

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY
Deptt. of AYUSH, Ministry of Health & F.W.,
61-65, Institutional Area, Janakpuri, New Delhi-110058.

Advertisement No.03/2009-10

OPEN TENDER NOTICE

Sealed quotations/tenders on twin bid system are invited from the reputed Outsourcing Agencies for providing various categories of manpower to this Council & Central Research Institute (Homoeopathy), Noida, on contract basis. The tender form along with terms and conditions can be purchased for Rs.100/- (Rupees one hundred only) (in cash) from the Council's headquarters Office as mentioned above.

Last date and time of submission of the duly filled quotations is up to 01.02.2010 at 2.00 p.m. (No quotations will be entertained after the date and time prescribed for this purpose)

Sealed tenders/quotations will be opened on 01.02.2010 at 4.00 p.m.

Tender forms may also be downloaded from the Council's web site www.ccrhindia.org In such, case, a sum of Rs.100/- (Rupees one hundred only must be deposited in cash at the time of submitting the tender.

DIRECTOR GENERAL

Central Council for Research in Homoeopathy, New Delhi.

Dated:

Sealed tenders are invited from experienced and reputed Manpower Agencies (Service Providers) for outsourcing of the services of various categories of Staff, the details of which along with Qualification/Experience are shown against each (**Annexure-I**).

1. The initial period of contract shall be one year which is likely to be extended by another one year on satisfactory performance with such amendments as may be mutually agreed to and also subject to necessary approval of the Competent Authority.
 - i) Monthly remuneration approved by the Council, and as mentioned in the Annexure-I, to each category of the staff, shall be paid in full to the individuals concerned by the Service Provider/Agency.
 - ii) Agency/Service Provider shall quote separately the Service change/Incentive etc., it proposes to charge category wise in respect of each category of personnel mentioned in Annexure-I, which is payable to the Agency/Service Provider.
 - iii) Service Charges/ rates quoted by the agency shall be valid for a period of one year from the date of execution of agreement, without any variation.
2. The manpower will have to be supplied by the agency within 15 days of award of contract.
3. Terms and conditions: As at **Annexure II**.
4. Only those Agencies/Service Providers who fulfill the following minimum criteria, should submit their bids:
 - (a) The manpower agencies should have been existence for not less than five years.
 - (b) It should have been registered with the Government Authorities concerned and a copy of each of such registrations shall be attached with the bid.
 - (c) It should have PAN number and Sales Tax/Service Tax registration. Proof in this regard shall be attached with the bid.
 - (d) It should not have been blacklisted by any Government organization.
 - (e) It should be willing to take up the contract on the terms and conditions at **Annexure II**.
5. An earnest money deposit of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft drawn in favour of the Director General, Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110058, shall be submitted along with the technical bid, failing which the bid shall not be considered valid.
6. The tenders should be submitted in two separate sealed covers.
 - (i) The first sealed cover should be super-scribed "**Technical Bid**" and should contain the following:
 - a) The Proforma at **Annexure III**, duly filled in,

- b) Agency's profile, including previous experience of manpower supply to Government and other Departments, etc.,
 - c) Acceptance of terms and conditions at **Annexure II**.
 - d) Demand Draft for earnest money deposit.
 - e) All other required documents.
- (ii) The second sealed envelope super-scribed "**Financial Bid**" should contain only rates (with full break up i.e. EPF, ESI, Service Tax, etc.) which is to be quoted on monthly basis for normal duty of 8 hours per day per person for five days a Week (**Annexure IV**)
- (iii) Both the sealed covers should be placed in a third envelope duly sealed and superscribed "**Tender for supply of outsourced staff**". This should be addressed to the Director General, Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110058 and sent by post or delivered by hand latest by 4.00 pm on 31.01.2010.
7. The technical bids will be opened on a date immediately after the expiry of the last date of receipt of the tenders, in the Headquarters Office of the Central Council for Research in Homoeopathy, New Delhi, in the presence of the participating bidders, who may like to be present.
8. A Committee will assess the ability of the agencies to supply requisite number of personnel based on its record, profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.
9. The Director General of the Council reserves the right to accept or reject whole or part of the tender without assigning any reason at any stage.
10. The Jurisdiction for all legal matters, if any, will be New Delhi.
11. E & O. E.

