

Cost of the Tender Document Rs. 500/- in the form of
DD in favor of Director, CRIUM, Hyderabad

F.No. 7-8/2020-21/NRIUMSD/Hyd/Admn/MP

TENDER DOCUMENT FOR SUPPLY OF MANPOWER

Tender No. 03/2020-21



राष्ट्रीय त्वचा रोग यूनानी चिकित्सा अनुसंधान संस्थान, हैदराबाद

NATIONAL RESEARCH INSTITUTE OF UNANI MEDICINE FOR SKIN DISORDERS

(Formerly Central Research Institute of Unani Medicine, Hyderabad)

(Central Council for Research in Unani Medicine, New Delhi, Ministry of AYUSH, Govt. of India)
#8-3-168/A/1/UM, A.G. Colony Road, Opp. ESI Hospital Erragadda, Hyderabad – 500 038 Telangana
Website:-www.nriumsd.in

TENDER NOTICE

Notice Inviting Tenders (NIT) for selection of Agencies to provide outsourcing Manpower, at National Research Institute of Unani Medicine for Skin Disorders(Formerly Central Research Institute of Unani Medicine), Hyderabad – 500 038.

Dates & Information :

S.No.	Description	Date & Time
1	Documents download/issue	09.01.2021 at 10:30 AM
2	Date of Pre Bid Meeting with the intending bidders at the Conference hall of NRIUMSD, Hyderabad	13.01.2021 at 11:30 AM
3	Bid Submission starting	14.01.2021 at 10:00 AM
4	Last Date of submission of Tender with Earnest Money Deposit	01.02.2021 upto 11:00 AM
5	Bid opening (Technical bid)	01.02.2021 at 11:30 AM

About the Institute (Area of work):

National Research Institute of Unani Medicine for Skin Disorders (Formerly Central Research Institute of Unani Medicine), Hyderabad, a unit of Central Council for Research in Unani Medicine, New Delhi (CCRUM), under Ministry of AYUSH Govt. of India is occupied on 5 ½ acres of land with 3 Floors of Main Building and New Hospital Block, Hostel Block, Residential Staff Quarters and an open Space. This is a Research Institute having General Out-Patient Department, Research OPD, In-patient Department, Laboratories, Pharmacy, Animal House, Survey of Medicinal Plants Unit and Herbal Garden, Kitchen, MCRU, SCSP Programme etc.

Details of Tender:

1. Sealed tenders are invited from reputed, registered and licensed agencies who can supply of Manpower at NRIUMSD, Hyderabad for a period of **One Year**.
2. The agency should have experience in providing Manpower in reputed organizations, preferably in Govt./Public Sector/Private Sector for at least **Three Years**.
3. A set of tender documents can be obtained from this Institute between 11.00 am and 4.00 pm on any working day on or before **30-01-2021** and also it can be downloaded from the website: www.nriumsd.in. The cost of tender document is Rs.500/-(Rupees Five Hundred only) which may be paid in the form of Demand Draft drawn in favor of Director CRIUM, Hyderabad. If tender document is downloaded from websites then a DD of Rs.500/- towards the cost of the tender document is to be attached.

4. Tender document consists of the following:-

- Annexure – A : Scope of Work

Technical Bid Includes (Annexure B,C,D,E,F,G)

- Annexure – B : Checklist of Information to be provided along with the Tender Document
- Annexure – C : Details of organizations,
- Annexure –D : Declaration by the Tendered about its Structure & Organization
- Annexure – E : Undertaking – Details of Experience
- Annexure – F : Proforma of declaration
- Annexure – G : Financial Bid

5. Sealed Tenders with separate covers of Technical and Financial bids have to be filled in the prescribed Proforma Superscript in Bold Letters “**TENDER FOR MANPOWER**” and addressed to the Director, National Research Institute of Unani Medicine for Skin Disorders (Formerly Central Research Institute of Unani Medicine), #8-3-168/A/1/UM, A.G. Colony Road, Opp. ESI Hospital Erragadda, Hyderabad – 500 038 Telangana should reach before or upto 11.00 AM on **01.02.2021**.
6. The total Tender value is 1,00,00,000/- (Rupees One Crore Only). Along with the technical bid, an EMD of Rs.2,00,000/- (Rupees Two Lakhs only) is to be deposited in the form of Demand Draft in favour of “**DIRECTOR, CRIUM, HYDERABAD**” . The Tenders without EMD will be summarily rejected.
7. The Technical Bids shall be opened at **11:30 AM on 01.02.2021** in the presence of such tenderers or their authorized representatives who may wish to be present.
8. The tenderers whose technical bids are accepted will be intimated about the date of the opening of financial bid.
9. Tenders received after the closing date and time due to Postal delay or delay due to any other reason shall not be considered.

