



**NORTH EASTERN INSTITUTE OF FOLK MEDICINE  
PASIGHAT (ARUNACHAL PRADESH)**

Government of India

Ministry of Ayurveda, Yoga & Naturopathy, Unani, Siddha & Homoeopathy (AYUSH)



No.NEIFM/123/OS/2010/

Dated: 17<sup>th</sup> October, 2016

**TENDER NOTICE**

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

1. Sealed Tenders are invited from reputed, experienced and financially sound Companies/Firms/Agencies with 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 Folk Medicine, (NEIFM), Pasighat** 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/ Society Act.
  - 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 and other Govt./Statutory departments as required under Rules. For providing service of security, the Bidder must hold a valid license under Private Security Agencies (Regulation) Act of the Government of Arunachal Pradesh.
  - c) presently engaged in the business of providing Services to similar organizations and at least for the past 3 years.
  - d) having a valid PAN number in the name of the Firm/Agency.
  - e) possessing latest Clearance from Income Tax , VAT and Service Tax Departments.
4. The contract will be initially 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 to the performance of the service provider to the utmost satisfaction of the Institute.
5. The Sealed Tenders 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 **Director, NEIFM, should reach the North Eastern Institute of Folk Medicine, Ministry of AYUSH, Government of India, Opp. APST Bus Station, Pasighat - 791102, East Siang District, Arunachal Pradesh** latest by **15.00 hrs. on 10.11.2016.**
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 Folk Medicine.**' The Tenders should be dropped in the Tender Box placed at Receipt Section of the Institute by the stipulated Date and Time. **Tenders received through Speed Post/Ordinary/Registered Post/Courier should reach within stipulated date & time.**
7. There will be a Pre bid meeting, if felt necessary, the date, time and venue of which will be notified later on the website of this Institute.

8. The Technical Bids shall be opened at **11.00 hrs. on 15.11.2016** in Office of the **Director, NEIFM, Pasighat** in the presence of such Tenderers or their authorized representatives, who may wish to be present.
9. The Tenderers whose Technical Bids are accepted and who qualify to be eligible, will be informed about the Date, Time and Venue of the Opening of Financial Bids.
10. Financial Bids will be opened in the presence of Tenderers or their authorized representative who may wish to be present.
10. ***Bids received after the Closing Date and time shall not be considered.***
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 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 and format, or any other requirements, stipulated in the tender documents are liable to be rejected.
14. ***The Director, North Eastern Institute of Folk Medicine, Pasighat reserves the right to accept or reject any/all Tenders without assigning any reason, thereof.***
15. The Tender Documents along with all details are available at the Website of this Institute "***neifm.nic.in***".
16. 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. Clarification if any, may be obtained from office of Director, NEIFM, during Pre bid meeting or by email (***neifmpasighat@gmail.com***). No claim on account of any errors detected in the tender documents shall be entertained.

(Otem Dai) IAS  
DIRECTOR,  
NEIFM, PASIGHAT

**ANNEXURE-1**  
**SCOPE OF THE WORK**

The North Eastern Institute of Folk Medicine, Pasighat under the Ministry of AYUSH, Government of India, engaged in Folk Medicine 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.

Sl. No.	Name of Post	Approx. No.	Qualifications & Experience	Basic [excluding Employees Provident Fund (EPF), Employees' State Insurance (ESI), Service Tax (ST) etc.] remuneration per month per person
1	Lower Division Clerk	3	10+2 Class or equivalent qualification from any recognised Board. Typing speed 30 wpm in English or 25 wpm in Hindi (in computer) or Correspond to 10500 KDPH on an average of 5 key depressions for each work in Computer skill test.	
2	Computer Operator	1	10+2 Class or equivalent qualification from any recognised Board with diploma in computer applications.	
3	Vehicle Driver	4	a) Class X passed from a recognised Board of Education b) Must have valid driving license for LMV and HMV; with c) 6 Yrs. working experience as driver in the State/Central/Autonomous body after obtaining driving license d) Should have working knowledge of the mechanism of vehicle of different types, maintenance of vehicle and should be capable of handling any breakdown & carry out minor running repairs.	
4	Guest House Caretaker	1	Class X passed from a recognised Board of Education. One year experience in the relevant field.	
5	Multi Tasking Staff	3	Class X passed from a recognised Board of Education. Knowledge of computers. One year experience in the relevant field.	
6	Chowkider/Watchman (Day/night)	2	10 <sup>th</sup> passed from recognized Board of Education having experience in the relevant field.	
7	Mali	2	8 <sup>th</sup> pass from a recognized school with working knowledge of gardening.	
8	Cook	1	Class 8th passed from recognised school. 2 years experience as Cook in a Hospital/ Nursing Home or Hostel of repute.	
9	Field Assistant	2	10th Standard passed or its equivalent from a recognised Board of Education. One year experience in the relevant field.	