Director General
Tel. No. 28525523

Copy to,

Council's Website – www.ccrhindia.org

Details of categories, qualifications, experience and the proposed remuneration in respect of the staff proposed to engage through outsourcing.

Sl. No.	Name of the category	Required qualifications and Experience etc.	Amount of remuneration Per month (fixed and consolidated)	Remarks
1.	Consultant (Administration.)	<p>Qualification: Degree from recognized Institution/Board/University</p> <p>Experience:</p> <ul style="list-style-type: none"> • Experience of at least 10 years in the field of administration, establishment and financial matters in Central Govt., or Central Autonomous bodies out of which 5 years in the supervisory post of ministerial cadre in the pre-revised scale of Rs. 6500-10500 or 3 years in the pre-revised scale of Rs. 10000-15200 (Ministerial cadre) • Knowledge of Hindi and English • Working knowledge of computers. <p>Age: 65 years and below in case of retired Govt. Servants.</p>	Rs.20000/-	
2.	Consultant (Mother & Child Care)	<p>Age: 45 years and below.</p> <p>Essential: BHMS, 3 years professional experience in the field of Homoeopathy, Contributions in the form of publications in Homoeopathy, Good working knowledge of Computers (MS Office, Internet)</p> <p>Desirable: MD (homeopathy), Excellent command over English language, written and spoken, Contributions in the form of publication of information education and Communication (IEC) material, Experience in the filed of publishing, editing, media.</p> <p>Preference would be given to:</p> <ol style="list-style-type: none"> a) Candidates having worked in the field of Mother and Child Care b) Candidates who have held positions of responsibility requiring coordination and liasioning activities. 	Rs.20,000/-	

Sl. No.	Name of the category	Required qualifications and Experience etc.	Amount of remuneration Per month (fixed and consolidated)	Remarks
3.	Consultant (EMR Projects)	<p>Age: Below 45 years. Essential: B.H.M.S. Experience: 3 years research experience Desirable: a) M.D. (Homoeopathy) b) Contribution in form of publication related to research in Homoeopathy c) Working knowledge of Computers.</p>	Rs.25,000/-	
4.	Communication Consultant	<p>Age: Below 50 years Essential: a) M.A. in English from any recognized University. b) Full time Diploma Course in Journalism/Mass Communication from any recognized Institution. c) Diploma in computer applications from any recognized Institution. Desirable: experience in Journalism or in editing print material OR Essential : Graduate (BHMS) in Homoeopathy from any recognized University. Knowledge of Computer Applications Good Communication skills in English and Hindi Desirable: Experience in Journalism or in edition print material.</p>	Rs.25,000/-	
5.	Senior Research Fellow (Homoeo.)	<p>Age: 35 years and below Essential: BHMS or equivalent qualification recognized by Central Council of Homoeopathy. Desirable qualification and experience: 1. P.G. in Homoeopathy recognized by CCH. 2. Research experience in any Govt. organization or reputed institution. 3. Knowledge in Computer application.</p>	Rs.15000/- +HRA	

Sl. No.	Name of the category	Required qualifications and Experience etc.	Amount of remuneration Per month (fixed and consolidated)	Remarks
6.	Senior Research Fellow (Chemistry/ Pharmacology/ Pharmacognosy)	Chemistry: Age: 35 years and below Qualification: M.Sc. (Chemistry) Pharmacognosy: Age: 35 years and below Qualification: M.Sc. (Pharmacognosy/Botany) Pharmacology: Age: 35 years and below Qualification: M.D. (Pharmacology) MVSc. (Pharmacology) M. Pharma (Pharmacology)	Rs.14,000/- +HRA	
7.	Data Entry Operator	Age: 30 years and below. Essential: (a) Degree from a recognized University. (b) Diploma of minimum 6 months in computer application from a recognized Institution. (c) One year experience of Data Entry Operator in any Central/State/Autonomous/Reputed Organization	Rs.9,000/-	
8.	Computer typist	AGE: 30 years and below. Essential: (a) 10+2. (b) Diploma of minimum 6 months in computer application from a recognized Institution. (c) One year experience of Data Entry Operator in any Central/State/Autonomous/Reputed Organization	Rs.7000/- (proposed)	

