



अखिल भारतीय आयुर्वेद संस्थान
ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान
An Autonomous Organization under the Ministry of AYUSH, Govt. of India
Notice Inviting Tender for

“Providing Manpower Services”

at

All India Institute of Ayurveda, Goa

E-mail Id: astt-storeofficer2@aiia.gov.in

Extn. No.: 01125960401/402 (2206/1301)

F. No. Z-50/58/2024-AIIAGoa

Date: 08/01/2025

Tender document can be downloaded from following websites:

www.aiia.gov.in

www.aiiagoa.org

www.eprocure.gov.in/epublish/app

Address To:

The Director

All India Institute of Ayurveda (AIIA)

Village - Dhargal, Taluka – Pernem, North Goa -

403513

All India Institute of Ayurveda (AIIA) New Delhi, (herein after referred as the Institute) is an autonomous body, under the Ministry of Ayush, Government of India. It has its satellites Institute at Village Dhargal, Taluka Pernem, Goa. The Director, AIIA invites tenders for providing Manpower Services for AIIA, New Delhi under two bid system — Technical Bid (Part-I) & Financial Bid (Part-II). Interested Agencies/Firms meeting the eligibility criteria as per tender documents may submit their Bids complete in all respect as per tender schedule.

TENDER SCHEDULE/ BID-DATA SHEET

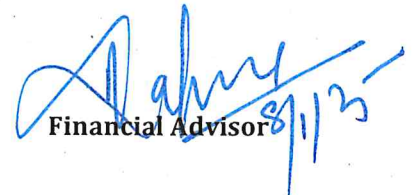
| | | |
|--|---|---|
| Date of Issue/Publishing | : | 08/01/2025 at 1600 Hrs. |
| Last Date and Time for receipt of queries | : | 15/01/2025 at 1100 Hrs. |
| Start date and time of submission of Bid | : | 15/01/2025 at 1130 Hrs. |
| Last Date and Time for submission of Bids | : | 29/01/2025 at 1100 Hrs. |
| Date and Time of Opening of Technical Bids (Cover-I) | : | 29/01/2025 at 1130 Hrs. |
| Opening of Financial Bid | : | Will be communicated in due course |
| Number of Covers | : | Two |
| Estimated Value of works | : | Rupees 19.60 crore (approx.) |
| EMD (Earnest Money Deposit) | : | 2% of estimated bid value (₹ 39,20,000/-) |
| Performance Security | : | 5% of awarded bid value |
| Contact detail | : | As mentioned on cover page |
| Bid Validity | : | 180 days from the date of opening |

Note: -

- (i) Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.
- (ii) The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.
- (iii) In case, the last date of receipt of tenders and / or the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.

SPECIAL NOTE FOR SITE VISIT:

Bidders (herein after referred as Service Provider (SP)) in their own interest are advised to visit, inspect and examine the site/campus and its surroundings at their own cost and satisfy themselves including prevailing rules, regulations/directions of the local authorities/State Government, that may be necessary for preparing the bid and execution of the contract, before submitting their Bids in respect of the Site Conditions including access to the site, availability of land, water, power and other facilities, Source and extent of availability of suitable materials including water etc. and labour, including but not restricted to any other conditions which may influence or affect the work or cost thereof under the contract. No extra charges consequent upon lack of any information/knowledge and understanding shall be entertained or payable by the Institute. The bidders should note that information, if any, with regard to the site and local conditions, as contained in this Bid document has been given merely to assist the bidders and is not warranted complete in all respects. The bidder should ascertain all other information pertaining to and needed for the work including information regarding the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract. All the temporary services/arrangements shall be made by the SP at no extra cost to the Institute.


Financial Advisor 8/1/25

1. BACKGROUND:

- 1.1. All India Institute of Ayurveda, Delhi is an annex Institute of Ayurveda providing tertiary care patient services under Ayurveda and also through its integration with modern medicine. The Institute has its Satellite Institute at Goa also. Satellite Institute is a newly established Institute which was inaugurated by Hon'ble Prime Minister of India on 11th December, 2022. The Institute is currently providing Graduate course in various discipline of Ayurveda. Instituted is 250 bed referral hospital and providing treatment under OPD and IPD services.

2. SCOPE OF WORK:

- 2.1. In order to provide the patient care services and to cater the administrative support to Hospital and Academic activities, Institute requires various types of technical and non-technical staff including highly skilled manpower on contract basis. The manpower will be deployed in different departments of Academics and Hospital to take care of the responsibilities assigned to them. Details of the posts with their qualification criteria, education qualification, experience etc. and their pay details with break-ups are given in the *Annexure-A & Annexure-B* respectively. These posts have different roles and responsibilities which are elaborated in the aforementioned annexures.

3. INSTRUCTION TO THE BIDDERS

- 3.1. Before submitting a bid, bidders are expected to examine the Bid Documents carefully. If they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. No consideration will be granted for any alleged misunderstanding or the materials to be furnished, work to be performed or actual considerations to complete all work and comply with conditions specified in the Bid Document.
- 3.2. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of AIIA through the email mentioned in the tender document and positively within the period given for submission of queries.
- 3.3. It is understood that in receiving this bid, AIIA assumes no obligation to enter into a contract for the services covered by this bid request. AIIA reserves the right to reject any and all unqualified proposals or waive minor irregularities therein. AIIA reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted. Receipt and review of this Bid Request constitutes an agreement of confidentiality between AIIA and each of the contracting Firms preparing its Bid. AIIA reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.
- 3.4. General Service Providers assume all safety related responsibilities for the site and will furnish and maintain its own safety program for itself. Service Provider are bound to comply with all applicable Environmental, Health & Safety rules, regulations, policies, procedures and guidelines when executing the contract.
- 3.5. Bidder has to declare, in what capacity he is participating in the tender viz PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship Organization, Partnership firm, along with declaration and documentary evidence confirming such status.
- 3.6. Submission of a copy of the Board Resolution for the authorized signatory is required in the case of private limited companies, limited firms, and PSUs.