10	Animal Assistant	1	10th Standard passed or its equivalent from a recognised Board of Education. Requisite Training in the relevant field.	
11	Safai Karmachari	1	Class 8th passed from recognised school having working knowledge as Safai Karmachari.	
12	Registration Clerk	1	10+2 Class or equivalent qualification from any recognised Board having diploma in computer applications.	
13	Dresser	1	Class X passed from a recognised Board of Education. Certificate of Dresser Training from a recognised Hospital/Institution (not less than 6 months). Minimum 2 yrs. Experience as Dresser in recognised hospital/institutions/dispensary.	
14	Store Assistant	1	10+2 or equivalent from a recognised Board or University with typing speed as per DOPT Norms. Proficiency of working in computers. Experience in maintenance of stores for 2 years. Desirable: Diploma in Material Management.	
15	OPD attendant	4	10th Standard passed or its equivalent from a recognised Board of Education. One year experience in the relevant field in hospital/Institute.	
16	Pharmacy Attendant	1	10th standard passed or its equivalent from a recognised board of education.	

**\*Note :** The Remuneration Amount quoted by the bidder will be treated as indicative only; and the actual amount to be paid would be decided after assessing each candidate's suitability.

**OTHER CONDITIONS FOR THE PERSONNEL TO BE DEPLOYED**

Age Limit-	Age between 18-40 Years in all categories.
Number of Persons required-	The number of persons required against each category as 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.
Wages/Emoluments-	The final wages/emoluments (consolidated) would be fixed by the Institute after assessing the candidates suitability and commensurate to their qualifications, experience etc.
Selection Process -	The candidates provided by the firm may be subject to Test/Interview by the Institute before their final selection and acceptance.
Terms and Conditions	As per Annexure-2

### **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 without any overwriting, cutting if any, in the Technical Bid must be initialed 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 Documents (duly self attested & stamped ) with Technical Bid:
  - a) Copy of certificate of Incorporation issued by the respective registrar of firms/companies/societies/ organization.
  - b) Copy of Firm/Agency's certificate of Registration with Government.
  - c) Copies of EPF and ESIC Registration Certificate.
  - d) Copy of Service Tax Registration Certificate.
  - e) Latest Income Tax return/exemption certificate.
  - f) Copy of PAN card of the Firm/Agency.
  - g) Affidavit (in original) to the effect that the Firm/Agency has not been banned/blacklisted by any Government Agency/ Department/Organization, signed and duly attested by a notary / Magistrate (First Class) on a date after issue of advertisement for this tender.
  - h) Copies of Experience Certificate/Work Order with Central Govt. Departments/Public Sector undertakings/ Autonomous Bodies/ Organizations for the last 3 years. Certificates of successful completion of work orders for the last 3 years.
  - i) Copies of at least two running Contracts (with different organizations) of providing manpower services to Central Government Departments/Public Sector Undertakings/Autonomous Bodies.
  - j) Copies of documents in support of annual turnover and financial standing. (Audited account certified by a CA, Banker's certificates and ITR for previous years).
  - k) 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 Folk Medicine, Pasighat**.
  - l) Tender Fee of Rs. 500/- (Rupees Five Hundred only) in the form of Bank Draft Drawn in favour of **Director, North Eastern Institute of Folk Medicine, Pasighat**.
  - m) Bid Documents (all documents submitted by the bidder in support of his bid) 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 super scribed "Tender for Providing Outsourced Manpower to the NEIFM, PASIGHAT".
6. The Tender should be accompanied by an Earnest Money Deposit of **Rs. 25,000/- (Rupees Twenty Five thousand)** only in the form of Bank Draft payable to the **Director, North Eastern Institute of Folk Medicine, Pasighat** in a separate **Cover(C) superscribed "EMD "**. 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 Folk Medicine, Pasighat**. The validity of the Bank Draft/Bank Guarantee should 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 their fitness/suitability for deployment in the Institute before the final selection. The basic wages to be paid will be decided by the institute as per their fitness/suitability.
9. **The Director, North Eastern Institute of Folk Medicine, Pasighat reserves the right to amend the bid document, extend the closing date and date of opening of tender.**

## ANNEXURE-2

### TERMS & CONDITIONS

1. 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, on his own part and at his cost.
2. The Firm/Agency should submit its PAN and Sales Tax/Service Tax/VAT/Registration certificates.
3. The Firms/Agencies should attach the requisite Certificates from Employees Provident Fund Organization, Employees State Insurance and Service Tax authorities along with the Technical Bid. 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.
4. 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.
5. The Firm/Agency should have sound financial standing to be eligible for consideration.
6. 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 or Fixed Deposit Receipt

or Banker's Cheque or irrevocable Bank Guarantee drawn in favour of ***“Director, North Eastern Institute of Folk Medicine, Pasighat”*** 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.

7. 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 staff deputed by the firm. In that case the firm may be blacklisted and disqualified from participation in any future tenders of the Institute.

8. In case the successful bidder declines/withdraws the Offer of Contract for whatsoever reason(s), his Earnest Money Deposit will be forfeited.

9. 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.

10. 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.

11. The Institute may, subject to satisfactory performance of the service provider, extend the Contract beyond one year at the same rate and Terms and Conditions.

12. The Firm/Agency shall engage the suitable persons 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.

13. There is no Master- Servant or Employer-Employee relationship between the employees of the Firm/Agency and the Institute, i.e., the North Eastern Institute of Folk Medicine. Further, the said persons of the Firm/Agency will not claim for any Permanent/ temporary/Contractual Post/Job or Absorption in the institute. It is the responsibility of the Firm/Agency to make this clear to the employees provided to the institute and no claims in this regard shall be entertained from any or group of such workers.

14. 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.

15. All services shall be performed by persons qualified and skilled in performing such services. They should be holding valid license for performing the assigned job, if required under any law.

16. 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 by the employees and in case of loss to be reported immediately.

17. The Firm/Agency will also ensure that the 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 persons are deployed.

18. The Firm/Agency will provide the prescribed Uniform/Apron to the Personnel deployed within a Week. The Personnel will wear the prescribed Uniform during the duty hours.

19. The Personnel deployed 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.

20. The Firm/Agency shall replace immediately any of its Personnel, if he/she is 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.

21. 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.

22. The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the Personnel of the Firm/Agency deployed in the Institute

23. 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.

24. The Firm/Agency shall not assign, transfer, pledge or sub-contract the performance of Services awarded under this tender.

25. 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, Leave, EPF and ESI accounts of individual employees etc. as necessary. The Institute will not be responsible for the same in any manner.

26. The Firm/Agency shall ensure that the wages to the Personnel deployed by it is paid by the Seventh Day of the succeeding month at the agreed rates. 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.

27. The Firm/Agency shall be responsible for ensuring deposition of contributions towards Provident Fund and Employees State Insurance, as applicable under relevant laws.

28. 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 latest by 3<sup>rd</sup> of next 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.

29. Statutory deductions, as applicable, will be deducted by the institute from the payments to be made to the Firm/Agency.

30. 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.

31. 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.

32. In respect of those candidates not found fit at the time of test/interview, the Firm/Agency will provide other Candidates.

33. The Personnel provided to the Institute once accepted 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.

34. In emergent cases such as sickness of the person deployed or his inability to attend the office for the reasons 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 service 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 of the institute which will be final and binding on the Firm/Agency.

35. The Firm/Agency shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, smoking, consumption of drug, loitering without work etc.

36. The transportation, food, medical and other statutory requirements 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 the same.

37. The Working hours would be normally 8 hours a day excluding half an hour lunch break. However, the concerned personnel may be required to work beyond office hours, if there is any urgency. The Personnel deployed for Security/ Hospital Duties will have to work in shifts round the clock.

38. The Personnel would be entitled to one day paid leave per month in addition to one day off weekly.

39. The Firm/Agency will provide the required personnel at short notice and /Or for a shorter period also, in case of exigencies as per the requirements of the Institute.

40. 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.

41. 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.

42. 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.

43. 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 shall be acknowledged immediately on receipt on the same day.

44. Escalation of the rates shall not be accepted on any grounds during the period the Contract is in force.

45. Preference will be given for those Firms/Companies/Agencies having Registered/Branch Office in Pasighat. In any case, the Firm/company/Agency should set up its fully functioning Registered/ Branch office at Pasighat within 1(one) month from the date of award of contract.

