



भारतीय चिकित्सा केन्द्रीय परिषद्
आयुष मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय
कार्यालय: 61-65, संस्थानिक क्षेत्र, जनकपुरी डी.ब्लॉक, नई दिल्ली -110058
CENTRAL COUNCIL OF INDIAN MEDICINE
A STATUTORY BODY UNDER THE MINISTRY OF AYUSH, GOVT. OF INDIA
OFFICE: 61-65, INSTITUTIONAL AREA, JANAKPURI D-BLOCK, NEW DELHI-110058

दूरभाष / Phone
अध्यक्ष / President: 28525156
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F.No:12-4/2018 –Manpower

Dated: 26.02.2019

NOTICE INVITING TENDER

Subject: Outsourcing of services of Office Assistant & M.T.S. in Central Council of Indian Medicine.

Sealed tenders are invited from experienced and reputed registered manpower supplying agencies for outsourcing of the services of following manpower in the office of Central Council of Indian Medicine at the address given above:-

SL. NO.	NAME OF POST	QUALIFICATION & EXPERIENCE REQUIRED	NO. OF PERSONS REQUIRED
I.	Office Assistant	Graduate with typing speed of 35 WPM in Hindi/English on Computer and knowledge of MS Office & Internet, E-Mail etc.	18
II.	M.T.S.	10 th Pass or equivalent	08

- The initial period of contract would be one year, extendable by another one year on satisfactory performance with such amendments as may be put by Central Council.
- Terms and Conditions:- **As per Annexure-I**
- Only those firms, who fulfil the following minimum criteria, may submit their bids:
 - Such an Agency should have been registered with the Government authorities concerned and self attested copy of the registration shall be attached with the bid.
 - Such an Agency should have PAN number and GST registration. Self attested copies of PAN, GST Registration should be attached with the bid.
 - Such an Agency having at least one contract assignment (presently or in past) with an organization of Central or State Govt. (including U.T.) or / and Public Undertakings or / and Autonomous Bodies.
 - Such an Agency should not have been blacklisted by any Government Organization.
 - Such an Agency should be willing to take up the contract on the terms and conditions as at Annexure-I
- An earnest money deposit of Rs. 3,00,000 (Rupees Three Lakh Only) in the form of Demand Draft in favour of "Central Council of Indian Medicine" payable at New Delhi, needs to be submitted along with the technical bid, failing which the bid shall not be considered valid. Tender form/ document can be downloaded from website of the Council.
- The tender should be submitted in two sealed covers. All the documents (each page) so submitted, need to be signed and stamped. There should be no cutting/overwriting and no use of corrective fluid.
 - The first sealed cover/envelop indicating "Technical Bid" and should contain:
 - The proforma in **Annexure-II**, duly filled in.
 - Agency profile, including previous experience of manpower supply to Government Departments.
 - Acceptance of terms and conditions duly signed and stamped at Annexure-I.
 - Demand draft for earnest money deposit of Rs. 3,00,000 (Rupees Three Lakh Only).
 - All other required documents.

Contd....2/-

- B. The Second sealed envelope indicating “Price Bid” should contain only rates which is to be quoted on monthly basis for normal duty of 8 hours per day per person for five days in a week, in the **Annexure-III**.
- C. Both the sealed covers should be placed in one sealed envelope indicating “**Tender for supply of Outsourced Staff**”.

Note:

- 1. If the rates/quotations (wages plus the statutory contributions like EPF, ESIC, etc.) submitted by any Agency are found to be less than the minimum wages notified by the Labour Department, Government of NCT of Delhi, the bid of such an Agency will not be considered.
- 2. The representative of this Council will take skill test of persons deputed by the Agency on award of contract before their deployment.
- 3. The Successful bidder has to deploy the manpower within 10 days of award of contract, failing which the Central Council may cancel the contract.
- 4. The Secretary, Central Council of Indian Medicine reserve the right to award or not to award the contract to the any bidder or to cancel the notice at any time without assigning any reason.

Secretary, CCIM

ANNEXURE-I

TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES.

1. The persons so deployed should be qualified in performing such service as per the eligibility criteria and should not have any adverse Police records/criminal cases against them. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local Police. Proofs of identify of each person like driving license/bank account and proof of residence with recent photograph should be submitted to this Council. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reason.
2. The number of persons may vary from time to time as per work requirement. The deployed persons shall be the employees of the service provider and **it shall be binding on the service provider to pay their salary every month by 7th day of the succeeding month**. There is no Master and Servant or Employer and Employee relationship between the persons deputed by the service provider and this Council, and further the said persons of the service provider shall not claim any employment, engagement or absorption in Central Council of Indian Medicine in future under the provision of Industrial Disputes Act, 1974 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this Council at the time of deployment.
3. The Agency shall be fully responsible to provide uniform to MTS.
4. The deployed persons should be polite, cordial, positive and efficient while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
5. The Council has the authority to ask the service provider to remove from the site of work any person(s) deployed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel if they are unacceptable to this Council because of security risk, incompetence, conflict of interest and breach of confidential or improper conduct upon receiving written notice from this Council.
6. The service provider has to provide photo identify cards to the persons employed by him at his cost for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
7. The service shall ensure proper conduct of his persons in Council's office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider, shall be responsibility of the service provider and the Council shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
8. Working hours shall be normally from 9.00 A.M. to 5:30 P.M. during working days including ½ an hour lunch break in between from 1:30 P.M. to 2:00 A.M. However, in exigencies of work, they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazetted holidays, if required which may be compensated by allowing off day on any working day. Two days casual leave shall be allowed in a period of every three months to each worker with full wages. Any other excess absence over and above the casual leave will be liable for proportionate deduction from their wages.
9. The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees provident Fund Act, etc. And this Council shall not incur any liability for any expenditure whatsoever on the persons employed on the persons employed by the Agency on account of any obligation. The agency will be required to provide to this Council particulars of PF, ESI of its employees engaged in this Council, if applicable.