- 3.7. A Bidder is allowed to submit only one Bid under any capacity / status.
- 3.8. Consortiums are not allowed to participate in the bid.
- 3.9. The contractual employees which are working at present with AIIA will be retain by the Institute to avoid the disturbance of the routine and patient care services on the willingness of the employee concerned.
- 3.10. In case any employee left the Institute or unwilling to continue with new Service Provider, the service provider shall submit a panel of at-least three candidates who meets the qualification criteria for the post to be filled, to the Institute to select the suitable candidate.
- 3.11. Any amendment/Corrigendum/addendum, if required shall be published on CPP Portal and on website of the Institute. These amendment/corrigendum/addenda will remain integral part of the original tender document and bidder shall have to comply to requirement given through such notifications. The bidders should check these portals regularly for such information. AIIA will not be responsible for missing such information by the bidders.
- 3.12. The bidder shall have to provide the entire manpower as sought in Annexure-A. The bidders are not allowed to quote for the part of the requirement.
- 3.13. The service provider shall have to ensure the timely deposit of EPF/ESIC and other statutory payment in the account of all the employees and copy of payment of the same shall be submitted along with invoices raised for re-imbusement.
- 3.14. **Tender documents are to be submitted in the physical mode and are to be dropped in the Tender Box placed at Central Store, 1st Floor, Hospital Block, All India Institute of Ayurveda, Village - Dhargal, Taluka - Pernem, North Goa - 403513.**
- 3.15. Late bids will not be accepted. Therefore, bidder must ensure that the bid should be dropped in the tender document as per given date and time. AIIA will not be responsible for any postal/ courier delay or delay due to any other reasons. Therefore, it is advised, that the tender should be submitted well in advance to avoid such circumstances.
4. **INSTRUCTION RELATED TO SCOPE OF WORK:**
- 4.1. Scope of work in terms of number of manpower, may be increased or decreased depending on requirement. The Service Provider shall comply with the same.
- 4.2. The Service Provider shall bear all the expenses incurred on the items i.e. Provision of stationary for writing duty charts and attendance registers at various Blocks/Departments/hospital records keeping as per requirements.
- 4.3. The Service Provider shall adopt a proactive approach to the maintain the manpower as being the Hospital services cannot be left unattended at any time. Thus, if any employee is proceeding on long leave or leaving the Institute, SP shall have to arrange the substitute on immediate basis.
- 4.4. Any damage and/or loss caused to any equipment/fittings, etc. either by the Service Provider himself or by any of his employees shall be repaired/replaced by the Service Provider or compensated by the Service Provider at his own cost immediately without any burden on AIIA.
- 4.5. Safety of the person working at site is responsibility of service provider (Fully). SP has to obtain all-risk policy for the person working at site.
- 4.6. Service Provider may deploy their own official at the Institute. AIIA shall provide the sitting space only with essentials like table/chair and electricity/Fan etc. for such official.
- 4.7. The Service Provider shall allow Labour Inspector for inspection and shall abide by all laws

applicable.

- 4.8. The Service Provider shall maintain proper grooming/hygiene and medical check-up standards to be maintained for all the staff.
- 4.9. The Service Provider shall formulate the mechanism and duty assignment of work to its personnel in consultation with the Institute nominee. Subsequently, the contactor shall review the work assigned from time to time and advise the Institute for further streamlining their system. The SP shall further be bound by and carry out the directions/instruction given to him by the Institute in this respect from time to time.
- 4.10. **Record Register:** Service Provider (SP) would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime Register, First Aid Box, Display of Notices, etc. as required under Contract Labour (Regulation and Abolition) Act, 1970 for inspection by visiting Labour Enforcement Officers.
- 4.11. **Complaint Book:** The Service Provider shall also provision a Complaint Book in reception, estate office, hostels and with Central Supervisor. Time Frame for the solution of complaints will be strictly followed. Any service-related complaint and emergency complaint must be attended on top priority and closed at earliest.
- 4.12. The SP has the option to use / implement any software for managing their manpower and upkeeping the proper records.
- 4.13. Any other reports / compliance certificates as needed from time to time.
- 4.14. The Service Provider/Service Provider shall employ the contractual Manpower as per the criteria decided by AIIA.
- 4.15. Office timings of the person employed by the Service Provider will be as prescribed by AIIA from time to time. In the absence of any specific times having been provided by AIIA normal office timings shall be followed as per the working days and time of the institute. In the case on a certain occasion, the office needs to be operated over time.
5. **TERMS OF CONTRACT:**
 - 5.1. **Period of Contract:** The contract period will be initially for a period of one year. In case of performance of the Service Provider in one part or the entire contract is not found to be satisfactory as per operational parameters set out of the contract or not in conformity with the terms & conditions of the tender, then that part or the entire contract shall be terminated even before the scheduled time by giving advance notice of one month to this effect.
 - 5.2. The contract can be extended for further two years (on year on year basis) on same rate (Service charge) terms & conditions subject to satisfactory performance and on mutual consent of the parties.
 - 5.3. **Revision of Rates:**
 - 5.3.1. **Service Charges on the Manpower payment:** The rate of service charges in percentage shall remain the same throughout the tenure of the contract including extension if any and no revision is permissible for any reason.
 - 5.3.2. **Manpower:** The minimum wages shall be as applicable for job and place of posting as notified by appropriate Government authority of Central/State Government.
 - 5.3.3. The fixed wages can be revised (but not to the downwards) by the Institute time to time as considered suitable for the post.
 - 5.4. **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). AIIA reserves the right to amend the

terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and conditions will form part of the agreement.

- 5.5. **Sub-Contracting:** The Service Provider shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the Service Provider shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
- 5.6. **Exit Clause:** The contract can be terminated by giving a one-month notice period by the Institute and three-month notice by the Service Provider. However, in any instant contract will be terminated if service of the Service Provider will not be found satisfactory. During the notice period for termination of the contract, in the situation contemplated above, the Service Provider shall keep on discharging his duties as before the expiry of notice period.
6. **DEPLOYMENT OF MANPOWER:**
 - 6.1. The Service Provider shall engage fully trained and adequately experienced workmen / Staff.
 - 6.2. The Service Provider must provide I-cards, appointment/experience letters to each employee mentioned the term and conditions of employment. Service Provider must provide all necessary documents to each staff (i.e. Appointment letter, offer letter, PF slips, Experience Letter, Relieving letter etc.). The Service Provider should issue salary slips every month to each employee deployed by them.
 - 6.3. The Service Provider will be responsible for opening individual PF account of the employee if he does not have one and provide him with PF passbook and ESI Card.
 - 6.4. The Service Provider shall ensure that the Contractual Manpower below 18 years of age shall not be deployed. The Service Provider shall not employ young children as prohibited under the law/rules/regulations. A record of this will be maintained by the Service Provider.
 - 6.5. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. They should be free from all infectious diseases. The Service Provider shall get his employees medically examined once in 12 months and obtain fitness certificates. Anyone found below the minimum standard shall be removed immediately from AIIA.
 - 6.6. The Service Provider will get their antecedents, character and conduct verified and submit an undertaking certificate. The Service Provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
 - 6.7. The workmen/staff appointed by the Service Provider shall be residing within Delhi/NCR area for Delhi location.
 - 6.8. The Service Provider shall ensure that all employees are in proper Dress. The deployed personnel by the service provider will always keep Identity Card with them for verification while working.
 - 6.9. Based on the requirement of each job, the candidates recommended by the Service Provider for engagement/deployment will be decided by AIIA and decision of the AIIA will be final in this regard. In case AIIA in its discretion finds any deployed person as not desirable and not suitable for whatever reasons will be at the sole discretion of the AIIA and upon so being notified by AIIA, the Service Provider shall be liable to withdraw such person (s) forthwith and substitute by a person(s) acceptable to AIIA.
 - 6.10. The persons deployed by the service provider should not have any Police Records/Criminal cases against them. Service provider will be required to produce antecedents duly verified by

police of the personnel deployed at AIIA. The character and antecedents of each personnel of the service provider will be verified by the service provider before their deployment after investigation by the Local Police & collecting proofs or identity like Driving License, Previous Work Experience, Proof of Residence and recent photograph and a certification to this effect submitted to the institute.

- 6.11. **Misconduct:** The conduct/characters/antecedents and proper bonafide of the employees shall be the sole responsibility of the Service Provider. However, the Service Provider should provide the necessary details of all its employees to the Institute. All the employees should be police verified.
- 6.12. The persons employed by the Service Provider will be the employees of the Service Provider and the AIIA shall have nothing to do with their employment or non- employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the AIIA and the personnel employed by the Service Provider shall have no right whatsoever to claim employment or other rights from AIIA.
- 6.13. The full particulars of the personnel to be deployed by the Service Provider including their names & addresses shall be furnished to the Designated officer of AIIA along with testimonials (Aadhar Card/Voter ID before they are actually deployed for the job, before the commencement of the Agreement.
- 6.14. The Service Provider shall submit details, such as names, parentage, residential address, age, Police Verification, Medical Exam etc. of the persons deployed by him in the premises of the Institute. For the purpose of proper identification of the employees of the Service Provider shall issue Identity Cards bearing their photographs, identification marks, date of birth, contact details etc. and such employees shall display their identity cards at the time of duty.
- 6.15. The copy of Appointment Letter, biodata of each personnel who will be deployed, shall be provided to AIIA along with a copy of police verification upon the identity and the testimonials of qualifications etc.
- 6.16. Before changing any personnel so provided prior information shall be given to AIIA. The Service Provider shall make sure that the Manpower so provided by them shall be with Photo identity card issued by the Service Provider.
- 6.17. None of the employees of the Service Provider shall enter into any kind of private work within the campus of the AIIA. Non-compliance with this provision will be deemed to be volatile of the contract inviting penal action/cancellation of contract.
- 6.18. The Service Provider shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of AIIA/Govt. of India/any State or any Union Territory.
- 6.19. The SP shall be responsible for the proper conduct and behavior of the employees engaged by him. The SP along with his employees must behave politely with staff and patients. If it is found that any employee has misbehaved with anyone, the Service Provider has to take action as suggested by the AIIA.
- 6.20. The Service Provider shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services to AIIA. Towards meeting the liability of compensation arising out of injury/disablement at work and shall indemnify AIIA against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which AIIA may be party or involved as a result of the Service Provider's failure to comply with and of the obligation under

relevant act/law which the Service Provider is to follow.

- 6.21. The Service Provider shall be solely responsible and liable for all payment/dues /all the claims of the Employees employed and deployed by it. The Service Provider shall fully indemnify AIIA against all the payments, claims and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment/work in AIIA premises/ facility.
- 6.22. The Service Provider shall have full control over his employees including the right to appoint, determine service conditions, discharge, dismiss, or otherwise terminate their services at any time.
- 6.23. The Service Provider shall deploy his persons in such a way that they get one-day Weekly Rest where the duties are required round O'clock. The working hours/leave, for which the work is taken from them, do not violate relevant provisions of labour laws and shops and Establishment Act. The Service Provider shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Service Provider committing a fault or breach of any provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Institute a penalty which may be imposed upon.
- 6.24. The Service Provider's personnel shall not indulge in entertaining their guests/outside in the AIIA premises and shall not loiter in the AIIA premises and shall not normally move out of their specified area of operation.
- 6.25. The manpower must carry mobile phone during working hour on site. AIIA shall not pay reimburse the charges of mobile phone of any manpower appointed by the services provider.
- 6.26. The Service Provider shall replace immediately any of its personnel, if they are unacceptable to the authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the personnel deployed and services rendered by the Service Provider, upon receiving written notice from the Authority. Notwithstanding the above, the Authority shall have the right to ask to change / replace the personnel at any point of time without assigning any reason.
- 6.27. If the performance of a Contractual Manpower is not found satisfactory or in case the integrity, character and behavior of any of the contractual Manpower is found doubtful, the Service Provider shall provide a suitable replacement at the earliest on receiving a letter from AIIA in this regard.
- 6.28. In case, the contractual Manpower employed by Service Provider / firm / company commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the Service Provider/firm/company shall be liable to take appropriate disciplinary action against such Manpower, including their removal from AIIA services.
- 6.29. The institute shall have the discretion to direct the Service Provider to remove and replace of Manpower deputed to AIIA under the contract. The Service Provider shall ensure that any replacement of the personnel, as required by the AIIA for any reason specified or otherwise, be affected promptly without any additional cost to the AIIA. If the Service Provider wishes to replace any of the personnel, the same shall be done with prior concurrence of the AIIA at

Service Provider's own cost.

- 6.30. The Service Provider shall be solely responsible for the redressal of grievances /resolution of disputes between the Service Provider and the contractual Manpower engaged by them at AIIA site. AIIA shall, in no way responsible for settlement of such issues.
- 6.31. In case of personnel of the service provider implicated in any lawsuit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/ their duties for AIIA, it shall be the sole responsibility of the service provider to defend its personnel in the court of law or to extend all medical and financial help etc. without charging any cost to AIIA.
- 6.32. Approval from the Institute is required for any changes in staff. The Institute must be kept informed at all times about any alterations to staff composition. In the event of unavoidable circumstances, including but not limited to staff absence, unwillingness to work on an immediate basis, or any other situation that may arise, the Institute must be notified immediately.
- 7. PAYMENT TO MANPOWER:**
- 7.1. The payment of wages to the manpower shall be made as per the revised minimum wages (For the posts which carry minimum wages) time to time notified by the appropriate Govt authority of Central/State Government along with all mandatory allowances. For the posts which are based on fixed rate will be paid as per the rate approved by the Institute. The details of wages along with break-up is given in the **Annexure-B**. The payment to employees must be done according to the post they hold on contract basis.
- 7.2. In case of any other allowance (as per statutory norms) in addition to above, be included in the wages of contractual manpower and shall be reimbursed to the Service Provider at applicable rate.
- 7.3. Service Charges of Service Provider, any other mandatory charges/allowances, and GST (As applicable) will be paid in addition to the above charges. The Service Charges shall be calculated on the total amount of wages including wages rate (Basic + VDA), EPF & ESI (Employee contribution), Admin Charges + EDLI Charges, Bonus, and any other applicable allowances.
- 7.4. In the case of highly deserving and experienced candidates (In the 'Highly Skilled' Category) may be paid higher wages above the minimum wage (As per Minimum Wages Act.) with mutual consent (in written form) between AIIA and the Service Provider.
- 7.5. Any timely escalation OR de-escalation in minimum wages declared by the appropriate Government authority of Central/State Government shall be implemented by the Service Provider. Generally, every six months Govt. declares VDA and hence the Service Provider has to revise the payment to workmen accordingly.
- 7.6. The service Provider shall ensure that the Wages paid to the Contractual Manpower should not be less than the minimum wages as prescribed for different Categories of employees applicable to the city under the Minimum Wages Act 1948, as notified by appropriate Govt authority of Central/State Government from time to time. Minimum Wages Act and will be automatically applicable on revision which will also affect services charges of Service Provider, EPF, ESI and GST as applicable.
- 7.7. The Service Provider should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a

warning at the first instance and may lead to penalty including termination of contract on recurring instances.

- 7.8.** The bonus at applicable rate notified by government of India, shall be paid to the contractual manpower on monthly basis along with their wages and same shall be reimburse by AIIA to the service provided on monthly basis itself.

- 7.9. It is further understood and agreed between the parties that any changes in the payments structure viz ESI, PF, Bonus, gratuity and service tax, etc. as per the change in the law are recoverable from the client within the said statutory provisions of law. The service providers will be raising bill to AIIA accordingly. Institute will have all rights to recover the amount paid in excess due to change in statutory provisions if any.
- 7.10. The Service Provider will credit the monthly remuneration in the bank account of concerned Contractual Manpower through e-transfer only, by 7th day of succeeding month without fail and also deposit the EPF contribution of the employer and employee in the office of the concerned Provident Fund Commissioner and also the ESI contribution to the ESI Department within the stipulated period of time. Challans of EPF & ESI will be submitted to the AIIA along with the bill of subsequent month. If there is any public holiday or weekly off on 7th of the month, the Service Provider is required to credit the wages by previous working day.
- 7.11. Wages will be disbursed in individual's Bank Account by RTGS Transfer and not in Cash/Cards. He shall on demand furnish copies of wage register/muster roll, pay slip, etc. to the Institute for having paid all the dues to the persons deployed by him for the work under the Agreement.
- 7.12. This obligation is imposed on the Service Provider to ensure that he is fulfilling his commitments, towards his employees so deployed, under various laws, having regard to the duties of Institute in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Service Provider shall comply with Labour regulations from time to time in regard to payment of wages, wage period, deductions from wages, recovery of wage (if any), maintenance of Salary/ wages book, Salary / wages slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.
- 7.13. The Service Provider will be solely responsible for making the payment directly to its deployed personnel; since there may be occasional delay in releasing payment by AIIA to the Service Provider due to contingencies, payment of wages to the deployed personnel by Service Provider should not be linked with receiving of payment from AIIA and shall be independent of the same.
- 7.14. The Service Provider shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his level and maintenance of such records as per rule. **The Service Provider should be responsible for linking of UAN's and transfer if any.**
- 8. TAXES, LABOUR LAWS AND OTHER REGULATIONS:**
- 8.1. The Service Provider shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
- 8.2. The Service Provider is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done, or services rendered pursuant thereto.
- 8.3. The Service Provider shall fully comply with all applicable laws, and regulations relating to P.F. Act, ESI Act, Bonus Act, Central/Sate Govt. Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Migrant Labour Act, Essential Commodities Act, Industrial Disputes Act, Shops & Establishments Act, and/or such other Acts or Laws, regulations passed by the, central, states, Municipal and local governmental Service Provider or authority, and amended from time to time.

- 8.4. The Service Provider shall abide by and observe all statutory laws and regulations in matters of Factory Act, Explosive Act, Sales Tax, Royalty, Excise duty, Octree, Works contract etc. and shall keep the Institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws.
- 8.5. The Service Provider shall obtain the license under the Contract Labour (RSA) Act from the office of the Central Labour Commissioner and produce the same preferably along with the first monthly bill. Same shall be renewed well before expiry date.
- 8.6. The Service Provider shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the Institute indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from non-compliance of aforesaid statutory provisions. Service Provider's failure to fulfill any of the obligations hereunder and /or under the said Acts, rules/regulations and/or any byelaw or rules framed under or any of these, the Institute shall be entitled to recover any of such claims, demand, loss or injury, from the Service Provider's monthly reimbursement Bills.
- 8.7. **Safety and Security:** The Service Provider shall abide by the safety code provisions from time to time by the government/statutory authorities pertaining to this contract. The Service Provider shall fully comply with the government guideline issued from time to time like monitoring the temp of their employee, using Mask, using sanitizer etc.
9. **PAYMENT TERMS:**
 - 9.1. Invoice is to be raised in the name of The Director of All India Institute of Ayurveda, New Delhi. Invoices should be raised in triplicate.
 - 9.2. The Service Provider shall raise the bill on monthly basis, in triplicate, along with attendance sheet duly verified for actual manned/personnel deployed by the Service Provider and submit the same to AIIA by 5th of the succeeding month. Monthly bill cycle will be from 1st day of the previous month to last day of the month.
 - 9.3. AIIA New Delhi will normally settle the bill within 21 days from the receipt of the bill. However, for delayed payment, the service provider will not charge any penalty or interest to AIIA.
 - 9.4. The payment under this agreement shall be made on satisfactory completion of job contract services, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the AIIA. The payment shall be done on the basis of actual service rendered / manpower provided by the Service Provider.
 - 9.5. The Service Provider shall submit the proof of having deposited the number of ESI & EPF contributions towards the persons deployed at Institute in their respective accounts before submitting the bill for the subsequent month. In case the Service Provider fails to do so, the payment of next month's regular re-imburement bill will be withheld till submission of required documents. However, the Service Provider is to continue payment of the staff as per agreement.
 - 9.6. If Government introduces any new statutory tax or increase in GST in future, the same shall be reimbursed to the Service Provider by the owner on receipt of documentary evidence/ bills. In case GST shall not be applicable or reduced within the contract period same shall be paid accordingly.
 - 9.7. No advance payment will be made to the Service Provider under any circumstances.

10. PENALTY CLAUSE:

The penalty will be imposed on Service Provider in case of violation/non-compliance of the contract conditions or lack in services-reg

| S.No. | Shortage/ Defaults | Penalty |
|-------|---|--|
| 1. | Unauthorized absent | Number of Manpower x Daily wage Rate x 2 |
| 2. | Any public complaint regarding misconduct/ misbehavior of Service Provider's deployed staff | ₹ 500/- incident (Further the Service Provider shall forthwith take steps for replacement of such staff.) |
| 3. | Late Payment to Manpower after 7 th day of the month | LD at rate of 0.1% of Invoice Value of the month per day delay beyond 7th day shall be recovered from running bills subject to maximum 5% of the total value of invoice under consideration. |
| 4. | In case of any employee/ supervisor found stealing any institute property/ies from the institute campus | ₹ 1000/- per incident plus the cost of the stolen items, if any' and also liable for criminal proceedings. |

10.1. The recovery as mentioned above shall be made from the bill of the Service Provider.

10.2. In case any of Service Provider's staff deployed under the contract fails to report in time and Service Provider is unable to provide suitable substitute in time for the same it will be treated as absence and compensation of double the wages shall be payable to AIIA.

11. TERMINATION:

11.1. Any violation of instructions/agreement of suppression of facts will attract cancellation of agreement without any reference. AIIA may terminate the contract if any of the following events occur: -

- (a) On the expiry of the contract period, without any notice.
- (b) Service Provider is adjudged as insolvent.
- (c) Service Provider has abandoned the contract i.e. the Service Provider fails to perform obligations under the contract for a period of One month.
- (d) Any of the licenses, permissions or registrations of the Service Provider as required under the applicable laws are discontinued/ cancelled or not renewed in time.
- (e) Service Provider has neglected or failed persistently to observe or perform his obligations under the contract or performs unsatisfactorily.
- (f) The Service Provider is found to have acted in breach or violation of any of the safety norms persistently, applicable labour and other laws in relation to the contract and his obligations therein.
- (g) The Service Provider commits a breach of the contractual terms and conditions.
- (h) In the opinion of AIIA, it is desirable to discontinue with the performance of the contract with the Service Provider.
- (i) On Service Provider being declared insolvent by the competent Court of Law without any notice.

12. OTHER TERMS AND CONDITIONS:

- 12.1. Records Register:** The Service Provider shall be responsible for proper maintenance of all books and registers, records, and accounts as far as it relates to compliance of any statutory provisions/ obligations. The Service Provider would be required to maintain all registers like Employment Register, Wages Register, Bonus Register, Overtime register, First Aid Box, Display of Notice, etc. as required under CLRSA, 1970 for inspection by visiting Labour Enforcement Officers. The Service Provider shall be responsible for making the records pertaining to Payment of Wages Act and for depositing the P.F. and ESI contributions, with the authorities concerned, which will be open for inspection and checking by the authorized officers of Institute.
- 12.2.** The Service Provider shall arrange to maintain the daily attendance record of the contractual Manpower deployed, by showing their arrival and departure times. The Service Provider shall submit to the Director AIIA an attested photocopy of the attendance record. The payment shall be made to the Service Provider based on the attendance register.
- 12.3.** The Service Provider is wholly responsible for deputing contractual Manpower in the Institute premises and if any accident/untoward incident happens, on account of improper workmanship or safety precautions during duty, the whole responsibility for settling the case with police/court lies with the Service Provider.
- 12.4.** AIIA will not provide any residential space for accommodation, transport, medical or any other type of facility to the Service Provider or their deployed staff. The Service Provider has to make its own arrangement for the same on its cost.
- 12.5.** Representative of service provider shall be in charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract. While working at the premises of AIIA, they shall work under the directives and guidance of AIIA.
- 12.6. Compliance with the Institute rules and Regulations:** The Service Provider and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency, Safety Precautions and Safety Regulations at and around the work site.
- 12.7.** The Service Provider shall immediately notify AIIA in writing of the occurrence of any event which may result in, or which may indicate as on to believe that there may be work stoppage, slowdown, labour dispute, strike, any labour related disruption of its own staff impediment or disruption in the due performance of the obligations of the Service Provider under this Agreement. The Service Provider also agrees that in the event any such work stoppage, slowdown, labour dispute, strike, disruption or impediment continues for a period exceeding 24 hours, then, notwithstanding what is contained in this Agreement; AIIA may at its sole discretion terminate this Agreement forthwith.
- 12.8.** The Service Provider shall further keep the Institute indemnified against any loss, claims for injuries and or damages to any person, the Institute property, and assets due to employees of the Service Provider. The Institute shall have further right to adjust and / or deduct any of the amounts as aforesaid from the payments due to the Service Provider under this contract. AIIA will also be free to recover it from the PBG deposit given by the Service Provider.
- 12.9.** AIIA shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment, or vehicles of the personnel/staff of the Service Provider.

- 12.10. Vacation of premises:** The Service Provider shall give/vacant possession of the facilities/premises which was made available to the Service Provider by AIIA and return all furniture, fixture, equipment, and other items which was made available by AIIA, in good condition after the contractual period is over or if the contract is earlier terminated. Handing over of the vacant possession of the premises and equipment etc. shall be affected within 7 days of the completion of the period of contract or termination of the contract. If the Service Provider fails to do so, the Owner shall be free to take possession of the premises by opening lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the Service Provider's bill(s) or security deposit, any item found to be missing at the replacement cost of the material/equipment, furniture etc. given to the Service Provider by the Owner.
- 12.11.** The Service Provider shall remove all employees deployed by him on termination/ expiry of the contract from the Institute premises. He will ensure that no such person creates any disruption/hindrance/problem of any nature in Institute either explicitly or implicitly.
- 12.12.** The Service Provider shall not use the logo, information material, documents belonging to AIIA for any purpose outside the execution of this contract.
- 12.13. Work at Risk and Cost:** In the event of the Service Provider's failure to execute the contract entrusted to it under this Agreement satisfactorily, AIIA shall make an alternative arrangement to do it, and the difference of cost incurred by AIIA thereby shall be recovered from the Service Provider/Service Provider's unpaid bills and Service Provider's Security deposit. Besides, penalty, as decided by AIIA, shall also be levied, and recovered. The institute reserves the right to get the whole or part of the work executed by some other Service Provider at the risk and cost of the Service Provider if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
- 12.14.** In the event or exigencies arising due to the death, infirmity, insolvency of the Service Provider or for any other reason or circumstances, liabilities thereof the contract shall be borne by the following on such terms and conditions, as the Director, AIIA may further deem fit in public interest or revoke the contract, namely. **(1)** Legal heirs, in case of sole proprietor. **(2)** Next partners, in the case of a company or the firm. **(3)** Otherwise, the Director or his nominee, AIIA shall reserve the right to settle the matter accordingly to the circumstances of the case, as he/she may think proper.
- 12.15. CONFIDENTIALITY CLAUSE:** Each party acknowledges that the other party claims it confidential information as a special, valuable, and unique asset. Each party agrees not to disclose any such confidential information received from the other party to any third party and shall use the same degree of care to avoid disclosure of confidential information received in due course of their contractual period.
- 12.16. FORCE MAJEURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Service Provider/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. **(A)** For purposes of this Clause, "Force Majeure" means an event beyond control of the Service Provider/ Firm and not involving the Service Provider/ Firm's fault / negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or

revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. **(B)** If a Force Majeure situation arises, the Service Provider/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Service Provider/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. **(C)** Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.

- 12.17. INTERPRETATION:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
- 12.18.** In case of any disputes on execution of the work during the period of contract, the decision of the Director, AIIA shall be binding and final, agreeable in full by both the parties.
- 12.19. ARBITRATION CLAUSE:** In the event of any dispute or difference(s) between the vendee Institute (AIIA, New Delhi) and the Service Provider(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Director, AIIA", who may decide the matter herself/himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act,1996. The decision of the arbitrator shall be final and binding on both the parties.
- 12.20.** The venue of the arbitration shall be the place from where the order is issued.
- 12.21.** The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- 13. ELIGIBILITY CRITERIA:**
- 13.1.** The Service Provider should have PAN Number and GST Registration.
- 13.2.** The Service Provider should have valid 9001:2015. Copy of valid ISO Certificates to be attached.
- 13.3.** They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act 1970) and should be in compliance of applicable and relevant labour laws. Copy of valid registration and licenses with concerned Labour Authorities and valid ESI & PF registration to be uploaded.
- 13.4.** The bidder should have sufficient/ adequate Infrastructure, manpower and financial strength to undertake the contract.
- 13.5.** The bidder must have minimum employee strength of 1500 or more employees continuously on his own Pay Roll for the last six months (Please submit proof of ESI/EPF deposit/ EPFO Challans for last six months) along with the details of staff with designation.
- 13.6.** The bidder should have branch / registered office in Delhi/NCR.
- 13.7.** The service provider must have minimum continuous five years of experience of providing similar type of services.

- 13.8. The service provider must have minimum turnover of financial years in last five years □ 100 Crores in three consecutive Minimum Solvency of □ 5 Crores as in previous six month from the last date of submission of tender.
- 13.9. Experience of having executed at least one work with contract value of not less than □ 10 Crores per annum in last five financial years ending on 31st March, 2024.
- 13.10. Experience of having supplier manpower services of at least two medical educational Institute of National Repute (Public Sector Company/Central or State Govt/Autonomous Institutes/ Corporate Establishment of national repute) in last six years.
- 13.11. The bidder should have not been debarred/blacklisted/should have not been terminated/ ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past two years from the last date of submission of bids.
- 13.12. There should be no legal case pending against the Proprietor / Firm / Partner or the Company (Service Provider). An undertaking must be enclosed in this regard.
- 14. TENDER FEE AND EARNEST MONEY DEPOSIT (EMD):**
- 14.1. Bidders should submit EMD of □ 39,20,000/- (Rupees Thirty Nine Lakhs Twenty Thousand Only) in the form of DD/FDR in the name of The Director, All India Institute of Ayurveda, Village Dhargal, Taluka Pernem, North Goa - 403513. Central/State Government Organizations and PSUs will be exempted from the submission of EMD.
- 14.2. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC/ MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate under relevant category for exemption of EMD.
- 14.3. The Tender Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- 14.4. **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized within a period of 30 days.
- 14.5. Being procurement related to health related and including highly technical manpower, MSEs will be exempted from the submission of EMD.
- 15. BID SUBMISSION PROCESS:**
- 15.1. The offer/bid should be submitted in two bid systems — Technical Bid and Financial Bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.
- 16. TECHNICAL BID SUBMISSION:**
- 16.1. Bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, without which the tender will be considered incomplete and hence, summarily rejected.
- 16.2. The Technical Bid should be accompanied by the relevant documents, duly signed, and stamped by Authorized Signatory on each page of Technical Bid and relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.

- 16.3. Due date: The tender has to be submitted offline on or before the due date and should be dropped in tender box placed at Central Store, 1st Floor, Hospital Block, All India Institute of Ayurveda, Village Dhargal, Taluka Pernem, North Goa - 403513. The offers received after the due date and time will not be considered.**
- 16.4.** The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- 16.5. The bidders shall have to submit only relevant documents. Unnecessary and excess document submission may lead to outright rejection of the bidder.**
- 16.6. The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.**
- 16.7. The bid should be clear and without any condition. Conditional bids shall be summarily rejected.**
- 16.8.** AIIA reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- 16.9.** AIIA reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- 16.10.** Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal www.eprocure.gov.in/eprocure/app and AIIA, New Delhi website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit AIIA Delhi website for updates.
- 16.11.** Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.
- 17. FINANCIAL BID SUBMISSION:**
- 17.1.** A Financial bid format has been provided with the tender document to be filled by all the bidders. Bidder to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- 17.2.** The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 17.3.** The bidders are advised to quote their rates in Indian Rupees (INR) only.
- 17.4.** All duties, taxes and other levies payable by the Service Provider shall be included in the total price. However, GST will be extra paid as actual. Bidder is required to quote the rate excluding GST.
- 18. SERVICE CHARGES FOR PROVIDING MANPOWER:**

- 18.1. The bidders are required to quote the service charges in percentage only, (including stationery, accounting and administrative charges), I-card etc. and all the applicable taxes and duties, fees and any other charges except GST.
- 18.2. The Service Charges shall be calculated on the total amount of wages including wages rate (Basic + VDA), EPF & ESI (Employee contribution), Admin Charges + EDLI Charges, Bonus and all the material/machinery cost.
- 18.3. Minimum service charges quoted by bidder should not be less than 3.85% as notified by the DoE, Govt. of India for manpower-based services. The bids with received with service charge below than minimum charges shall be treated non-responsive and will not be considered for financial evaluation.

19. BID VALIDITY: -

- 19.1. The bids shall remain valid for a period of 180 days from the date of opening of financial bid. In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the EMD deposit shall be forfeited without assigning any reason thereof. The bidder should be ready to extend the validity, if required without changing terms, conditions and rates etc. of their original offer.
- 19.2. Any enquiry after submission of the proposal will not be entertained.
- 19.3. Canvassing/marketing/offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Service Provider/Firm/Company who resort to canvassing will be liable for rejection without any further reference.

20. BID OPENING:

- 20.1. The bids will be opened by a technical evaluation committee on due date and time at the Central Store, 3rd Floor, Academic Block, All India Institute of Ayurveda, Delhi. In case, there is Holiday on due date, bid will be opened on next working day at the given time, in presence of the representative of bidders, if any.
- 20.2. The agencies may depute their authorized representative to remain present during the proposals opening process subject to submission of valid authorization letter in the name of the representative to attend the proposal opening process. Only one representative will be allowed during the tender opening process.
- 20.3. The technical bids will be opened first and evaluated. The Financial bid of only those bidders whose technical bid is found to be technically responsive by the committee will be opened and evaluated. Financial bids of technically disqualified bidders will not be opened.

21. BID EVALUATION:

- 21.1. AIIA will use Least Cost Selection (LCS) method for the evaluation of the technical proposals. The technical proposals shall be evaluated on the basis of the parameters of LCS and will be awarded the marks for each parameter. The bidders who fulfil the eligibility criteria and score minimum qualifying marks both on parameter wise and overall basis will be considered technically qualified. The technically qualified bidders will only be considered for financial evaluation.