Sl. No.	Name of the category	Required qualifications and Experience etc.	Amount of remuneration Per month (fixed and consolidated)	Remarks
9.	Ward Boy/Aya	Age: 27 years and below Qualification & experience: Middle School pass or equivalent Previous experience of minimum of one year in a recognized Hospital/Dispensaries/Child Welfare Centre.	Rs.5,000/-	
10.	Cook	Age: 27 years and below Qualification & experience: Ability to read and write the Regional Language. Previous experience in a recognized Hospital or nursing Institution as a Cook.	Rs. 5,500/-	
11.	Kitchen Servant	Age: 27 years and below. Qualification & experience: Ability to read and write the Regional Language. Previous experience in a recognized Hospital or nursing Institution as Cooking Assistant.	Rs.5,000/-	
12.	Mali	Age: 27 years and below Qualification & experience: Ability to read and write in Hindi or regional language. Experience in Gardening work	Rs.5,000/-	
13.	Statistical Assistant	Age: 30 years and below Qualification & experience: Master's Degree in Statistics or Mathematics with Statistics as one of the subjects or Graduation from a recognized University with Statistics or Mathematics as a subject with 3 years experience in handling statistical data in an Institute of repute.	Rs.12,000/-	

Sl. No.	Name of the category	Required qualifications and Experience etc.	Amount of remuneration Per month (fixed and consolidated)	Remarks
14.	Hindi Assistant	<p>Age: 30 years and below.</p> <p>Qualification & experience:</p> <p>1) Degree from a recognized University in Hindi with English as a subject at graduation level.</p> <p>ii) Adequate knowledge of Hindi up to the standard of B.A. examination, from an Indian University.</p> <p>iii) Ability to translate from English to Hindi and vice versa (to be confirmed by a test) OR</p> <p>Post graduate qualification in Hindi with ability to translate from English to Hindi and vice-versa (to be confirmed by a test).</p> <p>Desirable:</p> <p>Working knowledge of Computer</p>	Rs.12,000/-	
15.	Junior Hindi Translator	<p>Age: 30 years and below</p> <p>Qualification & experience:</p> <p>Degree from a recognized University</p> <p>Adequate knowledge of Hindi equivalent to the Standard of B.A. examination from an Indian University.</p> <p>Ability to translate from English to Hindi and vice-versa as evidence by a test OR</p> <p>Post-graduate qualification in Hindi with ability to translate from English to Hindi and vice-versa (as evidence by a test).</p>	Rs.12,000/- (proposed)	
16.	Plumber	<p>Age: 30 years and below</p> <p>Qualification & experience:</p> <p>Matric or equivalent</p> <p>Diploma in plumbing of minimum one year from ITI or any recognized Institution</p> <p>Desirable:</p> <p>Minimum 02 years experience in the field from any recognized Institution/Hospital.</p>	Rs.6,500/-	

Sl. No.	Name of the category	Required qualifications and Experience etc.	Amount of remuneration Per month (fixed and consolidated)	Remarks
17.	Electrician	<p>Age: 30 years and below Qualification & experience: Matric or equivalent Diploma in Electrician Course of minimum two year duration from ITI or from a recognized Institution Desirable: Minimum 01 years experience in the field from any recognized Institution/Hospital.</p>	Rs.8,000/-	
18.	Receptionist	<p>Age: 30 years and below Qualification & experience: 10+2 Knowledge of Computer applications. Experience in EPABX Board. Fluency in English and regional language.</p>	Rs.6,500/-	
19.	Pharmacist (Homoeo.)	<p>Age: 27 years and below Qualification & experience: Matric or equivalent Certificate of Pharmacy of minimum of 2 years duration from a recognized Institution 2 years experience preferably in the dispensaries/hospital of Homoeopathy of repute <u>failing which</u> Matriculation of equivalent. One year dispenser's Course from a recognized Institution, 3 years experience in dispensing of Homoeopathic drugs in a Hospital/Dispensary of repute. <u>failing both</u> Matric or equivalent 5 years experience of dispensing Homoeopathic drugs in a recognized hospital/Institute managed by Govt./Semi. Govt. or Autonomous Bodies/Homoeopathic Practitioner approved by CCRH</p>	Rs.7,000/- (Proposed)	