46. 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.

47. The NEIFM, Pasighat 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 at any point of time, 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, the Agreement shall stand terminated without notice and in such a case, the firm would be liable to compensate the Institute for any losses caused to it due to the non-fulfillment of the contractual obligation.

48. Any dispute arising out of the Contract under this tender will be settled within the jurisdiction of Pasighat, Arunachal Pradesh.

49. The Director, North Eastern Institute of Folk Medicine, Pasighat reserves the right to accept or reject any/all tenders without assigning any reason thereof.

50. 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.

51. 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.

52. 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 bills or by raising a separate claim.

53. 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.

54. 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.

### **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. (Rs. 500/- in the form of DD)
- (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 Services of Manpower to the North Eastern Institute of Folk Medicine, Pasighat".
- (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 (m) of the Scope of Work (Annexure-1).
- (F) Financial soundness and capacity to provide manpower of required nature.
- (G) All the documents attached with the bid document should be self attested & stamped.

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

1. Financial bids of only those firms who qualify in the technical bid will be opened. Remaining bids will be returned to the respective bidders unopened.
2. 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.
3. 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.
4. The Service Tax, if any, payable on this amount would not be taken into account.
5. 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.
6. Service charges indicated for each category per worker should be fixed for the entire Contract period.

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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 particulars of the Registered Office</b>	
a	Address	
b	Telephone No. & Fax No.	
c	E-mail Address	
<b>4</b>	<b>Particulars of office at Pasighat</b>	
a	Address	
b	Telephone No.	
<b>5</b>	<b>Full particulars of the Bankers of the Company/Firms/Agency</b>	
a	Name of the Bank, IFSC code & Address of the Bank	
b	Telephone No. & Fax No.	
c	E-mail address	
<b>6</b>	<b>Registration Details</b>	
a	i) Registration No. of Firm/Agency	
	ii)Registration authority	
b	PAN/TAN/GIR No.	
c	Service Tax Registration No	
d	EPF Registration No	
e	ESI Registration No.	
<b>7</b>	<b>Details of Tender Fee</b>	
a	Amount (Rs)	
b	DD No. and Date	
c	Drawn on Bank	
<b>8</b>	<b>Details of Earnest Money Deposit</b>	
a	Amount (Rs)	
b	DD No. and Date	
c	Drawn on Bank	
<b>9</b>	<b>Annual Turnover of company/Firm/Agency for the last 3 years (with proof)</b>	
	2013-14	
	2014-15	
	2015-16	
<b>10</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 to be considered for evaluating the Financial Bid)

Sl.No	Components of Rate	In terms of % of consolidated wages/emoluments per statutory requirement
1.	Employees Provident Fund	
2.	Employees State Insurance	
3.	Any other liability (Pl. indicate)	
4.	Service Tax Liability	

(b) **Service Charges of the Company/Firm/Agency**

(To be considered while evaluating the Financial Bid).

Sl. No.	Name of Post	Basic [excluding Employees Provident Fund (EPF), Employees' State Insurance (ESI), Service Tax (ST) etc.] remuneration per month per person	Service Charges in Rupees per worker per month
1	Lower Division Clerk		
2	Computer Operator		
3	Vehicle Driver		
4	Guest House Caretaker		
5	Multi Tasking Staff		
6	Chowkider/Watchman (Day/night)		
7	Mali		
8	Cook		
9	Field Assistant		
10	Animal Assistant		
11	Safai Karmachari		
12	Registration Clerk		
13	Dresser		
14	Store Assistant		
15	OPD attendant		
16	Pharmacy Attendant		

Signature of Owner/Managing Partner/Director of the firm

Date:

Place:

Name:

Address/Tel.No

Firm's Seal

## DECLARATION

1. I, \_\_\_\_\_ Son/Daughter of Shri/Smti. \_\_\_\_\_  
Proprietor/Partner/Director/Authorized Signatory of M/s \_\_\_\_\_ (tenderer)  
am competent and authorized 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 Owner/Managing Partner/Director of the firm

Date:  
Place:

Name:  
Address/Tel.No  
Firm's Seal

Note: The above Declaration, duly signed and sealed by the authorized signatory of the Firm/Company/ Agency as a token of their acceptance, should be enclosed with Technical bid.