

# NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY

(Ministry of AYUSH, Govt. of India)  
Mawdiangdiang, Shillong, Meghalaya  
**PIN: 793 018**

No. 1-58/2014/NEIAH/ESTT/HOSP/2448

Dated: 24.11.2016

## TENDER NOTICE

Sub: **Tender for Outsourcing Services of various Personnel in the Institute.**

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1. Sealed Tenders are invited from reputed, experienced and financially sound Companies/Firms/Agencies to provide Services of Personnel as mentioned in **Annexure-1**.
2. A Tender Fee of Rs.500/- will be charged. The Fee in the form of Bank Draft in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy(NEIAH), Shillong** should be enclosed in a separate Cover along with the Technical Bid. "Tender Fee" may be neatly written on the Cover.
3. The bidding firms should be:-
  - a) Necessarily a legally valid entity either in the form of a Limited Company or a private Limited company or a registered organization or self help group registered under the companies Act, 1956
  - b) Registered with the State Government, Income Tax, Service Tax and also registered under the labour laws, Employees Provident Fund organization, Employees State Insurance Corporation. For providing security, the Bidder must hold valid license under Private Security Agencies (Regulation) Act of the Government of Meghalaya.
  - c) Presently engaged in the business of providing Services to similar organizations at least for the past 3 years.
  - d) Clearance from Sales/Service Tax Department, and Income Tax Department.
4. The contract will be valid for a Period of one year from the Date of Award of Contract, which may be extended subject to the Terms and Conditions attached at **Annexure-2** and will also be subject to the utmost satisfaction of the Institute.
5. The Sealed Quotations with Separate **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)** filled in the Specified Proforma, viz. **Annexure-3 & 4**, respectively, along with an **Earnest Money Deposit of Rs. 25,000/-(Rupees Twenty Five Thousand) in Cover(C)** and addressed to the undersigned should reach the **North Eastern Institute of Ayurveda & Homoeopathy, Mawdiangdiang, Shillong – 793 018 latest by 1.00 PM on 22<sup>nd</sup> Dec, 2016**.
6. The Main Envelop containing the **Technical Bid (Cover-A), Financial Bid (Cover-B)** and **Earnest Money Deposit (Cover-C)** must be superscribed '**Tender for Providing Services/ Manpower to North Eastern Institute of Ayurveda & Homoeopathy**'. The Quotations should be dropped in the Tender Box placed at Receipt Section of the Institute by the stipulated Date and Time. Tenders received after the last date and time or in any other manner, including Speed Post/Ordinary/Registered Post/Courier will not be accepted.
7. The **Technical Bids shall be opened at 3 PM on 22/12/ 2016** in the Library cum Administrative Block of the Institute in the presence of such Tenderers or their authorized representatives, who may wish to be present.
8. The Tenderers whose Technical Bids are accepted and who qualify to be eligible, will be informed about the Date of the Opening of Financial Bids.
9. Bids received after the Closing Date and time shall not be considered.
10. The Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong reserves the right to accept or reject any/all Tenders without assigning any reason, thereof.
11. The Tendering Firms should not have been blacklisted or debarred by any Ministry/Department of Govt. Of India/State Govt./Autonomous body/Government Organizations etc.

12. Non-Tribal Bidders, Outsourcing Agencies or Cooperative Societies, etc., should be in possession of a valid trading license issued by competent authority including Khasi Hills Autonomous District Council, Shillong, where applicable.
13. Conditional offers or offers with deviations from the conditions of contract, the bids not meeting the minimum eligibility criteria, Technical bid not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
14. While all efforts have been made to avoid errors in the drafting of the tender documents, the bidders are advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

**DIRECTOR, NEIAH, SHILLONG**

**ANNEXURE-1**

**SCOPE OF THE WORK**

The North Eastern Institute of Ayurveda & Homoeopathy, Shillong under the Department of AYUSH, Ministry of Health and Family Welfare, Government of India, engaged in Ayurvedic and Homoeopathic Teaching, Education, Training, Research and Patient Care Activities of the highest order requires the services of various categories of personnel on outsourcing basis from reputed, well established and financially sound Placement/Manpower Company/ Firm/Agency as per details given below.