Sl. No.	Name of the category	Required qualifications and Experience etc.	Amount of remuneration Per month (fixed and consolidated)	Remarks
20.	Staff Nurse	<p>Age: 35 years and below</p> <p>Qualification & experience: 10+2 with Science subject from a recognized Board/University. Certificate of 'A' Grade Nurse and registered with Nursing Council of India One year work experience preferably in a Homoeopathic Hospital/institution OR B.Sc. in Nursing from a recognized University/Institution and registered with the Nursing Council of India</p>	Rs.10,000/-	
21.	Clerical staff	<p>Age: 27 years and below</p> <p>Qualification & experience: Matric or equivalent Ability to type at the rate of 30 WPM in English/Hindi (to be confirmed by a test).</p>	Rs.7000/- (Proposed)	
22	Laboratory technician	<p>Age: 27 years and below:</p> <p>Qualification & experience: Higher Secondary with Science Group or its equivalent Diploma in Medical Laboratory Technology of not less than two year's duration from a recognized Institution. Desirable: Five years experience in Laboratory Technology in a Laboratory of recognized Hospital/Institution.</p>	Rs.8,000/- (Proposed)	
23.	Peon	<p>Age: 27 years and below.</p> <p>Qualifications & experience: 1. Pass in Middle School Examination or equivalent examination from a recognized School. 2. Ability to read and write English, Hindi and/or other regional language.</p>	Rs.5,000/-	
24.	Security Guards	<p>Age: 40 years below (no age bar for Ex-servicemen)</p> <p>Qualifications & experience: Ability to read and write Hindi or any regional language. Previous experience in the line.</p>	Rs.5,000/-	

Sl. No.	Name of the category	Required qualifications and Experience etc.	Amount of remuneration Per month (fixed and consolidated)	Remarks
25.	Safaiwala/Sweeper	Age: 30 years and below Ability to read and write Hindi or any regional language. Previous experience in the line.	Rs.5,000/-	

TERMS AND CONDITIONS:

- (2) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
- (3) The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel sponsored by service provider will be got verified by the service provider before their deployment, after investigation by the Local police by collecting proofs of identity like driving license, bank account details, previous work experience proof of residence and recent photograph and a certificate to this effect has to be submitted to the Council. The service provider will also ensure that the personnel deployed are medically fit and will keep in the 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(s) immediately on receipt of such a request.
- (4) The service provider shall engage sufficient number of persons as required by this Council from time to time. So engaged by the service provider shall be the employee(s) of the service provider and it shall be the duty of the service provider to pay their salaries in full, every month, as indicated against each category in Annexure-I. There is no Master & Servant or Employer and employees relationship between the employees of the service provider and this Council and further that the said persons of the service provider shall not claim any absorption in the Council.
- (5) The service provider - sponsored persons shall not claim any benefit / compensation / absorption / regularization of services from/in this Council under the provision of Industrial Disputes Act 1947 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 the Council.
- (6) The Service Provider - sponsored personnel shall not divulge or disclose to any person any details of office operation, technical know-how, security arrangement, administrative / organizational matters as all are confidential / secret in nature.
- (7) The service provider - sponsored personnel's behaviour should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this Council. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (8) That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of other employees of the Council.