10. The minimum wages so quoted by the bidder should not be less than the minimum wages so fixed by GNCTD for respective category of persons.
11. The service provider will submit the bill, in duplicate in respect of a particular month in the first week of the following month along with proof of remittance of all dues. In case of claim of GST, the service provider has to provide evidence of deposit of GST in the Govt. A/c with subsequent month bill, exclusively on behalf of this Council, failing which no payment towards GST will be made for future claims and past payment so made towards GST, will also be recovered from service provider.
12. The payment of the bill will be released by the week of the following month after deduction of statutory taxes under the laws in force, in case the bill/claim is found in order.
13. The service provider will provide the required additional personnel for a shorter period also in case of any exigencies as per the requirement of this Council. The service provider shall arrange for a substitute will in time, if there is any probability of the person leaving the job due to his/her own personnel reasons.
14. The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special messenger from this Council to the service provider shall be acknowledged immediately on the same day on receipt of such message. The service provider shall strictly observe the instructions issued by this Council in fulfilment of the contract from time to time.
15. This Council shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
16. That the Agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. Supplied to the personnel by this Council for discharge of duties assigned to them, are not damaged in the process of carrying out the service undertaking by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. If this Council suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this Council for the same. The agency shall keep this Council fully indemnified against any such loss or damage.
17. This Council will maintain attendance through biometric machine/Aadhaar basis in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
18. The successful bidder shall furnish a security deposit equivalent to Rs. 3,00,000/- (Rupees Three Lakh Only) in the form of demand draft drawn in favour of Central Council of Indian Medicine, payable at New Delhi within 7 days of the award of the contract, to safeguard the interest of the Council in all respects. The security deposit period will be forfeited in full or part, in case the supply of manpower is delayed beyond the period stipulated by this Council or on non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agencies or non payment or wages/statutory dues etc.
19. The successful bidder will enter into an agreement on stamp paper of Rs. 100/- at his cost with this Council for supply of suitable and qualified manpower as per requirement on these terms and conditions. The agreement will be valid for a period of one year commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The contract/agreement is extendable on yearly basis subject to satisfactory performance of the agency with such amendments as mutually agreed to.
20. The service provider shall not assign, transfer, pledge or sub-contract the work of deploying persons for providing service in the Central Council of Indian Medicine without the prior written consent of this Council.
21. The agreement can be terminated by either side by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. And any amount due to the agency from this Council shall be forfeited by the Council.

22. That on the expiry of the agreement, as mentioned above, the agency will withdraw all its personnel and clear their payments by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency it shall be the entire responsibility of the agency to pay and settle the same.
23. In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Arbitrator so appointed by the Chairperson of this Council whose decision shall be binding on both the parties.

ANNEXURE-II

Sl. No.	Particular	To be filled by the Bidder
1.	Name of the Agency	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3.	Date of establishment of the agency	
4.	Office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (Copy to be enclosed)	
7.	Service Tax Registration number/GST (Copy to be enclosed)	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	
9.	Length of experience in the field.	
10.	Experience details in r/o working with Govt. (Central/State), Public Undertakings, Autonomous/Statutory Bodies of Central/State Govts. (indicate the names of the organization and attach copies of contract orders/performance certificate on the agency)	
11.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance or the same, is attached.	
12.	Whether agency profile, if any attached	
13.	Any other information	

ANNEXURE-III

PROFORMA FOR FINANCIAL BID

Category of worker	Rate of wages, Per person/per month	Service/Admn. Charges	Any other charges, please specify	GST@, If any	Total charges per person (Rs.) Rounded to
	(1)	(2)	(3)	(4)	(5)
Office Assistant	Rs. 20,000/-				
Multi-Tasking Service	Rs. 16,000/-				



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Ref. No. 12-4/2019-manpower

Dated: 22.02.2019

The Editor,
Directorate of Advertising & Visual Publicity,
Phase-IV, Sochna Bhawan,
C.G.O. Complex, Lodhi Road,
NEW DELHI

Subject: Publication of advertisement for Inviting Tender in the Newspaper i.e. Hindustan Times on 28.02.2019.

Sir,

With reference to the subject mentioned above, I am enclosing herewith a notice inviting tender from Agencies for outsourcing of services of Office Assistant & MTS to be published in the newspaper i.e. Hindustan Times on 28.02.2019. You are requested to please look into the matter and intimate the approximate expenditure on the above advertisement through the bearer of this letter urgently.

Encl: as above.

Yours faithfully,

(RAJESH KUMAR JAIN)
ASSTT. SECRETARY (ADMIN.)
FOR SECRETARY

Copy for information to:-

1. The President, CCIM
2. Guard File.



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NEW DELHI

NOTICE INVITING TENDER

SEALED TENDERS ARE INVITED FROM REPUTED MANPOWER AGENCIES/SERVICE PROVIDER TO PROVIDE THE SERVICES OF OFFICE ASSISTANT, MTS FOR A PERIOD OF ONE YEAR THROUGH A SUITABLE PLACEMENT AGENCY ON CONTRACT BASIS FOR DAY TO DAY OFFICIAL WORK.

The detailed information for outsourcing the services of manpower has been given in the Tender document which shall be downloaded from the CCIM's website www.ccimindia.org. The last date for submission of tender document in through registered/speed post addressed to Secretary, CCIM, New Delhi is 15.03.2019 by 4:00 p.m.

Secretary, CCIM