The Institute reserves the right to decrease or increase the number of persons to be deployed.

S No.	Name of Post	Approx. No.	Qualifications & Experience	Basic (excl. EPR,ESI,ST etc) remuneration per month per person
1	Lecturer (Sanskrit)	1	MA in Sanskrit, NET/Ph.D	
2	Librarian	1	M.Sc Library Science, 2 years working experience in the concern field.	
3	Librarian Assistant	2	Degree in any discipline with Expertise knowledge of Computer Application Two year experience in a library or certificate in a library science/ Librarianship from a recognized institute	
4	Hindi Translator	1	Candidates should possess Master Degree in Hindi with 60 % marks in English and Hindi as compulsory subjects at 12 <sup>th</sup> Standard.	
5	Data Entry Operator	7	Degree in any discipline with Expertise knowledge of Computer Application	
6	Pharmacist (Homoeopathy)	1	D. Pharm (Homoeopathy) / 10+2 with 3 years working experience in a Govt. homoeopathic dispensary	
7	Pharmacist (Ayurveda)	1	D. Pharm (Ayurveda)	
8	Sub Station/ Generator Operator	1	12 <sup>th</sup> Pass. ITI from recognized board/Institute, three years experience as handling Generator & Substation operation and minor repairs	
9	Electrician	3	12 <sup>th</sup> Pass. ITI from recognized board/Institute, three years experience as electrician with supervisor certificate with Generator & Substation repairs	
10	Plumber	2	10 <sup>th</sup> Pass. Experience in plumbing for one year	
11	Laundry	2	VIII pass or equivalent from recognized board with practical skills to operate and adjust machinery	
12	Barber	2	VIII pass or equivalent from recognized board with proficiencies in barber trade job for 2 year	
13	Gardener	3	VIII pass with 2 years experience as Gardener/Mali	
14	Hospital attendant/ Aya/ Ward Boys/ Midwife/ MTS/Panchakarma	10	HSLC with 2 years experience in Hospital work	
15	Hygiene and sanitation worker	12	VIII Pass	
16	Security Guard	24	VIII pass	

## CONDITIONS FOR THE PERSONNEL TO BE DEPLOYED

Minimum Age Limit-	Not below 18 Years in all categories.
Number of Persons required-	The number of persons required against each category indicated above may vary as per requirement.
Period-	One year.
Security Consideration-	The persons to be provided by the Firm/Agency should not have any adverse Police record/Criminal Cases against them. The Firm/Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.
Period within which the manpower is to be supplied	Within 15 days of award of contract. The final wages/emoluments (consolidated) would be fixed by the Institute after assessing the candidates suitability and commensurate to their qualifications, experience etc.
Wages/Emoluments-	
Selection Process-	The candidates provided by the firm will be subject to Test/Interview by the Institute before their final selection and acceptance.
Terms and Conditions:	As per <b>Annexure-2</b>