- (9) The Council may require the Service Provider to dismiss or remove from the site of work, any person or persons employed by the service provider, who may be found incompetent or for his/her/their misconduct and the Service Provider shall forthwith comply with such requirements. The Service Provider shall replace immediately any such personnel, if they are unacceptable to this Council because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Council.
- (10) The service provider has to provide photo identity cards to the persons employed by them for carrying out the work. These identity cards are to be constantly displayed & their loss to be reported immediately.
- (11) The service provider shall ensure proper conduct by their persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (12) The transportation of food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the Service Provider.
- (13) Working hours would be normally from 9.30 am to 6.00 pm during working days including- half an hour lunch break in between. 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, for which suitable compensation shall be paid as per Council's prevailing procedure.
- (14) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance with all the statutory obligations under all related legislations, as applicable to it from time to time, including Minimum Wages Act, Employees' Provident Fund, ESI Act, etc.
- (15) The Service Provider will submit the bill in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by Council within 10 days after deduction of taxes deductible at source under the laws in force.
- (16) Payments to the Service Provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her services were satisfactory and the attendance, as per bill preferred by the Service Provider.
- (17) No wage/remuneration will be paid to any staff for the days of absence from duty.
- (18) The Service Provider will provide the required personnel for a shorter period also, in case of any exigencies, as per the requirement of this Council.

- (19) The Service Provider 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 Service Provider.
- (20) The Service Provider shall be accessible at all times and message sent by phone / email / Fax / Special Messenger from this Council to the Service Provider shall be acknowledged immediately, on receipt, on the same day. The Service Provider shall strictly observe the instructions issued by this Council in fulfillment of the contract from time to time.
- (21) This Council shall not be liable to any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Provider.
- (22) That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and it 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 the cost of the same to this Council. The agency shall keep this Council fully indemnified against any such loss or damage.
- (23) This Council will maintain an Attendance Register 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.
- (24) The successful bidder shall furnish a security deposit equivalent to Rs. 20,000/- (Rupees Twenty Thousand only) bearing no interest in the form of an Account Payee Demand Draft drawn in favour of the Director General, Central Council for Research in Homoeopathy, 61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110058 payable at Delhi. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Service Provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this Council or 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 Agency.
- (25) The successful bidder will enter into an agreement with this Council for supply of suitable and qualified manpower as per requirement of this Council on these terms and conditions. The agreement will be valid for a period of one year commencing from date of signing such agreement in a non-judicial stamp paper worth Rs. 100/- and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/ modification shall be entertained before expiry of the period of one year. Any statutory increase in wages/DA etc is to be absorbed by the Service Provider. The contract agreement is extendable on year to year basis, subject to satisfactory performance of the Agency/Service Provider and such amendments and mutually agreed to.

- (26) The Service Provider shall not assign, transfer, pledge or sub-contract the performance of services without the prior written consent of this office.
- (27) However, the agreement can be terminated by either party 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 wages etc. and any amount due to the Agency from this Council shall be forfeited.
- (28) That on the expiry of the agreement, as mentioned above, the Agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case if any dispute on account of the termination of employment or non-employment of the personnel of the Agency, it shall be the sole responsibility of the Agency to pay and settle the same.
- (29) In the event, if any dispute arises about any of the clauses of the agreement, the decision of the Competent Authority of the Central Council for Research in Homoeopathy shall be final.

ANNEXURE-III

TECHNICAL BID

S.No.	Particulars	To be filled by the Tenderer
1.	Name of the Agency/Service Provider	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3.	Date of establishment of Agency	
4.	Detailed office address of the Agency, with Officer 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 (copy to be enclosed)	
8.	Whether the Firm/Agency/Service Provider is blacklisted by any Government Department or any criminal case is registered against them or their owner/partner anywhere in India.	
9.	Length of experience in the field	
10.	Experience in dealing with Govt. Department (Indicate the names of the Departments and attach copies of contracts order placed with the Agency)	
11.	Whether a copy of the terms and conditions (Annexure-II), duly signed, in token of acceptance for the same, is attached.	
12.	Whether Agency profile is attached	
13.	List of other Clients.	

PROFORMA FOR FINANCIAL BID

1. Rate per month, per person,, to each category of post (Payable to the Individual)
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
2. Percentage of Service Tax/Incentive payable to the Agency/Service Provider against the remuneration fixed by the Council, to the staff as per **Annexure-I**
3. Rate of OTA/extra wages per hour:
4. Any other points to be mentioned: