

CLINICAL RESEARCH UNIT (UNANI)

Under Central Council for Research in Unani Medicine, Ministry of AYUSH Govt. of India, New Delhi



7987303156

Email- cruburhanpur@rediffmail.com

Saeeda Hospital Campus, Ganpati Naka, Burhanpur – (M.P.) 450331

Recent
colour
passport size
photograph

POST APPLIED FOR : Research Associate (Unani) / JRF (Unani)
(For Tribal Area Under TSP-Mobile)

1. Candidate's Name in full : _____
(In Block Letters)

2. Father's Name in full : _____

3. Address

(i) Postal Address : _____

(ii) Email Address : _____

(iii) Contact No. : _____

4. (a) Date of Birth : _____

(Based on Matriculation or School Leaving Certificate. An attested copy of certificate must be attached)

(b) Age as on 29.10.2018 : _____

5. Caste : _____

6. Examination Passed :

Examination Passed	Name of the School/College	University or Board	Year	Total Marks obtained	Percentage

7. Details of Employment : (Additional sheets can be added if needed)

Post Held	Organisation / Department	From	To	Nature of duties performed

8. Enrollment no. on the Central Register of CCIM or State Register of AYUSH :

9. Experience if any :

10. Publication if any :

11. Additional Information if any :

12. Enclosures :

DECLARATION

I declare that all statement recorded in the application form are true to the best of my knowledge and belief.

Place : _____

Date : _____

Signature of the Candidate in full.....

CLINICAL RESEARCH UNIT (UNANI)

**Saeeda Hospital Campus
Khandwa Road- BURHANPUR – 450331 (M.P.)**

Under Central Council for Research in Unani Medicine, Ministry of AYUSH Govt. of India, New Delhi-58

07987303156, 8109462242, 09827541428

Email : cruburhanpur@rediffmail.com

TENDER DOCUMENT

For

**Outsourcing of Manpower Services at Clinical Research Unit, Saeeda Hospital
Campus, Khandwa Road- BURHANPUR – 450331 (M.P.)**

Tender No. 01/2018 CRU-BRP/2018-19/449 dated 15/10/2018

TENDER INVITING AUTHORITY

RESEARCH OFFICER , INCHARGE-CRU BURHANPUR (M.P.) ON BEHALF OF DIRECTOR

GENERAL, CCRUM- NEW DELHI

Email-cruburhanpur@rediffmail.com

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 **07987303156, 8109462242, 09827541428**

Email : cruburhanpur@rediffmail.com

2- Notice Inviting Tender (NIT)

TENDER NOTICE NO. 1/2018

Clinical Research Unit (Unani), Burhanpur invites Sealed Tenders from reputed, experienced and financially sound Manpower Agencies for providing Pharmacist/Compounder, Data Entry Operator, Multi Purpose Health Worker and Assistant (each one post) on contractual basis. The Tender forms may be download from the CCRUM website: www.ccrum.res.in or may obtained from CRU Burhanpur on payment of Rs. 100/- (Rs. One Hundred Only) by cash or D/D . Those who downloaded the documents from website they should have submit tender with D/D of Rs. 100/- in favour of "Clinical Research Unit" at Burhanpur.

Tender may obtained from 10:00 a.m. to 01:00 p.m. (From 16/10/2018 to 20/10/2018)

Last date of Tender submission 30/10/2018 till 01: 00 p.m.

Any change/extension in due date will appear in the above website in future. No press note will be issued for any change.

3. TENDER SCHEDULE, DEPOSITS AND CONTACTS

1. TENDER-OBTAINING DATE : 16/10/ 2018 at 10 a.m. to 01:00 p.m.
2. LAST DATE OF BID SUBMISSION OF SEALED TENDER : 30/10/2018 till 01:00 p.m.
3. BID OPENING (First Envelop) : 30/10/2018 at 02:00 pm
4. OPENING of Financial BID ENVELOP : 30/10/2018 at 02:30 pm
5. NAME OF AUTHORITY : Dr. Shaikh Noor Mohammad
6. EARNEST MONEY : Rs. 5,000 /-
(Rs.Five Thousand only)
7. SECURITY DEPOSIT : Rs. 50,000 /-
(Fifty Thousand Rupees Only)
8. MOBILE NUMBER : 07987303156, 9827541428
9. E-MAIL ID : cruburhanpur@rediffmail.com