### Other Conditions

1. The Contract will initially be for one year provided the requirements of the Institute for the personnel persist till that time or may be curtailed/terminated before one year owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. The Institute, however, reserves the right to terminate the Contract at any time after giving thirty days Notice to the Selected Service Providing Company/Firm/Agency
2. All entries in the Technical Bid in the Proforma at **Annexure-3** should be legible and filled up clearly. Cutting or over writing if any, in the Technical Bid must be initiated by the Person authorized to sign the Technical Bid. However, no overwriting or cutting is permitted in the Financial Bid
3. Tender incomplete in any respect will be rejected out-rightly without any intimation.
4. The Bidder shall submit the following Document with Technical Bid -
  - (a) Copy of Firm/Agency's certificate Registration with Government.
  - (b) Copy of EPF Registration Certificate.
  - (c) Copy of ESIC Registration Certificate.
  - (d) Copy of Service Tax Registration Certificate.
  - (e) Copy of license under private security agencies (Regulation Act)
  - (f) Latest Income Tax / Exemption certificate.
  - (g) Copy of PAN Card of the Firm/ Agency
  - (h) Affidavit to the effect that it has not been banned/blacklisted by any Government Agency/Department/Organization.
  - (i) Copies of Experience Certificate/Work Order with Central Govt. Department/Public Sector undertakings/Autonomous Bodies/Organizations for the last 5 years. **OR**
  - (j) Copies of at least 3 Similar work/contract (i.e. contract for provision of 60 personnel) of not less than 40 % of the estimated cost/ value of work. **OR**
  - (k) Two Similar work/contract (i.e. contract for provision of 100 personnel) of not less than 50 % of the estimated cost/ value of work. **OR**
  - (l) One Similar work/contract (i.e. contract for provision of 200 personnel) of not less than 80 % of the estimated cost/ value of work.
  - (m) Affidavit to the effect that the Firm/Agency's has not been banned/blacklisted by any Government Agency/ Department/Organization, signed and duly attested by a notary on a date after issue of advertisement for this tender
  - (n) Copy of document in support annual turnover and financial standing.
  - (o) Earnest Money Deposit (EMD of Rs. 25,000/- (Rupees Twenty Five Thousand) in the form of Bank Draft drawn in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.**
  - (p) Tender Fee of Rs. 500/- (Rupees Five Hundred only) in the form of Bank Draft Drawn in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.**
  - (q) Bid Documents with each Page signed and stamped by the Bidder as a token of acceptance of the Terms and Conditions laid down by this Institute. The bid should contain all the pages including "**Declaration form**" as per the format attached and in case of any page missing bid is liable to be rejected.

5. The Tenderer will furnish the **Technical Bid in Annexure-3** and **Financial Bid in Annexure-4** in separate Covers. Both the Bids should be put in one Separate Cover while submitting the proposal to this Institute and this Cover shall be superscribed "**Quotation for Providing Outsourced Manpower to the NEIAH, SHILLONG**".

6. The Quotation should be accompanied by an Earnest Money Deposit for Rs. 25,000/- (Rupees Twenty Five thousand only ) in the form of Bank Draft payable to the **Director, North Eastern Institute of Ayurveda & Homoeopathic, Shillong** in a separate **Cover(C)** superscribed "**EMD Deposit**". The Tender received without EMD will be rejected summarily. The EMD is returnable to the unsuccessful bidders after award of the contract. No interest is payable on the EMD. In case of successful bidder, the EMD would be refunded after furnishing the Performance Security.

7. The successful Tenderer will have to submit Performance Security Deposit equivalent to **10%** of the Contract Value. The Amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipt drawn in favour of **Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong**. The validity of the Bank Draft will be up to 60 days after the period of Contract.

8. The selection of the Personnel/Manpower will be at the sole discretion of the Institute. The successful Bidder will send suitable and eligible candidates, who may be subjected to Test/Interview by the Institute to assess and decide on their fitness/suitability for deployment in the Institute before the final selection.

9. The Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong reserves the right to amend the bid document, extend the closing date and date of opening of tender. The same will be notified in our official website.

The bidders are therefore requested to keep a watch on our official website [www.neiah.nic.in](http://www.neiah.nic.in)

## ANNEXURE-2

### TERMS & CONDITIONS

1. The Firm/Agency should have sound financial standing to be eligible for consideration.
2. The Institute may require the Firm/Agency to dismiss or remove from the site of work, any person or persons, provided by the Firm/Agency, who may be incompetent or may not conduct himself/herself properly and the Firm/Agency shall forthwith comply with such requirements.
3. The Firm/Agency has to provide Photo Identity Cards, within a Week, to the Personnel provided and deployed by it for carrying out the work in the Institute. The Identity Cards are to be constantly displayed and their loss reported immediately.
4. The Firm/Agency will provide the prescribed Uniform/Apron to the Personnel deployed within a Week. The Personnel will wear the prescribed Uniform at the duty hours.
5. All services shall be performed by persons qualified and skilled in performing such services.
6. The Firm/Agency shall replace immediately any of its Personnel (if they are unacceptable to the Institute because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from this Institute.
7. The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging, equipment or vehicles of the Personnel of the Firm/Agency deployed in the Institute.
8. The Personnel working should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of the Institute. The Firm/Agency shall be held responsible for any act of indiscipline on the part of Personnel deployed by it.
9. **The Personnel would be entitled to one day paid leave per month.**
10. The Firm/Agency shall not assign, transfer, pledge or sub-contract the performance of Services.
11. The Personnel deployed shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements/administrative/organizational matters as all this may be of confidential/secret nature.
12. The Personnel deployed shall not claim any benefit/compensation/absorption/regularization of services with the Institute under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect will be required to be submitted to this Institute by the Firm/Agency which has been awarded the contract.
13. The Personnel deployed shall not claim any Master-Servant or Employer-Employee relationship with this Institute. In other words, it should be made clear to the manpower so deployed by the successful Bidder as per the Tender that no employer worker, employee-employer relationship is established between the Institute or the Government of India and the workers by virtue of such deployment and no claims for temporary or permanent employment in the Institute shall be entertained from any or group of such workers.
14. The Firm/Agency is required to deposit a copy of Valid License from the competent Licensing Authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contractor Labour (Regulation and Abolition) Rules, 1971 at the time of award of the Contract. If the Firm/Agency is refused a license for any reason whatsoever or fails to obtain the license, the contract shall automatically stand terminated and the Institute shall be at liberty to recover losses, if any, from the Firm/Agency including forfeiture of Performance Security Deposit.
15. No Bidder will be allowed to withdraw after submission of the Bids, otherwise the Earnest Money Deposit submitted by the Bidding Firm/Agency would stand forfeited.
16. In case the successful bidder declines/backs the Offer of Contract for whatsoever reason(s), his Earnest Money Deposit will be forfeited.
17. The Firms/Agencies should attach the requisite Certificates from Employees Provident Fund Organization, Employees State Insurance, Service Tax authorities along with the Technical Bid. The Tenderer should satisfy himself with the Terms and Conditions of the Contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained.
18. The successful Bidder shall furnish a Performance Security Deposit of **10%** of the Contract Value within Ten Days of Award of the Contract in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or irrevocable Bank Guarantee drawn in favour of "**Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong**" safeguarding the interest of the Institute in all respects. The Instrument shall be valid for sixty days beyond the date of completion of contractual obligation by the Firm/Agency.
19. The Performance Security Deposit will be forfeited in case of supply of outsourced staff being delayed beyond the period stipulated by the Institute or non-compliance of the terms of agreement by the firm or owing to frequent absence from duty/misconduct on the part of the outsourced staff deputed by the firm. In that case the firm may be blacklisted and disqualified from participation in any future tenders of the Institute.
20. The Institute will maintain record of Attendance in respect of the Personnel deployed by the Firm/Agency on the basis of which Wages/Remuneration will be decided in respect of the Personnel at the approved and agreed rates. The Firm/Agency shall be responsible to keep all records of Payment, Attendance, Leaves, etc. as necessary under the Law or otherwise about the Personnel and the Institute will not be responsible for the same in any manner.
21. The Firm/Agency shall ensure that the salary to the Personnel deployed by it is paid by the **Fifth Day** of the succeeding month at the agreed wages. The payment shall be deposited by ECS/Cheque in the Bank Account of the Personnel deployed. The Proof of the ECS payment should be submitted to the Institute along with the bill for the next month.
22. No advance payment, in any case, would be made to the Firm/Agency. The periodicity of payment to the Firm/Agency shall be monthly. The firm shall submit the monthly bill after the end of a calendar month and by 3<sup>rd</sup> of every month along with the attested photocopies of the Service Tax, EPF, ESI etc. towards the payments made by the Agency/Firm in respect of the preceding month that shall be processed for payment by the Institute otherwise the payment to the Firm/Agency may be delayed.
23. Statutory deductions, as applicable, will be deducted from the payments to be made to the Firm/Agency.
24. The Firm/Agency will also ensure that the outsourced Personnel deployed are medically fit and will keep a record of their medical fitness. It will be the responsibility of the firm to ensure that good, efficient and well-mannered outsourced persons are deployed.