DETAILED GUIDELINES & INFORMATION

A. Eligibility Criteria

1. The Tenderer must have an average annual turnover of Rs.1,00,00,000=00 (Rupees One Crore only) during the last three years.
2. Copies of the following documents should be submitted along with the Technical Bid.

- a) Due to Covid-19 Audited Income Tax Expenditure statement for the year 2019-20 not completed so previous period of three years i.e. from 2016-17, 2017-18, and 2018-19 are desirable.
 - b) Goods and Service Tax (GST) duly registered with Commercial Tax Department
 - c) Copies of Labour License issued under Contract Labour (R & A) Act by Licensing Officer of Central / State Government.
 - d) ESI & PF Registration with payment details for last three years from April to March 2020
 - e) PAN/ TAN No..
 - f) Company / Proprietorship/Partnership Registration Certificate
 - g) The Tenderer should submit details of proprietor/Partners/Directors.
3. The Tenderer should have sufficient employees as detailed in Annexure 'A' on its rolls or rolls of its associates, specifically trained for the work. Full list of the employees, viz., Name with Photographs, Age, Employee Code, Designation, experience in the field of manpower, PF, ESI details etc. should be attached with the technical Bid. Document in support of ESI, EPF deductions, should be attached with the Technical Bid. Details of the health and safety measures, the agency takes for its workers should also be attached with the technical bid.
 4. Tenderers should submit **"Satisfactory Service"** Certificates from their previous client/Employer as supporting documents failing which the information will be treated as invalid.
 5. The Director, NRIUMSD, Hyderabad reserves the right to relax/cancel/alter any condition.
 6. Submission of EMD of Rs.2,00,000/- (Rupees Two Lakhs Only) is to be deposited in the form of DD in favor of Director, CRIUM, Hyderabad.

B. INSTRUCTIONS FOR SUBMISSION OF TENDERS

1. The Tenderers are required to submit two separate bids i.e., Technical and Financial Bid as per prescribed Proforma. The two bids should be submitted in two separate sealed envelopes with superscript(in Bold Letters)**"Technical Bid" for Manpower in NRIUMSD, Hyderabad,** and **"Financial Bid" for Manpower in NRIUMSD, Hyderabad.** Both sealed envelopes should be put in a third sealed envelope with superscript **"BIDS FOR MANPOWER"**. The bid shall be valid for 180 days from the date of opening.
2. The declaration in the prescribed Proforma (Annexure E) enclosed should be submitted along with the Technical Bid.

3. All entries in the Tender form should be readable and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. The bid shall contain no alterations. Omissions or additions except to correct errors made by the Tenderer, and in such case all the corrections must be authorized/signed and dated by the person or persons signing the bid. Corrections and overwriting are not permitted in financial bid.
4. Tender incomplete in any form will be rejected outright; Conditional Tenders will also be rejected outright. Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by NRIUMSD, Hyderabad.
5. The closing date and time for receipt of tenders will be **11:00 AM** on **01.02.2021**. The Technical Bid shall be opened at **11:30 AM on 01.02.2021** at National Research Institute of Unani Medicine for Skin Disorders (Formerly Central Research Institute of Unani Medicine), Hyderabad, in the presence of the authorized representatives of the Tenderer, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the tenderers whose technical tenders are accepted will be informed about the date and time for opening the Financial Bids
6. A formal contract shall be entered into with the successful tenderer. In this contract the successful tenderer shall be defined as "Contractor".
7. The successful Tenderer will have to deposit a Performance Security Deposit of 5% of the total contract value of one year in the form of DD/Banker cheque, Bank Guarantee drawn in favour of Director, CRIUM, Hyderabad.
8. The successful Tenderer will have to deposit the performance Security Deposit before commencement of the work, in default the contract will be cancelled.
9. The competent authority of NRIUMSD, Hyderabad reserves the right to withdraw/relax/alter any of the terms and conditions mentioned above
10. The competent authority of NRIUMSD, Hyderabad reserves the right to reject tenders in whole, or in part, without assigning any reasons thereof.

