



علاقائی تحقیقاتی ادارہ ( یونانی طب )  
**REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE**  
**Near Head Post Office, Civil Lines Aligarh**  
अधीन के०.यू.चि.अनु०. परिषद्, नई दिल्ली, आयुष मन्त्रालय, भारत सरकार  
(Under CCRUM, New Delhi, Ministry of "AYUSH", Govt. Of India)

E-mail: [rrium\\_aligarh@rediffmail.com](mailto:rrium_aligarh@rediffmail.com)

Tel. 0571-2704781

## **TENDER NOTICE NO. 1/2018**

Regional Research Institute of Unani Medicine (RRIUM), Aligarh invites Sealed Tenders (Double bidding) 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](http://www.ccrum.res.in) and the last date for submission of separate sealed tender is 18.07.2018 at 4:00 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.

**Deputy Director**

# **REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, ALIGARH**

## **TERMS & CONDITION AND SCOPE OF WORK**

**Providing Manpower at RRIUM, Aligarh for Mobile Healthcare Programme under Schedule Caste Sub-plan (SCSP) & Tribal Sub-plan (TSP)**

### **TENDER DOCUMENT CONSIST OF THE FOLLOWING:**

- A. Eligibility Criteria of Bidder ( Outsourcing agency)
- B. Information and Conditions Relating to Submission of Bids
- C. Term and Condition
- D. Tender Documents
- E. Agreement
- F. Tender Form
- G. Undertaking
- H. Financial Bid
- I. Contracting Undertaking during last three years
- J. Checklist

#### **A. Eligibility Criteria of Bidder ( Outsourcing agency ) :**

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.
2. The Bidder shall have at least 5 years experiences of providing Manpower
3. Proof of financial turnover with a minimum of Rs. 50 Lakhs per year during the last three years.
4. Office of the bidder should be existed in Aligarh. If not, the same may arrange to establish immediately in Aligarh within a period of 30 days of the award of work.
5. There should be no cases pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
6. The bidder should have possessed the following Registrations and details of the same be provided in the Technical Bid:
  - (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

## **B. Information and Conditions Relating to Submission of Bids:**

1. The Initial period of contract will be for Twelve *months* and it may be extended upon the basis of performance basis on the same terms and conditions on mutual agreement.
2. The **TENDER DOCUMENT** containing *eligibility criteria, Scope of work, Terms & Conditions* may be downloaded from **CCRUM website** [www.ccrum.nic.in](http://www.ccrum.nic.in) .
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**” (it should contain ANNEXURE 3 only) should be place in a third sealed cover super scribed “**Tender for Manpower**” should reach **RRIUM, Aligarh** before 3:00 pm on **18<sup>h</sup> July 2018** The bids will open on **20<sup>h</sup> July 2018 at 3.00** p.m. in presence of authorized representative of the respective renderer.
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.
5. The bid “(EMD)” without interest would be returned to the unsuccessful bidders after finalization of contract.
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 **Regional Research Institute of Unani Medicine, Aligarh** drawn on any Nationalized /Scheduled Bank and payable at Aligarh.
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.
8. The bid shall be valid and open for acceptance of the Deputy Director Incharge, RRIUM, Aligarh 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.
9. To assist in the analysis, evaluation and computation of the bids, the Deputy Director 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.
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, Aligarh 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.

11. RRIUM, Aligarh reserves the right to accept or reject any or all bids without assigning any reasons. RRIUM, Aligarh 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.

**C. Term and Condition:**

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 and submit a copy of the same document to RRIUM, Aligarh for record.**
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.**
3. **The agency shall not deploy or shall discontinue deploying the person(s), whether the RRIUM, Aligarh is desired whatsoever.**
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.
5. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the **RRIUM, Aligarh /Govt. of India/any state or any Union Territory**.
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 **Deputy Director Incharge, RRIUM, Aligarh**. Proposals for efficient functioning of Health care programme shall be discussed, considered and implemented from time to time by the **Nodal Officer as well as Deputy Director Incharge**.
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 RRIUM, Aligarh, 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 (1<sup>st</sup> week of every month)** irrespective of any delay in settlement of the bill by the **RRIUM, Aligarh**.
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 RRIUM, Aligarh and maintain liaison with the police. FIR will be

- lodged by RRIUM, Aligarh, wherever necessary. If needed a joint enquiry comprising of both the parties shall be conducted and responsibility may be fixed.
9. In case of any loss that might be caused to the RRIUM, Aligarh due to lapse on the part of the discharging responsibilities RRIUM, Aligarh will deduct remunerations of the respective person.
  - 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.**
  - 11. The RRIUM, Aligarh shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.**
  - 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.**
  - 13. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.**
  14. In case of non compliance/performance of the duties by the manpower according the terms of the contract, *RRIUM, Aligarh* shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
  15. The agency shall be solemnly liable for all payment/dues of the workers employed and deployed by it. The agency shall fully indemnify *RRIUM, Aligarh* 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 *RRIUM, Aligarh* premises/facility.
  16. The decision of RRIUM, Aligarh in regard to interpretation of the term & condition and the agreement as final will be enforced strictly on the agency.
  17. In case of any dispute between *the agency and RRIUM, Aligarh* shall have the right to decide. However all matters of jurisdiction shall be at *the local courts located at Aligarh*.
  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 Deputy Director Incharge, RRIUM, Aligarh. 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.
  - 19. Post wise eligibility criteria for manpower to be selected (Annexure 3).**



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*(Under CCRUM, New Delhi, Ministry of "AYUSH", Govt. Of India)*

E-mail: [rrium\\_aligarh@rediffmail.com](mailto:rrium_aligarh@rediffmail.com)

Tel. 0571-2704781

**TENDER DOCUMENT**

**TENDER FORM FOR DEPLOYMENT OF MANPOWER**

1.	<b>PRE-BID MEETING</b>	<b>16 July 2018 at 3pm</b>
2.	<b>LAST DATE OF BID SUBMISSION OF SEALED TENDER</b>	<b>18 July 2018 at 4pm</b>
3.	<b>BID OPENING</b>	<b>20 July 2018 at 3pm</b>
4.	<b>NAME OF AUTHORITY</b>	<b>Dr. Sarfaraz Ahmed</b>
5.	<b>EARNEST MONEY</b>	<b>Rs. 50,000 /- (Fifty Thousand Rupees Only)</b>
6.	<b>PHONE NUMBER</b>	<b>0571 – 2704781</b>
7.	<b>E-MAIL ID</b>	<b>rrium_aligarh@rediffmail.com</b>

**AGREEMENT**

This agreement is made at ALIGARH on the \_\_\_\_\_ day of \_\_\_\_\_ 2018 between Deputy Director Incharge, RRIUM, Aligarh, having its office at: Regional Research Institute of Unani Medicine, Aligarh (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.

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(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 RRIUM, Aligarh at ALIGARH 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 RRIUM, ALIGARH. 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 RRIUM, Aligarh 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:
  - a. Cancel/revoke the contract; ad/or
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.
7. The **'Agency'** shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in RRIUM, Aligarh site.
8. The Persons provided by the **'Agency'** will not claim to become the employees of RRIUM, Aligarh and there will be no Employee and Employer relationship between the personnel engaged by the **'Agency'** for deployment in RRIUM, ALIGARH.
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 amendments there from time to time.
11. Decision of **'Client'** in regard to interpretation of the term and conditions and the Agreement shall be final and binding on the **'Agency'**.
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 **'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'** shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at: ALIGARH.
14. If the Employed Personal found not suitable, Agency will replace with any other suitable person.
15. Deployed Persons will not be entitled any leave. If not attend Office in any working days RRIUM, Aligarh 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 instructions / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.

This Agreement will take effect from \_\_\_\_\_ day of \_\_\_\_\_ 2018 and shall be valid for one year.

In witness where of both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in ALIGARH in the presence of the witness:

For and on behalf of the ‘Agency’

**For and on behalf of the RRIUM, ALIGARH**

(Signature of the authorized official)

(Signature of the authorized official)

(.....)

Name of the Official \_\_\_\_\_

**Stamp / Seal of the ‘Agency’**

**SIGNED, SEALED AND DELIVERED**

By the Said

By the Said

\_\_\_\_\_Name

\_\_\_\_\_Name

\_\_\_\_\_

\_\_\_\_\_

On behalf of the 'Agency' in presence of

Witness \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On behalf of the 'RRIUM, Aligarh' in Presence of

Witness \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TENDER FORM FOR PROVIDING MANPOWER PERSONNEL**

1. Names, address of firm / Agency /  
\_\_\_\_\_  
Company and Telephone No.  
\_\_\_\_\_
2. Registration No.  
\_\_\_\_\_
3. Name, Designation, Address and  
\_\_\_\_\_  
Telephone No. of authorized person  
\_\_\_\_\_  
\_\_\_\_\_
4. Please specify as to whether Tenderer  
\_\_\_\_\_  
is sole proprietor / Partnership firm /  
(If so partnership Deed enclosed)
5. Name, Address and Telephone No. of  
\_\_\_\_\_  
Proprietor / Partners / Directors  
\_\_\_\_\_
6. Number of PAN Card  
\_\_\_\_\_
7. Provident Fund Account No. with Code No.  
\_\_\_\_\_
8. ESI Code Number  
\_\_\_\_\_
9. Service Tax Registration No.  
\_\_\_\_\_
10. GST Registration Number  
\_\_\_\_\_
10. License number under Contract  
\_\_\_\_\_  
Labour (R&A) Act 1970
11. Documentary proof of having License  
\_\_\_\_\_
12. Details of Bid Security / Earnest Money Deposit:  
(a) Amount: \_\_\_\_\_ (b) Demand Draft  
\_\_\_\_\_  
(c) Date of issue \_\_\_\_\_ (d) Name of issuing Bank \_\_\_\_\_

**Date:**  
**Place:**

(Signature of the Bidder)/Authorized Signatory  
Name and Address of the Bidder  
Company seal

**(TO BE TYPED ON A LETTER HEAD OF THE MANPOWER AGENCY)  
UNDERTAKING**

To

**The Deputy Director,**

Regional Research Institute of Unani Medicine,

**Aligarh – 202001.**

**Subject:** Tender for providing Manpower Services at RRIUM, Aligarh - reg.

**Sir,**

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves to abide by the said terms and conditions.
3. I/We abide by the provisions of Government of U.P., Contract Labour Act and other statutory provisions, Leave etc. and any other charges applicable from time to time.
4. I/We will pay the remuneration to the personnel deployed as per the eligibility criteria and as amended by the Government from time to time and shall be fully responsible for any violation.
5. I/ We do hereby undertake that manpower personnel shall be ensured to carry-out the assigned works by our Manpower Agency, as well as any other assignment considered by the R.R.I.U.M., Aligarh's Administration.

**Date:**

(Signature of the Bidder)/ Authorized Signatory  
Name and Address of the Bidder  
Company seal

**ANNEXURE – III**

**FINANCIAL BID FOR PROVIDING MANPOWER SERVICES**

**Name of the Tenderer:** .....

**Manpower Services Rates:** All Rates should be quoted in Indian Rupees (Rs)

Sl. N	Description	Nos. of Person required	Eligibility Criteria	Remuneration per month per person	PF	ESI	Service Tax	Service Charges of Contractor	Total Per person	Remarks
1.	Pharmacy Assistant/Compounder	01 (One)	<p><b>Age Limit:</b> upto 28 year</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. S.S.L.C. (10+2) from a recognized Board / Institution</li> <li>2. Diploma in Pharmacy of minimum two years duration from a recognized Institution.</li> <li>3. Two Year experience in the Dispensary / Hospital of Unani System of Medicine.</li> </ol>	20,000 /month						
2.	Data Entry Operator (DEO)	01 (One)	<p><b>Age Limit:</b> upto 30 year</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduate in any discipline from a recognized Institution.</li> <li>2. Should have good communication, writing ability and interpersonal skills.</li> <li>3. Knowledge of Computer applications such as MS Word, MS Excel, MS Excel and Power Point.</li> </ol>	20,000 /month						
3.	Multi Purpose Health Workers	01 (One)	<p><b>Age Limit:</b> upto 30 year</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. 12<sup>th</sup> passed from a recognized Board.</li> <li>2. Should have good communication, and interpersonal skills.</li> <li>3. Knowledge of Computer applications such as MS Word, MS Excel, MS Excel and Power Point.</li> </ol>	16,000 /month						

4.	Assistant	01 (One)	<b>Age Limit:</b> upto 30 year <b>Essential:</b> 1. Graduate in any discipline from a recognized Institution. 2. Should have good communication, writing ability and interpersonal skills. 3. Knowledge of Computer applications such as MS Word, MS Excel, MS Excel and Power Point.	20,000 /month					
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Note: Quoted rates should not be less than the latest rates of Minimum Wages as prescribed by the Government orders enhance from time to time.

Signature of Authorized Signatory

**Date:**  
**Place:**

Full Name:  
Company's Seal:

**DETAILS OF OTHER ORGANIZATIONS WHERE MANPOWER PERSONNEL CONTRACT UNDERTAKEN DURING LAST THREE YEARS (ENCLOSE SUPPORTING DOCUMENTS)**

S. No.	Name & Address of the Organization & Contact No.	No. of Security and Helpers supplied	Period of Contract	Whether Govt./Semi Govt. Autonomous bodies/ PSUs /Industries/NGOs etc. (Please specify)	Amount of contract	Reasons for termination (If currently not valid)
1.						
2.						
3.						

This information to be given in envelop number 1 (Technical Bid).

**Date:**

**Place:**

Signature of Authorized Signatory

Full Name:

Company Seal:

**CHECK LIST (TECHNICAL BID)**  
**SUMMARY OF COMPLIANCE TO REQUIRMENT OF TENDER**

<b>S. No.</b>	<b>Description of requirement</b>	<b>Yes/ No</b>	<b>Page No.</b>
1.	Registration of the Establishment of the Firm with appropriate government for running the business		
2.	Copies of Balance sheets and Profit and Loss for the last five years duly certified by CA		
3.	Proof of financial turn over with a minimum of Rs. 50,00,000/- (Rupees Fifty Lakh only) per annum during last three years duly attested by CA		
4.	Copy of registration Certificate of Provident Fund Commissioner with Code Number enclosed		
5.	Copy of registration certificate/allotment of service tax enclosed		
6.	Copy of registration certificate/allotment letter of PAN from IT Department enclosed		
7.	Copy of registration Certificate of ESI enclosed		
8.	Proforma (Annexure-II) containing details of other organizations where such contract were/are undertaken (Attach supportive documents)		
9.	Demand Draft of Rs. 50,000/- (Rupees fifty thousand only) as EMD		
10.	Price Bid Proforma completed and sealed in separate envelop		
11.	Undertaking as per Annexure – 2		
12.	Copies of last 5 years Income Tax returns		
13.	Copy of GST Registration		
14.	Any other relevant document (if any)		

**Declaration by the Tenderer:**

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.
2. This is to certify that I/We read all the Terms and conditions signed and sealed on each page.

Signature of Authorized Signature

**Date:**

Full Name: .....

**Place:**