25. The Firm/Agency shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such personnel who are not found suitable by the office for any reasons immediately on receipt of such a request. The character and antecedents of each personnel of the firm will be got verified by the Firm/Agency through Police/District. Authorities before their deployment and a certification to this effect submitted to the Institute in the form of an Affidavit.
26. The outsourced Personnel provided to the Institute shall not be changed except under compelling circumstances and after prior consent of the Institute. In this case, the Agency will get the character and antecedents of the person provided as replacement verified and provide verification certificate to the Institute.
27. In emergent cases such as the person deployed fall sick or is not able to attend the office for the reason beyond his control continuously for more than a day, the firm shall deploy a suitable substitute. If the Contractor fails to deploy the substitute, without prejudice to any other right or remedy available under the Law to the Institute on account of breach, pro-rata recovery along with penalty equal to 2% of the monthly charges per day will be recovered from the monthly bill of the Firm/Agency. The Quantum of recovery will be decided by the Competent Authority in this office which will be final and binding on the Firm/Agency.
28. The Firm/Agency shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
29. The Firm/Agency shall engage the suitable person as required by the Institute from time to time. The said persons engaged by the Firm/Agency shall be the employees of the Firm/Agency and it shall be the duty of the Firm/Agency to pay their wages every month. There is no Master- Servant or Employer-Employee relationship between the employees of the Firm/Agency and the Purchaser i.e. the North Eastern Institute of Ayurveda & Homoeopathy. Further, the said persons of the Firm/Agency will not claim for any Post/Job or Absorption.
30. The transportation, food, medical and other statutory requirement in respect of each personnel of the Firm/Agency will be the responsibility of the Firm/Agency and the Institute will not be responsible for these.
31. The Working hours would be normally 8 hours a day excluding half an hour break. However, the concerned personnel may be required to work beyond office hours, if there is any urgency. The Personnel deployed for Hospital Duties will have to work in the evening and night hours also as may be allotted.
32. The Firm/Agency will provide the required personnel for a shorter period also, in case of exigencies as per the requirements of the Institute.
33. The Firm/Agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Firm/Agency.
34. The Firm/Agency shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
35. The Firm/Agency should submit the Bill in triplicate by 3<sup>rd</sup> Day of the Month, along with necessary documentary proof.
36. Payments to the Firm/Agency shall be made on monthly basis on the production of certification by the officer, with whom the concerned person is attached that his services were satisfactory and attendance, as per the bill preferred by the Firm/Agency. The said Certificate, in original, will be attached to the monthly bill for claiming payment. The Firm's/Agency's workers will work under the overall supervision and direction of the authorized Officer of the Institute.
37. The Firm/Agency shall issue monthly salary slips to the Personnel endorsing a copy to Institute, showing the details of payments, deductions (including all statutory deductions) and net amount with requisite challans in each case/personnel.
38. The Institute may extend the Contract beyond one year at the same rate and Terms and Conditions and absolutely on Satisfactory Performance.
39. The Firm/Agency shall be contactable at all times and message sent by E-mail/Fax/Special Messenger from the Institute to the Firm/Agency and shall be acknowledged immediately on receipt on the same day.
40. The Firm/Agency should be registered with the concerned Government authorities i.e. Labour Department, Provident Fund Authorities, Employees State Insurance Corporation, etc. and a copy of the Registration should be submitted. The Firm/Agency shall comply with all the legal requirements for obtaining license under Contract Labour (Regulation and Abolition) Act, 1970 AND Contractor Labour (Regulation and Abolition) Rules, 1971, if any, at his own part and cost.
41. The Firm/Agency should submit its valid PAN number in the name of the agency and Sales Tax/Service Tax/VAT/Registration Number.
42. Escalation clause shall not be accepted on any grounds during the period the Contract is in force.
43. The Award of the Contract will be subject to fulfillment of the Conditions laid down in Rules 157, 158 and 160 of GFR, 2005 as amended from time to time.
44. Any dispute arising out of the Contract will be settled within the jurisdiction of Shillong.
45. The selection of the personnel/manpower would be at the sole discretion of the Institute. The successful Bidder will send suitable and eligible candidates, who may be subject to test/interview by the Institute to decide on their fitness/suitability before the final selection.
46. In respect of those candidates not found fit at the time of test/interview, the Firm/Agency will provide other Candidates.
47. The Firms/Companies/Agencies should have Registered/Branch Office in Shillong.
48. The Firm/Agency should not have been blacklisted by any Government organization/Public Sector Undertakings/Autonomous Bodies/Organizations. An Affidavit to this effect should be enclosed with the Technical Bid.
49. The NEIAH, Shillong reserves the right to get the outsourced jobs done from any other party/person or agency if the Firm/Agency at any time fails to carry out the said jobs any day, the cost and the expenses incurred for getting the job done on account of such failure on the part of the Firm/Agency would be deducted from the payment due to the Contractor. If the Firm/Agency fails to provide the services under the Contract for 15 days consecutively or otherwise, the Agreement shall stand terminated without notice and in such case, the firm would be liable to compensate this Institute for any losses caused to it due to the non-fulfillment of the contractual obligation.
50. The Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong reserves the right to accept or reject any/all tenders without assigning any reason thereof.
51. The Successful Company/Firm/Agency will be required to submit duly Attested Certificates/Supporting Documents in support of Age/Educational/Professional Qualifications /Registration certificate of the Persons to be deployed in the Institute.

52. The Bidder at all times should indemnify the Institute against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Dispute Act, 1947; Maternity Benefit Act, 1961; as per latest amendments or any other law relating thereto and rules made there under from time to time. The Institute will not be responsible in this regard.
53. The Institute reserves the right for termination of the contract after giving one month notice, if the services of the Firm/Agency are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by the Institute from its Security Deposit or pending bill or by raising a separate claim.
54. The successful Tenderer shall solely be responsible for settling/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to the Institute under any circumstances even after expiry of the contract.
55. The successful Tenderer shall be solely responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons deployed by it for performing the jobs on contract under the agreement, either under the Workmen Compensation Act or any other Act in force at that time.
56. It should be made clear to the manpower so deployed by the successful bidder as per the tender that "employer/worker/employee relationship is not established between the Institute or the Government of India and workers by virtue of such deployment and no claims for temporary or permanent employment in Govt. service shall be entertained from any or group of such workers.
57. NEIAH reserves the right to withdraw any particular personnel or post without any prior notice, even after sanction of the tender to a particular firm.

#### **EVALUATION CRITERIA FOR TECHNICAL BID**

The Technical Bid will be evaluated for determining the eligibility of the Firm/Agency as per the following Criteria:-

- (A) Submission of Tender Fee.
- (B) Submission of EMD in **Cover(C)**
- (C) Submission of two Bids viz, Technical Bid (**Cover-A**) and Financial Bid (**Cover-B**) in Separate Covers and all put in a **Single Cover** duly super scribed "**Quotation for Providing Outsourced Manpower to the North Eastern Institute of Ayurveda, Shillong**".
- (D) Furnishing of the details of the Firm/Agency as per Column 1 to 5 of the Technical Bid.
- (E) Evaluation of documents submitted by the bidder as per requirement indicated in other conditions at Para 4 (a) to (n) of the Scope of Work (Annexure-1).
- (F) Financial soundness and capacity to provide manpower of required nature.

#### **EVALUATION CRITERIA FOR FINANCIAL BID**

1. The Firm/Agency is required to quote the wages for different categories of Personnel. They may indicate the EPF, ESIC, Service Tax etc for all the manpower required respectively in the prescribed Format of Financial Bids at **Annexure-4**. These charges should be in compliance/accordance with the statutory requirements. The Service Charges of the Firm/Agency for providing the manpower should be indicated separately.
2. The Financial Bids will therefore, be evaluated on the basis of Service Charges only. The Bidder whose Total Service Charge for all categories of Personnel/Workers for the Number of Personnel indicated in the Scope of Work is the lowest in comparison to other Bidders, will be declared the Lowest Bidder and the Contract will be awarded to that Firm/Agency.
3. The Service Tax, if any, payable on this amount would not be taken into account.
4. In case it is found that different Firms/Agencies have quoted lowest service charges for different categories of Employees/Workers, the L-1 Firm/Agency will be decided on the basis of lowest service charges for all categories of Personnel on cumulative basis. Negotiation of rates, if required, would be held with the L-1 Firm/Agency considering the reasonability of rates for different categories. Based on this, the Contract will be awarded to the L-1 Firm/Agency.
5. Service charges indicated for each category of worker should be fixed for the entire Contract period. The service charges shall be increased or decreased depending upon the increase or decrease of manpower as per actual requirement. However, it will not increase on decrease of wages fixed by the Institute.