C. BID EVALUATION

1. The Tenderer should fulfill all the eligibility criteria for qualification. Only such Tenderer who fulfills these criteria will be technically shortlisted for opening of the financial bid.
2. The Tenderer will further be liable for disqualification if it has:

- I. Made misleading or misrepresentation or deliberately suppressed the information in the form, statement and enclosures required in the tender document.
- II. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses, unsatisfactory performance etc.,.
- III. If the Tenderer or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for any reason by any organization at any time or ever been convicted by a Court of Law, their application will be summarily rejected.
All Tenderers who qualify based on technical bid shall be informed to attend the financial bid on prescribed date and time.

Minimum Qualifying Criteria for Technical bid

S.No.	Criteria	Eligibility
1	Total years of experience in the field of Supply of Manpower..	3 years experience.
2.	Total Annual Turnover in the business of providing Manpower. (determined from last balance sheet)	Rs.1,00,00,000.00
3.	Total Number of Manpower (determined from Form 9A EPF& 5 Return of contribution to ESI) provided by the firm.	50 persons with all their credentials
4	Work performance	Satisfactory work performance certificate from previous organizations.
5.	Submission of EMD	DD of Rs.2,00,000(Rupees Two Lakhs only) in favour of Director CRIUM,Hyderabad

FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL TENDERER

1. The financial bid of tenderers who fulfill technical bid criteria are accepted.
2. Financial Bids of only those tenderers who are declared qualified technically shall be evaluated. **ABNORMALLY LOW SERVICE CHARGES (NOT LESS THAN TDS) WILL NOT BE ACCEPTED.**
3. If two or more Tenderers quote the same lowest rate, then they are allowed for negotiation among them to allow one person and remaining other to withdraw. If not willing for negotiation all are given an opportunity for on the spot sealed tender below the same lowest rate.

Format for submitting financial bid and mechanism for payment:

- I. Tenderers will quote the rates taking into account the scope of manpower mentioned and rates should be quoted for a month as per format mentioned in Annexure-G. For the purpose of comparison of financial bid, the total amount (inclusive of Taxes, Levies etc.,) will be added and technically shortlisted Tenderers whose quoted rates (inclusive of All Taxes, Levies etc.,) for total period of validity of contract i.e. one year and the lowest will be selected.
- II. **Fall Clause:** The rates charged for the outsourced services by the Tenderer shall in no event exceed the lowest price of identical services being provided by the Tenderer to any person/organization including any department of Central Government or any department of State Government or any Statutory undertaking of the Central or State Government, as the case may be during the currency of the contract except when the increase is due to statutory dues and levies.
- III. **Tolerance Clause:** The organization reserves the right to increase the quantum of work by 25% on pro rata basis.
- IV. **Payment:** Payment will be made every month subject to production of satisfactory performance report and remittance receipt of ESI, EPF and PT (as applicable) of previous month along with the bill.
- V. No escalation of rates quoted will be allowed during the period of the contract except due to revision of **Minimum Wages of Government of India** or revised statutory provision (ESI, EPF)
- VI. In case of any attempt for cartelization by Tenderers with a view to hike up the prices, all bids will be rejected and such Tenderer will be blacklisted and bid security will be forfeited.

D. PERFORMANCE SECURITY

1. The successful tenderers will submit performance guarantee equivalent to 5% of the total contract value of one year in the form of bank guarantee/FDR from any scheduled bank. The performance security shall be furnished within twenty-one(21) days or earlier from the date of receipt of communication from the Institute informing “ **AWARD OF CONTRACT**”
2. The performance security shall remain valid for a period of 3 months beyond the date of completion of all contractual obligations of the contract.
3. Failure of the firm to submit the above mentioned performance security shall constitute sufficient ground for the annulment of the contract and forfeiture of the Bid Security.