4. TENDER DOCUMENT (GUIDELINES)

FOR PROVIDING MAN POWER SERVICES

4.1

- a) Period of providing manpower service - one year extendable by next two years.
- b) Date & time for submission of Tender on all working days
from 16/10/2018 to 30/10/2018 Time 01:00 p.m.
- c) Date & time for opening of Tender on 30/10/2018 Technical Bid at 02:00 p.m.
Financial Bid at 02:30 p.m.

4.2 DEFINITION –

- 4.2.1 The "CRU" means Clinical Research Unit , Burhanpur (M.P.)
- 4.2.2 "Client" means the Clinical Research Unit , Burhanpur (M.P.)
- 4.2.3 "Bidder" means the firm or agency which participate in this tender and submits its bid.
- 4.2.4 "Manpower" means supply of various type of personal (Pharmacist / Compounder (Unani), Office Assistant/DEO, Multipurpose Health Worker (MHW) and Assistant etc.) which the contractor is required to provide for CRU-Burhanpur (M.P.)
- 4.2.5 "Agency" means service provider to CRU-Burhanpur (M.P.)
- 4.2.6 Letter of Intent – means the communication of the intention of the CRU-Burhanpur to bidder for the award of work read with bid documents.
- 4.2.7 "Work order" means the order placed after issue of the letter of intent by CRU-Burhanpur (M.P.) to the contractor signed by CRU-Burhanpur including all attachments there to and all documents incorporated by reference. There in if along with the letter of intent and bid documents constitutes the contract.

4.3 SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

4.3.1 Clinical Research Unit (Unani), Burhanpur running under CCRUM, Janakpuri, NEW DELHI an autonomous organisation Under patronage of Ministry of AYUSH, Govt. of India invites sealed tenders under two bid system i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower service providers for providing Pharamacist / Compounder (Unani), Office Assistant/DEO, Multipurpose Health Worker (MHW) and Assistant of outsource basis for a period of two years with a provision for further extensions by one year from the date of contract.

4.3.2 **CRU, Burhanpur** has tentative requirement for the following manpower.

Sr. No.	Name of post	Number of Post
1	Pharamacist / Compounder (Unani)	One
2	Office Assistant/DEO	One
3	Multipurpose Health Worker (MHW)	One
4	Assistant	One

4.3.3 Manpower would be deployed at the Tribal areas as per Tribal sub plan of Govt. of India under the Incharge, CRU- Burhanpur.

5. TENDER ELIGIBILITY CRITERIA

ELIGIBILITY CRITERIA OF BIDDER (OUTSOURCING AGENCY) :

- 5.1 The Bidder (Outsourcing agency) may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted who possess the required licenses, registrations etc as per law.
- 5.2 The Bidder shall have at least 5 years experiences of providing Manpower.
- 5.3 Proof of financial turnover with a minimum of Rs. 25 Lakhs per year during the last three years.
- 5.4 Office of the bidder should be existed in Burhanpur. If not, the same may arrange to establish immediately in Burhanpur within a period of 30 days of the award of work.
- 5.5 There should be no cases pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
- 5.6 The bidder should have possessed the Registrations and details of the same be provided in the Technical Bid with duly attested copies of the same enclosed with bid.
- 5.7 The bidder shall enclosed D/D of Rs. 5000/-as Earnest money deposit.
 - (a) PF Registration and ESI Registration
 - (b) Valid License issued by Regional Labor Commissioner, Govt. of India
 - (c) Registration under PSARA Act.
 - (d) Company PAN Number and GST Number

