order may be attached
1							
2							

This information to be given in "Envelope No.1 along with Technical Bid for Contract for supply of Manpower Service.

(Signature & Stamp of the bidder)

ANNEXURE- D**Structure & Organization**

1. Name & Address of the Tenderer
2. Telephone No. / Email ID:
3. Legal status of the Tenderer (attach copies of original document the legal status)
 - a. A Society registered under the Societies Registration Act 1860
 - b. A Proprietary firm
 - c. A partnership firm
 - d. A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photocopy and give relevant page numbers).
5. Organization/Place of registration/ license Registration/license No.
6. Names and Titles of Directors & Officers with designation of the agency/contractor/firm/company.
7. Designation of individuals authorized to act on behalf of the organization
8. Was the Tenderer ever required to suspend operation for a period of more than one month continuously after the bidder commenced the operation? If so, give the name of the project and reasons of suspension of work.
9. Has the Tenderer or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandoned.
10. Has the Tenderer or any constituent partner in case of partnership firm, even been Debarred/ Blacklisted for tendering in any organization at any time? If so, give details

- 11.Has the Tenderer or any constituent partner in case of partnership firm even been convicted by a court of law? If so, give details.
- 12.Has the Tenderer any valid GST/VAT/Works, Contract Tax registration with the Sales Tax department?
- 13.Total number of employees along with their designations engaged by the Tenderer for the sanitation and Manpower services.
- 14.Any other information considered necessary but not included above

Signature of Applicant

Annexure – E**UNDERTAKING – YEARS OF EXPERIENCE**

Tender No. _____ Due for opening on: _____

Name of the Service _____

I/We/M/s _____ hereby declare that:

1. Our agency has been in business for a period of at least last 3 years in Sanitation & Manpower for which the relevant supporting documents are submitted.
2. Minimum Qualifying criteria for Technical Bid

S.No.	Criteria	Eligibility	Copies of Supportive documents with relevant page numbers
1	Total years of experience in the field of Manpower supply..	3 years experience	
2.	Total Annual Turnover in the Business of providing Manpower services (determined from last year balance sheet)	Rs. 1.5 Crores (One Crore fifty lakhs only)	
3	Total number of manpower (Determined from FORM 9A EPF & 5-Return of Contribution to ESI) provide by the firm	50 persons	
4	Work performance	Satisfactory work performance certificate from previous organizations	

3. We will be able to arrange for the required manpower, material, machine and other resources for the establishment of service as per the tender term within 15 days of award of contract.
4. We declare that we have necessary infrastructure/tie up for the maintenance of the equipment being used and enough manpower to cater to any additional need of Institute at short notice (any increase in required manpower), if any such need arises during the tenure of the contract.
5. We fulfill all the statutory requirements of the relevant labour laws of India.

**Signature of the Authorized Representative
of Tenderers.**

Name & Address with stamp

Annexure – F**PROFORMA OF DECLARATION**

1. Name of the Contractor
2. Full Address
3. Email Address
4. Phone Number

UNDERTAKING

I/We _____ do hereby declare that we have carefully read all the conditions of the tender schedule of the Regional Research Institute of Unani Medicine, Chennai for tender quoted for the supply of outsourcing personnel for Manpower services of Regional Research Institute of Unani Medicine, Chennai for a period of one year from the date of acceptance of tender and shall abide by all the conditions set in therein. The company is not/has not been blacklisted by Central/State Government/any PSUs/Private Sector for Non- Fraud and Non-Corrupt practices. 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 Authorized Representative
of Agency/Firm/Contractor**

Date:

Name:

Place:

Seal:

Annexure-G

FINANCIALBID**FINANCIALBID FOR MANPOWER****AT REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, CHENNAI****In Separate sealed Envelope No.2 superscribed as “Financial Bid”.**

Name and Address of the Tenderer

.....

.....

S.No	Name of the Post	Rate per month quoted by the tenderer									
		Consolidated amount fixed by CCRUM		E.P.F		E.S.I		Service charges		Total	
		(in Figures)	In Words	(in Figures)	In Words	(in Figures)	In Words	(in Figures)	In Words	(in Figures)	In Words
1.											
2.											
3.											

*EPF, ESI, GST and PT as applicable.

Financial bids of only those tenders who declared qualified technically shall be evaluated. **“Abnormally low Service charges (Less than or equal to TDS) will not be accepted and the rate of TDS will be computed @ 2 % of the bill amount before tax”.**

- i. Corrections, if any must be attested. All amounts shall be indicated both in words as well as in figures. Where there is a difference between the amount quoted in words and figures, the amount quoted in words shall prevail.

- ii. Payments shall be made by the Institute as per the terms and conditions of the Tender Documents.
- iii. The prices in the Price schedule shall be exclusive of any Service charge, Education Cess, Secondary and Higher Education Cess or any other applicable taxes as may be levied by the Government from time to time and same shall be charged in addition to the applicable rate.

I / We agree to execute the contract in accordance with the provisions of the tender document.

Signature

Name.....

Designation.....

Address.....

Seal of the Agency