E. REPORTING & PENALTIES FOR QUALITY ASSUARANCE

1. Reports to be submitted by the Tenderer
 - i. A daily report of the manpower on duty.
 - ii. A monthly feedback report from the user areas as based on key performance indicators (KPI)
 - iii. A centralized complaint reporting and redressal mechanism to be manned by the Tenderer. The redressal has to be certified by the complainant.
 - iv. Any other reporting mechanism as desired by the Institute

Penalty Clauses

In case the contractor fails to commence / execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, the Institute reserves the right to impose the penalty as detailed below:

Offences	Penalties (In Rupees)
Not found displaying photo ID	Rs.20/- per instance
Worker not in proper uniform	Rs.50/- per instance
Indulging in smoking /drinking /Tobacco chewing/sleeping or any other misconduct during duty hours	Rs.100/- with removal of the offender
Unsatisfactory performance, individual complaint	Rs.100/- per instance
Adverse report by adhoc Committee for inspection	Rs.500/- per instance
Complaints are not registered or not redressed	Rs.200/- per instance
Absence of personal protective gears	Rs.200/- per instance
For any other breach , violence or contravention of any terms and conditions	Rs.500/- will be imposed per day
In case the service remains consistently unsatisfactory for a period of more than 2 weeks.	Penalty of 5% of the annual contract value will be imposed

- (a) 2% of the cost of agreement (Annual cost to Institute as quoted in tender per week up to 2 weeks delays for non- execution of contract after award of work .
- (b) After 2 weeks delay, the Institute reserves the right to cancel the contract and with hold the agreement and get this job to be carried out from L-2 Tenderer. The defaulting L-1 Tenderer may be debarred /blacklisted for a period of 4 years. The security deposited by the contractor shall also be forfeited.

- (c) During interim period of award of work and taking over the contracted work by the successful Tenderer, the ongoing system by earlier service provider will continue.
- (d) In case of default / cessation of work by the service provider during the currency of contract, the organization reserves the right to make interim alternate arrangements from the market /L2 /L3 Tenderers and any excess amount payable arising thereof will be the liability of the defaulting service provider.
- (e) The amount payable for the preceding month will only be released after certification of satisfactory performance. Penalty will be recovered from the performance security and the Tenderer will have to deposit the corresponding amount before release of further payments.
- (f) In case of any damage / lost / theft of property attributed to the personnel deployed by the service provider, the cost of the same will be recovered from service provider.

F. OTHER TERMS & CONDITIONS

1. The contractor shall obtain a license under Contract Labour (R&A) Act 1970 and also submit a copy of such license duly attested, to the Institute. No payments would be released till the contract license is submitted to the Institute. Moreover, he shall abide by all the necessary provisions of various Labour Laws /Acts, ESI/Bonus, Workmen's Compensation, EPF and any other laws and rules applicable, in this regard. It shall be the duty of the service provider to get EPF code number allotted by Regional Provident Fund Commissioner (RPFC) against which the EPF subscription, deducted from the payment of the personnel engaged and employer's amount of contribution should be deposited with the respective EPF authorities within 7 days of close of every month. In the eventuality of the contractor failing to remit employee/employer's contribution towards EPF subscription etc. within the stipulated time, the administrative head of the Institute is entitled to recover equal sum of money from any payment due or accrue to the contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged. The contractor shall issue EPF Pass Book/ESI card to every worker and shall supply the code Number allotted by the local ESI/EPF authorities. The Service Provider shall ensure compliance within 90 days of the award of work. If any change is required on part of Institute, a fresh list of personnel shall be made available by the contractor after each and every change.
2. It shall be the sole responsibility of the contractor to abide by all statutory rules & regulations (eg. ESI, EPF, MW & PT etc.) as applicable from time to time and no separate claims for the same shall be entertained by the organization.
3. The contractor shall mandatory furnish proof of payment of all the legal entitlements to the workers, besides wages on a monthly basis.
4. If on account of non-compliances with the provisions of any laws, Institute is called upon to make any payment to or in respect of his employees, the service provider shall fully reimburse to Institute all such payment and Institute shall be free to make deductions on this account from the amount of Security Deposit, in which case, the

contractor shall immediately pay to the Institute such amount as may be necessary to make up the required security Deposit, or from the dues which may be payable by the Institute to the contractor. The contractor will sign an Indemnity Bond in favor of Institute to this effect. No liability, whatsoever shall attach to the Institute on account of or any failure on the part of the service provider to observe these regulations.

