

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
(स्वास्थ्य सेवा महानिदेशालय)
केन्द्रीय औषध मानक नियंत्रण संगठन
केन्द्रीय औषधि परीक्षण प्रयोगशाला
क्षेत्रीय अन्न व औषध प्रशासन भवन, जी.एम.एस.डी कंपाउंड,
बेल्लासीस रोड, मुंबई सेन्ट्रल, मुंबई - ४००००८.
दूरभाष : ०२२२३००२३०९- / ०२२२३००२१३८ -
फैक्स : ०२२२३०९९२४०.
ईमेल - : cdtlmumbai@cdsco.nic.in



CDS CO

Government of India
Ministry of Health and Family Welfare
(Directorate General of Health Services)
Central Drugs Standard Control Organisation
Central Drugs Testing Laboratory
Zonal FDA Bhawan, GMSD Compound,
Bellasis Road, Mumbai Central, Mumbai - 400008.
Tel : 022-23002309 /022-23002138.
Fax : 022-23099240.
Email : cdtlmumbai@cdsco.nic.in

Accredited By: NABL (ISO/IEC-17025:2005 in Chemical & Biological Testing)
Certified For: IMS (ISO - 9001:2008; ISO - 14001:2004; OHSAS - 18001:2007)

No. 8(1)/CDTL-MUM/18-19/ 1288

Date: 5.6.18

Tender Notice

Subject : - Tender for providing Multi Skill staff (Office Helpers) in CDTL-Mumbai.

Sealed Tenders are invited from reputed interested man power service providers for "Multi Skill staff (Office Helpers) " who have been rendering / undertaking the specified work in the field as per the scope of work shown in Annexure III below:-

Sr. No.	Item Name	Specification
1.	Multi Skill staff (Office Helpers) in CDTL - Mumbai	As per Annexure-III

1. The tenders should be submitted in sealed covers: -

- (a) The first sealed cover superscribed as 'Technical Bid' should contain the following items : -
(i) The Proforma at Annexure-II, duly filled in, along with relevant documents/ information.
(ii) Acceptance of terms & conditions as per Annexure - I.

- (b) The second sealed envelope superscribed 'Financial Bid' as per Annexure IV should contain only rates for providing Multi Skill staff (Office Helpers) in CDTL - Mumbai .

- (c) Earnest money of Rs. 3,000/- (Rupees Three Thousand Only) must be paid in the form of Demand Draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai and should accompany the tender. This money will be forfeited if tender accepted is not honoured by the tenderer. Earnest money of all unsuccessful tenderers will be refunded.

- (d) Both the sealed covers should be placed in the main sealed envelope superscribed 'Tender for providing Multi Skill staff (Office Helpers) in CDTL - Mumbai . Tender should be addressed to The Director, Central Drugs Testing Laboratory, Zonal FDA Bhawan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai - 400 008 & should reach this office by 4.30 pm on 18.06.2018 . The tenders will be opened on 19.06.2018 at 4.30 pm in presence of tenderer if any.

2. Quotation received after stipulated time & date will be rejected forthwith.

3. The competent authority in the CDTL - Mumbai reserves the right to amend any of the term & conditions in the tender document or reject any or all application (offers) without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final & binding.

4. All the tenderers are requested to read & understand the terms & conditions of the contract as detailed in the Annexure - I before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by CDTL - Mumbai.

† (Dr. Raman Mohan Singh)
Director
CDTL-Mumbai

Annexure - I

TERMS AND CONDITIONS

1. The contract will be initially valid for a period of one year from the date of issue of offer of contract.
2. The agency should obtain and produce license under the "The contract Labour (Regulation & Abolition Act 1970) from the Labour Department. The agency shall maintain, and if necessary, submit to the Institute for inspection on demand the records such as Muster roll, Payment register etc. The Institute will not bear any liabilities pertaining to the personnel engaged by the Agency.
3. The Contractor agency will strictly observe the required standards to maintain proper account of payments including statutory benefits (ESI & PF etc.) being made to the personnels of the agency. The statutory financial statements (Income tax, Professional Tax, Service Tax Proof of ESI & PF payments etc.) and any other documents as may be required by the Institute shall be produced for scrutiny by the agency on demand. The agency shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency's failure to fulfill such statutory obligations.
4. The Multi Skill staff (Office Helpers) should be of
 - (a) Age group between 22 and 55 years
 - (b) Knowledge of Marathi/Hindi/English is essential
5. **The latest police verification certificate in respect of each such personnel proposed to be deployed shall necessarily be submitted to the institute.**
6. Absenteeism must not exceed five percent of the total deployment in any month. The Institute shall reserve the right to impose penalty for excess absenteeism or failure to deploy adequate personnel.
7. The agency shall alone be liable to pay compensation for any damage/death /injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work/ duty at the Institute during the contract period.
8. The Agency shall ensure politeness, good behavior, good conduct, application, alertness and commitment in the discharge of duty of personnel deployed by them.
9. The Agency personnel shall perform their duties effectively and diligently in accordance with the general procedure laid down by the Institute from time to time.
10. The uniforms for efficient conduct of duty by the agency personnel shall be provided by the agency and shall be in good, neat and usable condition.
11. The rates agreed upon shall remain unchanged until the expiry of the contract period or till they are amended by the Institute in accordance with institute's norms.
12. The services required is for initial period of one year. The contract may be extended on mutual consent subsequently based on performance or till finalization of the next tender. The contract may be terminated at any stage solely at the option of CDTL, Mumbai with an advance notice of one month without assigning any reason.
13. In case any of staff is not found up to the mark and not able to do work properly, he will have to be changed as per the instruction of CDTL, Mumbai and immediately replaced by another qualified staff.