6. INFORMATION AND CONDITIONS RELATING TO SUBMISSION OF BIDS:

- 6.1 The Initial period of contract will be for Twelve months and it may be extended upon the basis of performance on the same terms and conditions on mutual agreement for next two years.
- 6.2 The TENDER DOCUMENT containing eligibility criteria, Scope of work, Terms & Conditions can be obtained from **CRU, BURHANPUR** on any working day, from 10:00 a.m. to 01:00 p.m. on payment of non refundable charges of Rs. 100/- by way of demand draft or Cash in favour of "Clinical Research Unit", payable at Burhanpur .The tender documents may also be downloaded from CCRUM website www.ccrum.nic.in and bids may be submitted online or by registered post or by hand at CRU Burhanpur before or on scheduled time of submission.
- 6.3 The Interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed **Cover-I** containing "**Technical Bid**" and sealed **Cover-II** containing "**Financial Bid**" should be place in a third sealed cover super scribed "**Tender for Manpower**" should reach **CRU, Burhanpur** before **01:00 p.m.** on **30/10/2018**. The bids will open on 30/10/2018 at **02:00 p.m.** in presence of authorized representative of the respective Tenderer.
- 6.4 All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- 6.5 The bid "(EMD)" without interest would be returned to the unsuccessful bidders within 30 days after finalization of contract.
- 6.6 As a guarantee towards due performance and compliance of the contract work, the successful bidder (agency) will deposit **Rs. 50,000/- (Rupees fifty thousand only)** towards Security Deposit by way of Bank Guarantee or demand draft in favor of **Clinical Research Unit, Burhanpur** drawn on any Nationalized/Scheduled Bank and payable at Burhanpur.
- 6.7 The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.

- 6.8 The bid shall be valid and open for acceptance of the Research Officer Incharge, **CRU, Burhanpur** for a period 60 days from the date of opening of the tenders and no request for any variation in **quoted rates for Service charges** and/withdrawal of tender on any ground by successful bidder shall be entertained.
- 6.9 To assist in the analysis, evaluation and computation of the bids, the Research Officer Incharge, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- 6.10 After evaluation of lowest service charge bidder, names of the manpower selected by the constituted **Selection Committee** shall be communicated to the Agency. In case two or more agencies are found to have quoted the same rates of **SERVICE CHARGES**, the constituted committee, Burhanpur shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc.
- 6.11 **CRU, Burhanpur** reserves the right to accept or reject any or all bids without assigning any reasons. **CRU, Burhanpur** also reserved the right to reject any bid which in his opinion is non responsive or violating any of the condition/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

7. TERMS AND CONDITIONS

- 7.1 The agency will make arrangement for Police verification and Health check-ups before final deployment of respective person. The Constituted Committee will select manpower on the basis of eligibility criteria provided by the competent authority. The Agency will get their antecedents, character and conducts verified Adhar Card and submit a copy of the same document to **CRU, Burhanpur** for record.
- 7.2 The full particulars of the personnel to be selected by the authority, including their names and addresses shall be furnished by the agency before they are actually deployed for the specified jobs.
- 7.3 The agency shall not deploy or shall discontinue deploying the person(s), whether the **CRU, Burhanpur** is desired whatsoever.
- 7.4 The Nodal Officer, nominated for the said **Mobile Healthcare Programme** will provide duty chart and responsibilities to each selected person and monitor performance of the person and verified respective bill.
- 7.5 The agency shall ensure that the personel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the **CRU, Burhanpur /Govt. of India/any state or any Union Territory.**
- 7.6 The day-to-day functioning of the services rendered by the persons shall be carried out in consultation with the nominated Nodal Officer of this Institute and under direction of the Research officer Incharge, CRU, Burhanpur. Proposals for efficient functioning of Health care programme at ST villages shall be discussed, considered and implemented from time to time by the Nodal Officer as well as Incharge, **CRU, Burhanpur**
- 7.7 The agency shall be solemnly responsible for compliance to the provisions of various laws regarding EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it to **CRU, BURHANPUR**, for any accident caused by them the institute will not be liable to bear any expense in this regard. The Agency shall make payment of remunerations to workers engaged by it by the stipulated date (1st week of every month) irrespective of any delay in settlement of the bill by the **CRU, BURHANPUR.**

- 7.8 In case of any theft or negligence of duties or loss or other offences, the agency will investigate itself and submit a report to **CRU, Burhanpur** and maintain liaison with the police. FIR will be lodged by CRU, Burhanpur, wherever necessary. If needed a joint enquiry comprising of both the parties shall be conducted and responsibility may be fixed.
- 7.9 In case of any loss that might be caused to the **CRU, Burhanpur** due to lapse on the part of the discharging responsibilities **CRU, Burhanpur** will deduct remunerations of the respective person.
- 7.10 Deployed person will be eligible for one day leave in every calendar month. If absences beyond one day leave occur, payment will be deducted on the basis of muster roll signed by the Nodal Officer.
- 7.11 The **CRU, Burhanpur** shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
- 7.12 There would be no increase in remunerations payable to the agency during the contract period except in cases of revision of remuneration or GST by the competent authority.
- 7.13 The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department as TDS
- 7.14 In case of non compliance/performance of the duties by the manpower according the terms of the contract, **CRU, BURHANPUR** shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
- 7.15 The agency shall be solemnly liable for all payment/dues of the workers employed and deployed by it. The agency shall fully indemnify **CRU, BURHANPUR** against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labor or other laws to the extent they are applicable to establishment / work in **CRU, BURHANPUR** premises/facility.
- 7.16 The decision of **CRU, BURHANPUR** in regard to interpretation of the term & condition and the agreement as final will be enforced strictly on the agency.
- 7.17 In case of any dispute between the agency and **CRU, BURHANPUR** shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at **BURHANPUR.**

- 7.18 In case of any dispute or differences arising under the terms of the agreement the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Incharge, CRU, Burhanpur. The provisions of arbitration and conciliation Act 1996 shall be applicable. Any violation of instructions/agreement or suppression of fact will attract cancellation of agreement without any reference.
- 7.19 Post wise eligibility criteria for manpower to be selected Annexed.
- 7.20 Disbursement of wages to its employees should be made within first week of the month irrespective of clearance of the bill by the client.
- 7.21 The contractor and the employees of the contractor shall be penalised for any type of misconduct on the part of contractor / its employees with and amount of Rs. 500/- per instant or more as deemed fit the designated officer of **CRU BURHANPUR**.

8. CHECK LIST OF DOCUMENTS REQUIRED FOR TECHNICAL BID SCRUTINY

The list of documents required to be enclosed with Technical bid to become eligible to be considered for Technical scrutiny.

- 1) Demand Draft or (Pay receipt) of Rs. 100/- drawn in favour of "Clinical Research Unit" Burhanpur.
- 2) D/D of Earnest money deposit (EMD) of Rs. 5,000/- (Rs. Five thousand only).
- 3) Details with certificate or testimonials of similar work of approximate magnitude and duration carried out.
- 4) Copies of registration Certificate with Income Tax, Service Tax, ESI, PF, Labour Commission and other Statutory bodies mentioned in Technical Bid.
- 5) Duly filled and signed acceptance Certificate as per Annexure VI.
- 6) Complete copy of the Tender document duly signed / stamped on all pages.
- 7) Copy of last return of Income Tax.
- 8) Audited financial statement (Balance sheet) certified by Chartered Accountant for last three years.
- 9) Copy of trade license.
- 10) Performance certificate from clients for successfully executing similar works.
- 11) An undertaking that bidder has not been black listed by any Government organisation during last three years.
- 12) Power of Attorney / Authorization for signing the bid documents.
- 13) Details of firm / company setup and establishment.
- 14) Undertaking that no case is pending with police against the firm / proprietor / partner or the company.
Certificate of clearance from local police station.

9. ANNEXURES

Annexure-I

AGREEMENT

This agreement is made at BURHANPUR on the _____ day of _____ 2018 between Research Officer Incharge, **CRU Burhanpur**, having its office at: **CLINICAL RESEARCH UNIT (UNANI), BURHANPUR** (herein after called 'Client' which expression shall, unless repugnant to the context or meaning there of be deemed to mean and include its successors, legal representative and assigns) of the First Part.

SECOND PART

M/s. _____

(Hereinafter called the 'Agency' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part**.

WHERE AS The 'Client' is desirous to engage the 'Agency' for providing Manpower for **CRU BURHANPUR** at **BURHANPUR** on the terms and conditions stated below:

- 1) The Agency shall be solely responsible for compliance to provision of various laws applicable and all statutory obligations, such as Compensations, EPF, Bonus, Gratuity, ESI, etc relating to Manpower deployed in **CRU BURHANPUR**. The 'Client' shall have no liability in this regard.
- 2) The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at **CRU BURHANPUR** site. The 'Client' shall have no liability in this regard.
- 3) Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
- 4) The contract can be terminated by giving one month notice on either side.
- 5) In case of non-compliance with the contract, the '**Client**' reserves its right to:
Cancel/revoke the contract at any time without serving any notice.
- 6) Security deposit equal to 50,000/- value (refundable without interest after two months of termination of contract) in the form of Pay order/Demand Draft or Bank Guarantee shall be furnished by the '**Agency**' at the time of signing of the Agreement. The security deposit shall be liable to be forfeited, in case of violation of any terms of the agreement by the '**Agency**'.
- 7) The '**Agency**' shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in **CRU BURHANPUR** site.

- 8) The Persons provided by the 'Agency' will not claim to become the employees of **CRU BURHANPUR** and there will be no Employee and Employer relationship between the personnel engaged by the '**Agency**' for deployment in **CRU BURHANPUR**.
- 9) There would be no increase in rates payable to the 'Agency' during the contract period except revised by CCRUM, New Delhi.
- 10) The '**Agency**' also agrees to comply with terms and conditions and amendment thereto, from time to time.
- 11) 11. Decision of '**Client**' in regard to interpretation of the terms and conditions and the agreement shall be final and binding on the '**Agency**'.
- 12) 12. The '**Agency**' shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The '**Agency**' shall keep the '**Client**' fully indemnified against liability of tax, interest. Penalty etc. of the '**Agency**' in respect thereof, which may arise.
- 13) In case of any dispute between the '**Agency**' and '**Client**' the latter shall have the right to decide. However. Jurisdiction in respects of all or any dispute arising out of this Agreement shall lie with the local courts located at: Burhanpur.
- 14) If the Employed personnel are not found suitable, Agency will replace them with any other suitable person.
- 15) Deployed persons will not be entitled to any leave. If they do not attend office on any working day. **CRU, Burhanpur** will not release payment for that particular date.
- 16) Agency will submit monthly bill separately showing service tax (as applicable) for payment. In subsequent monthly bill, agency will produce documentary evidence regarding payment of **EPF, ESI, Service Tax** etc. to the concerned department.
- 17) Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement with any reference or any notice period.
- 18) 'Agency' will submit the EMD of Rs. 5,000/- Five Thousand in the form of D/D in favour of CRU- Burhanpur payable at Burhanpur, same will be refunded to the agency within 30 days of finalization of contract without any trial.
- 19) The Successful '**Agency**' (Bidder) shall submit a performance bank guarantee of Rs. 50,000/- (Rs. Fifty Thousand only) as security deposit within 10 days from the date of issue of letter of intent.

The performance bank guaranty shall remain valid for a period of 12 month from date of issue of letter of intent. In case bidder fails to submit the said guaranty within the given time, the EMD amount will be forfeited & contract will be terminated. Also, the performance bank guaranty will be forfeited in case of any future breach of contract.

This Agreement comes into effect from days of, 2018 and shall be valid for a period of one year, from the date of commencement.

In witness whereof, both the parties / or have hereunto set their respective hands and seals the day and year mentioned herein above at Burhanpur, in the presence of the following witnesses :

For and on behalf of the 'Agency'

For and on behalf of the **CRU BURHANPUR**

(Signature of the authorized official)

(Signature of the authorized official)

(.....)

Name of the Official _____

Stamp / Seal of the 'Agency'

SIGNED, SEALED AND DELIVERED

On behalf of the 'Agency' in presence of

On behalf of the **CRU BURHANPUR** in Presence of

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

TECHNICAL BID**INVITES QUOTATION FOR OUTSOURCING OF MANPOWER**

(In separate Sealed Cover-1 super scribed as Technical Bid)

<p>1. Name & Address of the Tendered Organization/ Agency with phone number, e-mail address and telephone/ mobile number of contact person.</p>	
<p>2. Experience in work of providing In following format manpower- particulars of experience (attach certificate/testimonials). This shall cover the details of work of similar nature, approximate magnitude and duration carried out</p>	

S. No.	Name of organization with complete address and telephone number to whom services provided	From	To	Contract amount (Rs. Per month)	Reason for termination, if any

<p>3. Set-up of your organization- clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service:</p> <p>a. Is the establishment registered with the government-please give detail with document/evidence.</p> <p>b. Do you covered by the Labour licence-please provide details and attach a copy of license to manpower</p>	
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<p>4. Are you covered by the Labour Legislation such as legislation such as ESI, EPF, Gratuity Act etc.</p>	
<p>5. Please give</p> <p>EPF No.</p> <p>ESI code:</p> <p>Gratuity Act Regn. No.</p>	
<p>6. Please attach copy of last return of income tax</p>	
<p>7. Please attach balance sheet of the company duly certified by Chartered Accountant for last three (3) year</p>	
<p>8. PAN No. (Please attach copy)</p>	
<p>9. GST No. (please attach copy)</p>	
<p>10. Trade License No. (Please attach copy)</p>	
<p>11. PSARA Registration No. (Please attach copy)</p>	
<p>12. Acceptance of Term & Condition attached (yes/no). Please sign each page of term and condition as token of acceptance and submit as part of tender document</p>	
<p>13. Power of Attorney/Authorization for signing the bid documents</p>	
<p>14. Please submit an undertaking that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency). In addition to the undertaking, the firm shall produce certificate/verification form local police station. Indicate any convictions in the past against the Company/Firm/Partner.</p>	

<p>15. Details of the DD/Pay order for the 5000/- toward earnest Money CRU, Burhanpur</p> <p>DD/PO No.</p> <p>Date:</p> <p>Drawn no.</p>	
--	--

Declaration by the Tendered

This is to certified that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake my self/ourselves to abide by them.

- 1. DD/Pay Order No.....**
- 2. Term & Condition (each page must be signed and sealed)**
- 3. Financial Bid.**

(Signature of Tender with Seal)

Name.....

Seal.....

CLINICAL RESEARCH UNIT (UNANI) BURHANPUR

Annexure-III

FINANCIAL BID

(In sealed cover-II Super Scribed "Financial Bid")

TENDER FOR DEPLOYMENT OF MANPOWER

S. No.	Particulars of Manpower	Unit	Rate per person /Per Month Fixed by CCRUM New Delhi) (in RS)
1.	A. Pharmacist/Compounder (unani)	One	Rs. 20,000/-
	B. Office assistant	One	Rs. 20,000/-
	C. Multipurpose Worker	One	Rs. 16,000/-
	D. Assistance	One	Rs. 16,000/-
2.	Total amount (A+B+C+D)		Rs. 72,000/-
3.	EPF/ESI as per admissible rates to be deducted by the agency (out of the remuneration paid) before making payment to outsourced personnel's.		
4.	Service charges- Percentage to be levied by the agency on the remunerations (on total amount arrives at Sr. No.2) Service charge of agency would be @Rs.(....) % of billing amount.		
5.	GST (as admissible)		

Billing amount =Gross monthly payment made to employ posted at CRU-Burhanpur on the basis of monthly attendance as per consolidated wages fixed by the CRU-Burhanpur.

Declaration by the Bidder:

This is to certify that I/We before signing the tender have read and fully understood all the terms and conditioned herein and undertake myself / ourselves to abide by them :

Note:

1. No other charges would be payable by client (CRU, Burhanpur)
2. There would be no increase in remuneration till its approval received from competent authority during the Contract period.
3. Selection of the Manpower (mentioned above) will be finalized by the Institute. For this purpose agency will provide not less than five names (for each categories) along with copies of their testimonials. If required candidate will be called personally before deployment for fitness of their eligibility criteria.
4. Cutting or overwriting will not be entertained .
5. Price schedule (The tenders will be evaluated) on the service charge levied on the billing amount.