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**ANNEXURE -3**

**PROFORMA OF TECHNICAL BID- (COVER-A)  
(To be placed in a Separately Sealed Cover)**

<b>1</b>	<b>Name of the Tendering Company/Firm/Agency</b>	
<b>2</b>	<b>Name of owners/Partners/Directors</b>	
<b>3</b>	<b>Full particular of the office</b>	
a	Address	
b	Telephone No. & Fax No.	
c	E-mail Address	
<b>4</b>	<b>Full particulars of the Bankers of the Company/Firms/Agency</b>	
a	Name of the Bank & Address of the Bank	
b	Telephone No. & Fax No.	
c	E-mail address	
<b>5</b>	<b>Registration Details</b>	
a	Copy of Firm/Agency/Registration No.	
b	PAN/TAN/GIR No.	
C	Service Tax Registration No	
d	EPF Registration No	
e	ESI Registration No.	
<b>6</b>	<b>Details of Tender Fee</b>	
a	Amount (Rs)	
b	DD No. and Date	
c	Drawn on Bank	
<b>7</b>	<b>Details of Earnest Money Deposit</b>	
a	Amount (Rs)	
b	DD No. and Date	
c	Drawn on Bank	
<b>8</b>	<b>Annual Turnover of company/Firm/Agency for the last 3 years (with proof)</b>	
	2012-13	
	2013-14	
	2014-2015	
<b>9</b>	<b>Experience in the fields for the last 3 years (with proof)</b>	

2. Document enclosed with Technical Bid (Please see Para 4 of the scope of work- Annexure -1)

Signature of Owner/Managing Partner/Director of the firm

Date:  
Place:

Name:  
Address/Tel.No  
Firm's Seal

**Annexure -4**  
**PROFORMA OF FINANCIAL BID (COVER B)**  
**(To be placed in a Separate Sealed cover)**

1. Name of Tendering Company/Firm/Agency:

2. Financial Bid

(a) Statutory Liabilities/taxes/Levies/Cess as applicable  
( not be considered for evaluating the Financial bid)

Sl No	Component of Rate	In terms of % of the consolidated Wages/Emoluments per statutory requirement
1	Employee Provident fund	
	Employee state insurance	
	Any other Liability (Pl. indicate)	
	Service Tax liability	

(b) Service Tax Charges of the company/firm/Agency  
(to be considered while evaluating the Financial Bid)

Sl No	Name of the Post	Service Charges in Rupees per worker per month
1	Lecturer (Sanskrit)	
2	Librarian	
3	Librarian Assistant	
4	Hindi Translator	
5	Data Entry Operator	
6	Pharmacist (Homoeopathy)	
7	Pharmacist (Ayurveda)	
8	Sub Station/ Generator Operator	
9	Electrician	
10	Plumber	
11	Laundry	
12	Barber	
13	Gardener	
14	Hospital attendant/Aya/Ward Boys/Midwife/MTS/Panchakarma	
15	Hygiene and sanitation worker	
16	Security Guard	

Signature of the Owner/Managing Partner/  
Director of the Firm

Date:

Name:

Place:

Address/Tel. No.

Firm's Seal:

DECLARATION

1. I, \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ Proprietor/Partner/Director/  
Authorized Signatory of \_\_\_\_\_ am competent to sign this  
Declaration and execute this Tender Document.
2. I have carefully read and understood all the Terms and Conditions of the Tender and I hereby convey my acceptance of the same.
3. The Information/Documents furnished along with the above Application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any vague/false information/fabricated document would lead to rejection of my/our Tender at any stage  
besides liabilities towards prosecution under appropriate Law.

Signature of the Owner/Managing  
Partner/ Director of the Firm

Date:

Name:

Place:

Address:

Phone No.

Firm's Seal:

The above Declaration, duly signed and sealed by the authorized signatory of the Agency in token of their acceptance, should be enclosed with Technical bid.