14. Bill/s have to be submitted, after the completion of every month and the Institute will work to release payment within reasonable time from the date of submission of bill/s. The payment of the bill will be effected only on production of the verified photo copies of the previous months wage sheet GST, ESI & EPF remittance and half yearly/yearly return under the respective Acts.

15. The rates shall be quoted on monthly basis. The rates shall be all inclusive including taxes and duties etc.

16. Successful Agency/ contractor shall execute an agreement in the prescribed format on Rs. 100 stamp paper.

17. Hypothetic or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.

18. The bid security (i.e. EMD) of the unsuccessful bidders would be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30 days after award of the contract.

19. The successful tenderer will have to deposit Performance Security amount corresponding to 10 percent of the order value within a week from the date of placement of the order, either by way of Demand Draft drawn in favour of "The Director, CDTL, Mumbai" or Bank Guarantee from a Commercial Bank, which will be refunded after two months of the successful completion of the contractual obligation of the supplier on written request of the tenderer. Bid security (EMD) would be refunded to the successful bidder on receipt of performance security. If the successful tenderer abandons the contract, or fails to perform his part of contract, the security deposit or any part thereof is liable to be forfeited. If the contractor abandons the contract after refund of EMD, the Bank Guarantee furnished would be encased.

20. The CDTL, Mumbai in its discretion, reserves the right to reject or accept any or all the tenders, partially or completely, at any time without assigning any reason thereof.

21. In case of a local firm/agency/ contractor, they may deliver/ submit the tender personally in CDTL, Mumbai on or before the due date and time. Postal delay for tender submitted by post shall also not be accepted and all tender submitted in time only would be considered.

22. The CDTL will deal with the tenderer directly and no middleman/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained CDTL.

Annexure – II

(Technical Bid) - PROFORMA

Sr. No.	Particulars	To be filled by the Tenderer
1.	Name of the agency	
2.	Whether brief profile of the agency is enclosed	
3.	Detailed Office Address of the agency with office telephone No. e-mail address, Fax No., Mobile No., & Name / Designation of the Contact Person	
4.	Whether registered with all concerned Govt. Authorities (Register of companies, Commissioner Employees etc.) (Copies of all certificates of Registration should be attached)	
5.	PAN Number (copies to be enclosed)	
6.	TIN Number Registration No. (Copy to be enclosed)	
7.	GST Number (Copy to be enclosed)	
8.	Whether copies of income Tax return for last 2 years attached	
9.	Earnest Money Deposit (EMD) of Rs. 3,000/- (Rupees Three Thousand Only) in the form of Demand draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai	
10.	Whether a copy of terms & conditions – Annexure – I duly signed as token of acceptance of the same is attached	
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partners anywhere in India (if no, an undertaking to this effect is attached in this regard)	

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

Annexure – III

Sr. No.	Work Description of Multi Skill staff (Office Helpers)
1.	Will look-after distribution of office documents and files of general nature among the officers/ sections. Will do such other duties as may be assigned to him/her by the senior officers from time to time.

The rates should be as Maximum Consolidated Monthly Remuneration, as per Revised minimum rates of daily wages by the Office of Chief Labour Commissioner (Central), Ministry of Labour and Employment, Govt. of India.

Annexure – IV

(Financial Bid)

FINANCIAL BID FOR MULTI SKILL STAFF (OFFICE HELPERS) IN CENTRAL DRUGS TESTING LABORATORY, ZONAL FDA BHAWAN, GMSD COMPOUND, BELLASIS ROAD, MUMBAI CENTRAL, MUMBAI – 400 008.

With reference to CDTL – Mumbai letter No. : _____ dated _____
_____ Regarding tender for providing _____, inclusive of as under : -

Sr. No.	Item Name	Specification	Amount (₹)
1.	MULTI SKILL STAFF (OFFICE HELPERS)	As per Annexure-III	
2.	Taxes, if any		
3.	Grand Total		

(Signature of the authorized person)

Date :

Name :

Place :

Designation :

Seal :