



علاقائی تحقیقاتی ادارہ (یونانی طب) ممبئی

REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE

Sir J.J. Hospital Compound, Byculla Mumbai-400008

अधीन के० यू० वि० अनु० परिषद्, नई दिल्ली, आयुष मन्त्रालय, भारत सरकार

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

E-mail: rriium.mumbai@gmail.com

Tel. 022-23718706

No. RRIUM/MUM/2018-19/ Admn.

Dated:

**TENDER DOCUMENT
TENDER FORM FOR DEPLOYMENT OF MANPOWER**

1.	SALE OF TENDER DOCUMENT	10.08.2018 to 27.08.2018 11.30 am
2.	PRE-BID MEETING	16.08.2018
3.	LAST DATE OF BID SUBMISSION OF SEALED TENDER	31.08.2018 3.00 pm
4.	BID OPENING	03.09.2018 3.00 pm
5.	PRICE FOR TENDER DOCUMENT	Rs. 100/-
6.	EARNEST MONEY	Rs. 50000/-



علاقائی تحقیقاتی ادارہ (یونانی طب)، ممبئی
क्षेत्रीय यूनानी चिकित्सा अंसन्धान संस्थान, मुंबई
(अधीन के०.यू०.चि०.अनु०. परिषद्, नई दिल्ली, आयुष मन्त्रालय, भारत सरकार)
REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE
Sir J.J. Hospital Compound, Byculla Mumbai-400008
(Under CCRUM, New Delhi, Ministry of "AYUSH", Govt. Of India)
E-mail: rrium.mumbai@gmail.com Tel. 022-23718706

TENDER NOTICE No.1/2018

Sealed Tenders (Double bidding) are invited from reputed, experienced and financially sound Manpower Agencies for providing **Pharmacist, DEO, MTS, Assistant (on Contact basis)** in the Institute. The period of contract shall be for an initial period of **six months** from the date of execution of agreement which may be extended by the competent Authority depending on the requirement of the Institute.

Tender form set can be obtained from the office during working days from 9.30. am to 4.00 pm at a cost of Rs. 100/- (Non-refundable) either by cash or Demand Draft in favor of Institute of any Nationalized Bank.

Interested and eligible Agencies may submit their tender document complete in all respect along with the **non interest bearing** Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) by Demand Draft in favor of the Institute i.e. "REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE" of any Nationalized Bank by 31.08.2018, 3.00 pm. The tenders shall not be entertained after the deadline under any circumstances whatsoever.

For further details please see the website: ccrum.res.in

Research Officer Incharge

The Details of requirements are as follows:

1.	Name of the Post	Pharmacist/Compounder
2.	No. of Posts	01
3.	Consolidated Pay	Rs.20,000/-
4.	Age	Up to 28 years
5.	Educational Qualification	<p><u>Essential:</u></p> <p>(i) SSLC (10+2) or equivalent from a recognized Board/Institution.</p> <p>(ii) Diploma in Pharmacy of Minimum 2 years from a recognized Board/Institution.</p> <p>(iii) Two years experience preferably in the dispensary/ hospital of Unani System of Medicine.</p> <p><u>Desirable:</u></p> <p>Knowledge of Urdu, Arabic/Persian.</p>

1.	Name of the Post	Data Entry Operator
2.	No. of Posts	01
3.	Consolidated Pay	Rs.20,000/-
4.	Age	Up to 30 years
5.	Educational & other Qualification	<p><u>Essential:</u></p> <p>(i) Graduate in any discipline from a recognized University</p> <p>(ii) Should have good communication, writing ability and interpersonal skills</p> <p>(iii) Knowledge of Computer such as MS Word, MS Excel and Power Point.</p>

1.	Name of the Post	Multi Purpose Attendant
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2.	No. of Posts	01
3.	Consolidated Pay	Rs.16,000/-
4.	Age	Up to 25 years
5.	Educational Qualification	<u>Essential:</u> (i) SSLC (10+2) or equivalent from a recognized Board/Institution. (ii) One year experience of working in recognized Pharmacy/Hospital/Nursing Home. <u>Desirable:</u> Knowledge of Computer, Urdu & Hindi.

1.	Name of the Post	Assistant
2.	No. of Posts	01
3.	Consolidated Pay	Rs.16,000/-
4.	Age	Up to 25 years
5.	Educational Qualification	<u>Essential:</u> (i) SSLC (10+2) or equivalent from a recognized Board/Institution. (ii) One year experience of working in recognized Hospital/Institution/Nursing Home as worker.

REGIONAL RESEARCH INSTITUTE OF UNANI MEDICINE, MUMBAI
TERMS & CONDITION AND SCOPE OF WORK

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

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. The bidder should have an office in Mumbai. If not, and office should be opened in Mumbai within 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 shall have 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 shall be for Twelve *months* and it may be extended on performance basis on the same terms and conditions on mutual agreement.
2. The *TENDER DOCUMENT* containing *eligibility criteria, Scope of work, Terms & Conditions* can be obtained from *RRIUM, Mumbai* on any working day, from 10:00 am to 3:00 pm on payment of non refundable charges of Rs. 100/- by way of demand draft or Cash in favor of “**Regional Research Institute of Unani Medicine**” payable at **Mumbai**.

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 **RRIUM, Mumbai** before 3:00 pm on **31st August 2018** The bids will be open on **3rd September 2018 at 2.30** 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 shall 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, Mumbai** drawn on any Nationalized /Scheduled Bank and payable at Mumbai.
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 Research Officer Incharge, RRIUM, Mumbai 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 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.
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, Mumbai 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, Mumbai reserves the right to accept or reject any or all bids without assigning any reasons. RRIUM, Mumbai 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, Mumbai 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), if so desired by the RRIUM, Mumbai at any time without assigning any reason 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, Mumbai /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 **Research Officer Incharge, RRIUM, Mumbai.** 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 Research Officer Incharge.**
7. The agency shall be solely responsible for compliance to the provisions of various laws regarding EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it to RRIUM, Mumbai and for any accident caused by them and the institute shall 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 its bill by the **RRIUM, Mumbai.**
8. In case of any theft or negligence of duties or loss or other offences, the agency will investigate and submit a report to RRIUM, Mumbai and maintain liaison with the police. FIR will be lodged by RRIUM, Mumbai, wherever necessary. If needed a joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
9. In case of any loss that might be caused to the RRIUM, Mumbai due to lapse on the part of the discharging responsibilities RRIUM, Mumbai 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, Mumbai 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/non-performance of the duties by the manpower according the terms of the contract, **RRIUM, Mumbai** 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 solely liable for all payment/dues of the workers employed and deployed by it. The agency shall fully indemnify ***RRIUM, Mumbai*** 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, Mumbai*** premises/facility.
16. The decision of RRIUM, Mumbai in regard to interpretation of the term & condition and the agreement shall be final and binding on the agency.
17. In case of any dispute between ***the agency and RRIUM, Mumbai*** shall have the right to decide. However all matters of jurisdiction shall be at ***the local courts located at Mumbai.***
18. In case of any dispute or differences arising under the terms of this agreement the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Research Officer Incharge, RRIUM, Mumbai. 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 are attached.**

AGREEMENT

This agreement is made at MUMBAI on the _____ day of _____ 2018 between Research Officer Incharge, RRIUM, Mumbai, having its office at: Regional Research Institute of Unani Medicine, Mumbai (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 RRIUM, Mumbai at MUMBAI 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, MUMBAI. 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, Mumbai 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 20,000/- 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, Mumbai site.

8. The Persons provided by the '**Agency**' will not claim to become the employees of RRIUM, Mumbai and there will be no Employee and Employer relationship between the personnel engaged by the '**Agency**' for deployment in RRIUM, MUMBAI.
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**', the Client shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at MUMBAI.
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, Mumbai 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, and 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 MUMBAI in the presence of the witness:

For and on behalf of the '**Agency**'

For and on behalf of the RRIUM, MUMBAI

(Signature of the authorized official)
Name of the Official _____

(Signature of the authorized official)
Name of the Official _____

Stamp / Seal of the 'Agency'

SIGNED, SEALED AND DELIVERED

By the Said

_____Name

By the Said

_____Name

On behalf of the 'Agency' in presence of

Witness _____

Name _____

Address _____

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

Witness _____

Name _____

Address _____