5. In case, any person engaged by the contractor is found to be inefficient, quarrelsome, infirm, and invalid or found indulging in unlawful or union activities, or involved in any criminal case punishable under law. the contractor will have to replace such person with a suitable substitute at the direction of the competent authority.
6. The Institute shall not provide any sort of accommodation to the personnel deployed by the contractor and no cooking/lodging will be allowed in the premises of the Institute at any time.
7. If any complaint of misbehavior and misconduct by personnel of the contractor comes into the knowledge of the Institute authorities then responsibility for all such activities shall be of the contractor and any loss owing to negligence or mishandling by the personnel employed by the contractor, the contractor shall himself be responsible to make good for the losses so suffered by the Institute.
8. The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of Institute or do anything which may cause unnecessary disturbance or inconvenience to other persons working there as well as to the general public in the Institute premises and near to it.
9. The Institute will deduct Tax at source (TDS) under section 194-C of the Income Tax Act, 1961 from the contractor.
10. The contract can be terminated by the first party (Head of Institute) by giving one month prior notice. The second party (Contractor), if so desire to terminate the contract will be required to give two months prior notice (in writing) or till Institute is able to make alternative arrangements, whichever is earlier.
11. The contractor shall not engage the personnel below the age of 18 years. All the personnel deployed by the contractor shall be medically fit and their antecedent be verified prior to the deployment in the Institute. Persons at higher risk should be vaccinated against Hepatitis 'B'.
12. The average age should be between 18 years and 55 years irrespective of the gender.
13. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all compensation/damage/expenses/fines. The concerned contractor personnel shall attend the Court as and when required.

14. If as a result of 'post payment audit' any overpayment is detected in respect of any work done by the contractor or alleged to have been done by the contractor under the tender, it shall be recovered by the Institute from the contractor.
15. The contract will be valid for a period of **one year** from the date of commencement.
16. The contractor shall not engage any sub-contractor or transfer the contract to any other service provider.
17. The contractor has to maintain all the appropriate records at his own cost as required by various Government departments. In case of any violation of any statutory provisions under any applicable law related to the work, the liability for the same shall devolve on the contractor and not on Institute administration.
18. The contractor shall be responsible for all acts of omission/commission in the Institute by his employees during the course of discharge of their duties at the Institute. The Institute will not be responsible for any mishap while dealing during the described scope of work because of such acts of omission/commission.
19. Persons suffering from contagious or infectious disease shall not be employed or permitted to work in Institute & it reserves its rights to examine any of the workers of medical fitness without prior notice. Expenses, if any incurred by the Institute on medical examination of such employees, shall be borne and paid by the contractor.
20. The contractor will be required to remove or replace any of its personnel whose duty has not been found satisfactory or whose presence in the Institute premises is considered undesirable by the authorities.
21. The payment against bills shall be made every month by Institute. The bill has to be accompanied by the exact data on personnel employed plus other charges. This has to be certified by authorized representative of Institute on a daily basis. The service provider shall disburse the wages to its personnel deployed in the Institute every month on or before 7th of Calendar month through ECS. The service provider shall ensure that all personnel deployed have valid bank account and payment is made to their accounts every month and certified copy of payment has to be submitted along with the bills by 15th of every month.
22. The contractor will have to deposit the proof of depositing employee's contribution towards EPF,ESI& PT etc. of each employee every month.
23. The contractor shall submit a certificate along with each bill to the effect that the payment has been made to the personnel as per acquaintance roll and all labor laws obligations have been complied.
24. It is the sole responsibility of successful security agency to take all precautions in implementing wages notified by the Government of India from time to time under Minimum Wages Contract Labour Act.

25. The contractor / agency will only be responsible as employer of his/her own staff in maintaining security records and shall maintain all records furnished under Contract Labor (R &A) Act, EPF Act and records under various act, Rules applicable to the contractor which should be made available to the Director NRIUMSD, Hyderabad as and when demanded. There will not be any relationship of employer and employee between the staff of contractor/agency and the Institute and there will not be any liability towards them.

A. The bill has to be accompanied with

- (i) The bills have to be accompanied by exact data on personnel employed and the deployments have to be certified by authorized official of Institute on a daily basis.
- (ii) Contractor shall provide Registration Numbers allotted by ESI authorities for each and every personnel deployed by them at Institute against this contract.
- (iii) Particulars of the personnel engaged for the work are required to be submitted to Institute.
- (iv) The contractor has to ensure that all personnel deployed have valid bank account and payment to their account every month and certified copy of payment has to be submitted along with bills.
- (v) Bills in detail may be drawn as per column given below:
 - Basic, VDA, ESI, EPF,
 - Service Charges
 - Service Tax, PT
 - Any other head under which payment sought

Certificate/affidavit by service provider.

- (i) The service provider has to submit adequate documentary proof of depositing of ESI, EPF, Service tax and PT in concerned authorities and has to submit an affidavit on non-judicial stamp paper of Rs.10/- that they have deposited the ESI,EPF contribution of actual numbers of personnel mentioned in the bill.

Force majeure

Any failure or omission or commission to carry out the provision of this Agreement by the contractor shall not give rise to any claim by one party against the other, if such failure of omission or commission arises from an act of nature, which shall include acts of natural calamities such as flood, earthquake, from civil strikes, riots, curfew, embargoes or from any political or other reason beyond the parties' control

including war(whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.

Waiver

At any time any indulgence or concession granted by the Institute shall not alter or invalidate the terms of the contract nor constitute the waiver of any of the provisions hereof after such time, indulgence or concession shall have been granted. Further the failure of Institute to enforce at any time any of the provisions of the contract or to exercise any option which is herein provided, shall in no way be construed to be waiver of such provisions nor in any way affect the validity of the contract or any part thereof or the right of Institute to enforce the same in part or in entirety of it. Waiver, if any, has to be in writing.

SCOPE OF WORK/SERVICE PROVIDER'S RESPONSIBILITIES

The Tenderer shall provide competent Manpower as per the requirement of the Institute from time to time. The number of required Manpower qualifications etc., may be altered as per the change of norms of the Institute, details of which can be as follows:

Details of Manpower required at NRIUMSD, Hyderabad.

S.No.	Name of the Post	No. of Posts	Qualification/Experience	Role and Responsibilities
1.	Semi-Skilled	06	S.S.C	As per the requirement of the Institute.
2	Unskilled	21	Knowledge of Reading & Writing	

Note: The personnel deployed will have to perform the assigned duties but not limited to those only. The work to be performed will be assigned separately to each worker from time to time.

TENDER DOCUMENT**Deployment of Manpower at NRIUMSD, Hyderabad****TECHNICAL BID**

(In separate sealed Cover-I super scribed as “Technical Bid”)

S. No.	Particulars	Attached/Not attached
1.	Name & Address of the agency with phone number, email, and mobile	
2.	Constitution & Nature of firm (State whether sole proprietor/partnership firm/ limited company)	
3.	Year of establishment	
4.	Registration of your Firm /Company with the labour Commissioner under provisions of contract labour Act and its validity date. (Please attach copy)	
5.	Address of Branch Office at Hyderabad with contact details	
6.	Bank Details:	
a)	Name of Bankers & Branch with full address	
b)	Type of Account & Number	
c)	Name (s) of person (s) operating the account (enclose banker's certificate)	
7.	ESI Code with photocopy of registration certificate (Please attach copy)	
8.	Registration certificate of Provident fund commissioner. Enclose PF registration code allotted by the Regional Provident Fund Commissioner.	
9.	PAN No. (Please attach copy)	
10.	GST Registration (Please attach copy)	
11.	Please attach copy of Income Tax Return of last 3 years (Please attach copy)	
12.	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA	
13.	Attach Bank solvency certificate of Rs. 5 lacs specifically in the name of agency (current, not older than one month)	

Annexure-C

Details of other organizations where contracts were undertaken during last five years (enclose supporting documents)

S.No.	Name & Address of the Organization with Contact No.	Nature & No. of Personnel Supplied	Period of Contract or	Whether Central Govt./State Govt./ (PI Specify)	Amount of Contract (yearly)	Reason for termination (if currently not valid)	Self attested copies of work order may be attached
1.							
2.							
3.							

This information to be given in "Envelope No.1 along with Technical Bid for Contract for supply of Manpower.

(Signature & Stamp of the bidder)

Structure & Organization

1. Name & Address of the Tenderer
2. Telephone No. / email ID
3. Legal status of the Tenderer (attach copies of original document the legal status)
 - a. A Society registered under the Societies Registration Act 1860
 - b. A Proprietary firm
 - c. A partnership firm
 - d. A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photocopy and give relevant page numbers)
Organization/Place of registration/ license Registration/license No.
5. Names and Titles of Directors & Officers with designation of the agency/contractor/firm/company.
6. Designation of individuals authorized to act on behalf of the organization
7. Was the Tenderer ever required to suspend operation for a period of more than one month continuously after the bidder commenced the operation? If so, give the name of the project and reasons of suspension of work.
8. Has the Tenderer or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandoned.
9. Has the Tenderer or any constituent partner in case of partnership firm, even been Debarred/blacklisted for tendering in any organization at any time? If so, give details
10. Has the Tenderer or any constituent partner in case of partnership firm even been convicted by a court of law? If so, give details.
11. Total number of employees along with their designations engaged by the Tenderer for the Manpower supply.
12. Any other information considered necessary but not included above

Signature of Applicant

UNDERTAKING – YEARS OF EXPERIENCE

Tender No. _____ Due for opening on: _____

Name of the Service _____

I/We/M/s _____ hereby declare that:

1. Our agency has been in business for a period of at least last 3 years in Manpower supply for which the relevant supporting documents are submitted.

2. Minimum Qualifying criteria for Technical Bid

S.No.	Criteria	Eligibility	Copies of Supportive documents with relevant page numbers
1	Total years of experience in the field of Manpower supply..	3 years' experience	
2.	Total Annual Turnover in the Business of providing Manpower supply (determined from last year balance sheet)	Rs. 1 Crore	
3	Total number of manpower (Determined from FORM 9A EPF & 5-Return of Contribution to ESI) provide by the firm	50 persons	
4	Work performance	Satisfactory work performance certificate from previous organizations	

3. We will be able to arrange for the required Manpower, for the establishment of service as per the tender term within 15 days of award of contract.

4. We fulfill all the statutory requirements of the relevant labour laws of India.

Signature of the Authorized Representative
Name & Address with stamp of Tenderer.

PROFORMA OF DECLARATION

1. Name of the Contractor
2. Full Address
3. Email Address
4. Phone Number

UNDERTAKING

I/We_____ do hereby declare that we have carefully read all the conditions of the tender schedule of the National Research Institute of Unani Medicine for Skin Disorders(Formerly Central Research Institute of Unani Medicine), Hyderabad for tender quoted for the supply of outsourcing Manpower at National Research Institute of Unani Medicine for Skin Disorders(Formerly Central Research Institute of Unani Medicine), Hyderabad for a period of one year from the date of acceptance of tender and shall abide by all the conditions set in there in.The company is not/has not been blacklisted by Central/State Government/any PSUs/Private Sector for Non-Fraud and Non-Corrupt practices. I/We also declare that the details furnished above are true and if found to be false I/We shall be liable to disqualification.

Signature of Authorized Representative
of Agency/Firm/Contractor

Date:

Name:

Place:

Seal:

FINANCIAL BID FOR MANPOWER

At

**National Research Institute of Unani Medicine for Skin Disorders
(Formerly Central Research Institute of Unani Medicine), Hyderabad**

Name and Address of the Tenderer:

TABLE – A
Manpower: (Semi skilled: 06 Nos. Un skilled: 21 Nos.)

		Minimum wages as per Govt. of India		E.P.F (%)		E.S.I (%)		Total		Service Charge ()%		GST (%)	
		(1) (Per day and for 26 days)		(2)		(3)		(4) (1+2+3)		(5) On col.No.4		(6) (On col.No.1+col.No.5)	
		in Figures(₹)	In Words	in Figures(₹)	In Words	in Figures(₹)	In Words	in Figures(₹)	In Words	in Figures(₹)	In Words	in Figures(₹)	In Words
1.	Each Semiskilled												
	06 Nos. for a month												
2.	Each Unskilled												
	21 Nos. for a month												
3	Total for 12 months												

Financial Bids of only those tenderers who are declared qualified technically shall be evaluated. ABNORMALLY LOW SERVICE CHARGES (NOT LESS THAN TDS) WILL NOT BE ACCEPTED.

*EPF, ESI, GST, TDS and PT as applicable.

- i. Corrections, if any must be attested. All amounts shall be indicated both in words as well as in figures. Where there is a difference between the amount quoted in words and figures, the amount quoted in words shall prevail.
- ii. Payments shall be made by the Institute as per the terms and conditions of the Tender Documents.
- iii. The prices in the Price schedule shall be exclusive of any Service charge, Education Cess, Secondary and Higher Education Cess or any other applicable taxes as may be levied by the Government from time to time and same shall be charged in addition to the applicable rate.

I / We agree to execute the contract in accordance with the provisions of the tender document.

Signature

Name.....

Designation.....

Address.....

Seal of the Agency