(Signature of Tenderer with seal)

Name

Seal

THE DETAILS OF CATEGORIES OF MANPOWER REQUIRED

Minimum- Qualification, Responsibilities and Consolidated Pay given below -

S. No.	Post Categories	No. of post	Minimum Qualification	Consolidated pay per month (in Rs.)	Rules & Responsibilities
1	2	3	4	5	6
1.	Pharmacist / Compounder (Unani)	01	<p>Age- Upto 28 years Essential :</p> <ol style="list-style-type: none"> 1. S.S.L.C. (10+2) from a recognized board/ institute. 2. Diploma in Pharmacy of minimum two years duration from a recognized Institution. 3. Two years experience in the dispensary/ Hospital of Unani System of Medicine. <p>Desirable- Knowledge of Urdu, Arabic & Persian Language.</p>	Rs. 20,000/-	<ul style="list-style-type: none"> • Short listing of common Unani medicine • Maintenance of stock register • Dispensing of medicine • Explaining patients how to take Unani Medicine
2.	Office assistant/DEO	01	<p>Age- Upto 30 years Essential :</p> <ol style="list-style-type: none"> 1. Graduate in any discipline from a recognized University. 2. Should have a good communication, written ability and interpersonal skills. 3. Knowledge of computer applications such as MS-Word, MS-Excel and MS-Power-Point. 	Rs. 20,000/-	<ul style="list-style-type: none"> • Completion of all the data in Excel format & Maintenance of OPD register.
3.	Multipurpose Worker	01	<p>Age- Upto 30 years Essential :</p> <ol style="list-style-type: none"> 1. 12th Pass from a recognized Board. 2. Should have a good communication and interpersonal skills. 3. Knowledge of computer applications such as MS-Word, MS-Excel and MS-Power-Point. 	Rs. 16,000/-	<ul style="list-style-type: none"> • To Assist the Doctors • Loading/unloading the material required. • Dispensing of posters and Banner • Assisting people at Campus. • Supporting people at Health Camps.
4.	Assistance	01	<p>Age- Upto 30 years Essential :</p> <ol style="list-style-type: none"> 4. 12th Pass from a recognized Board. 5. Should have a good communication and interpersonal skills. 6. Knowledge of computer applications such as MS-Word, MS-Excel and MS-Power-Point. 	Rs. 16,000/-	<ul style="list-style-type: none"> • Assist in all work. • Door to door visit of peoples. • Informing people about Programmes, creating awareness etc.

PERFORMA OF MONTHLY SALARY

Monthly Salary Slip to be issued by contractor to its employees-

Pay slip for the month of	
Employee Number	
Name of the Employee	
Designation	
ESI Number	
PF No.	
Bank Account No.	
Monthly wages	
Deduction towards ESI	
Deduction towards PF	
Total Deductions	
Net Pay in hand	

ACCEPTANCE CERTIFICATE

I (Designation).....

of [Name of the Company].....

hereby accept the term & conditions as mentioned in the tender document of
CRU-Burhanpur for manpower services.

Signature of the Bidder :

Name of Bidder :

Seal of Bidder :

Dated & Place :

INDEMNITY BOND

This Indemnity Bond is made by M/s

through its authorised representative Shri.....

S/o ShriR/o.....

..... in favour of

CRU Burhanpur .

And whereas the executants have been awarded the tender for supply of various type of manpower at Clinical Research Unit, Burhanpur (M.P.).

And whereas for the purpose of deployment of manpower in various sections of CRU Burhanpur is sanctioned by CRU Burhanpur, as manpower supply contract, till the completion of the period.

And whereas all the expenditure shall be borne by M/s and shall be paid by CRU Burhanpur on verification of bill submitted by contractor.

And whereas M/s shall pay the salary to its employees as per the structure agreed by CRU Burhanpur.

And whereas M/s indemnify to CRU Burhanpur, against all the risks, losses, claims, damages, on account of supply of manpower.

And whereas the executants shall abide by all the rules-regulations and directions of CRU Burhanpur.

In witness whereof this Indemnity Bond is made at on , by the Executants in the presence of the following witnesses.

Witnesses :

1.

EXECUTANT

2.