22. TECHNICAL EVALUATION CRITERIA:

22.1. The bidders who are meeting eligibility criteria (PQC) will be evaluated further on LCS parameters. The details of these perimeters are given bellow:

Minimum Qualifying Marks: 75

| <i>S.No.</i> | <i>Quality Parameter</i> | <i>Maximum Marks</i> | <i>Scoring Criteria</i> |
|--------------|--|----------------------|--|
| 1 | Average Annual Turnover of the any 3 consecutive Financial Years in last Five financial years i.e. from 2019-20 to 2023-24. | 20 | <ul style="list-style-type: none"> • More than ₹500 Cr — 20 marks • More than ₹300 Cr and upto ₹500 Cr — 15 marks • More than ₹200 Cr and upto ₹300 Cr — 10 marks • More than ₹100 Cr and upto ₹200 Cr — 5 marks |
| 2 | Currently having number of manpower on roll for last 6 months in Medical Educational Institutions of National Repute (Public Sector Company/ Central or State Government/ Autonomous Institute/ Corporate Establishment of repute) | 20 | <ul style="list-style-type: none"> • More than 6000 — 20 marks — More than 4500 and upto 6000 - 15 marks — More than 3000 and upto 4500 - 10 marks • More than 1500 and upto 3000 - 5 marks |
| 3 | Experience of having executed single largest work order from similar service in last six financial years ending 31 st March 2024 | 20 | <ul style="list-style-type: none"> • More than ₹40 Cr — 20 marks — More than ₹30 Cr and upto ₹40 Cr - 15 marks — More than ₹20 Cr and upto ₹30 Cr - 10 marks • More than ₹10 Cr and upto ₹20 Cr - 5 marks |
| 4 | Experience of having supplied manpower services under single largest work order in last six financial years ending 31 st March 2024 | 20 | <ul style="list-style-type: none"> • More than 1500 — 20 marks — More than 1050 and upto 1500 - 15 marks — More than 700 and upto 1050 - 10 marks • More than 350 and upto 700 - 5 marks |
| 5 | Total number of experiences in providing similar services | 20 | <ul style="list-style-type: none"> • More than 20 years — 20 marks • More than 15 years and upto 20 years - 15 marks • More than 10 years and upto 15 years - 10 marks • More than 5 years and upto 10 years - 5 marks |
| | Total Marks | 100 | • |

- 22.2. It is mandatory to score minimum marks (5 marks) against each criterion mentioned above at S. No. 1 to 5 and a bidder has to score at least an overall minimum score of 75 in the technical evaluation in order to be technically qualified.
- 23. FINANCIAL EVALUATION:**
- 23.1. The remuneration of the employees whether fixed rate or minimum wages has been provided by the Institute along with the statutory contributions. The bidders shall have to quote their service charge only on the given amount of remuneration exclusive of GST. The bidders are not allowed to alter the remuneration or the statutory contribution mentioned in the bid. The L1 will be decided on the service charge quoted by the bidders.
- 23.2. The evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between the partial amount and the total amount, or between word and figures the former will prevail.
- 23.3. AIIA reserves the right to negotiate the quoted price with the successful bidder (L1) to arrive at the fair and reasonable price.
- 23.4. Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- 23.5. The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- 23.6. In case the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.
- 23.7. Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- 23.8. The decision of Competent Authority, AIIA Delhi will be final in all matters relating.
- 24. SELECTION OF SUCCESSFUL BIDDER:**
- 24.1. The bidder whose service charges found lowest will be will be declared successful Lowest (L1) bidder on financial evaluation.
- 24.2. In case, there are more than one bidder who have quoted equal rate of the service charge, the preference will be given on the basis of capabilities/credentials of the bidders to execute the tender. The same are given below:
- (a) The bidder who has greater turnover (in crores) for the last financial year i.e. FY 2023-24.
- (b) If it is again tie on the criteria (a) then the bidder who has greater net worth (in lakhs) for the FY 2023-24.
- (c) If there is tie on criteria(a) and (b) above, the bidder who has greater number of deployed manpower on their roll.
- 25. AWARD OF CONTRACT:**
- 25.1. The Successful Bidder should accept the offer within 7 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- 25.2. In case the successful bidder backing out before actual award or execution of agreement or

declines the offer of contract, for whatsoever reason(s), AIIA Delhi will have right to forfeit the EMD.

- 25.3. AIIA reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.
- 25.4. It is clearly understood by the parties that no financial liability of any type is created by issuance of work order.
- 25.5. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and on your performance.
26. **PERFORMANCE SECURITY:**
- 26.1. The successful bidder is required to furnish 5% of estimated contract value as security deposit, in form of Performance Bank Guarantee as per Annexure- within 30 days from the date of execution of contract which would be returned on successful completion of the contract.
- 26.2. Earnest Money Deposit of the Bidder whose offer is accepted will be kept up till the time, the Bank Guarantee is not received.
- 26.3. Earnest Money Deposit shall be forfeited, if bidder fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- 26.4. In case of breach of contract, performance security shall be forfeited, and the Service Provider shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.

ANNEXURE-I

INDEX/COMPLIANCE SHEET

(To be submitted on the letterhead of the Service Provider)

Part - A

| S.No. | Document Name | Compliance (Yes / No) | Page No | | Remarks |
|-------|---|--------------------------|---------|----|---------|
| | | | From | To | |
| 1. | Technical Bid as per Annexure-II . | | | | |
| 2. | Tender Acceptance Letter as per Annexure-III . | | | | |
| 3. | Details of the Proprietor, Directors, consultant and top executives (with Names, address, phone number etc.) should be furnished with the tender on the letter head of the Service Provider. | | | | |
| 4. | Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm. | | | | |
| 5. | Copy of GST Registration Certificate. | | | | |
| 6. | Copy of 9001:2015, ISO-22000:2005 Certificate. | | | | |
| 7. | Trade License. | | | | |
| 8. | EPF Registration Certificate. | | | | |
| 9. | ESI Registration Certificate. | | | | |
| 10. | Labour License: Valid License | | | | |
| 11. | Valid Proof regarding 500 or more employees continuously on a roll for the last six months. (proof of ESI/EPF deposit/ EPFO Challans for the months of January, February & March 2024.) along with the details of staff with designation. | | | | |
| 12. | Valid document in support of Registered/ Branch office at Delhi | | | | |
| 13. | Proof of Turnover, to claim the eligibility related to Turn Over (CA Certificate along with the Profit and Loss account/ Income and Expenditure Statement and Balance sheet). | | | | |
| 14. | Detail of Experience as per Annexure-IV . along with the copy of work order and completion / performance certificates/ Feedback from Clients. | | | | |
| 15. | An undertaking no case pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) | | | | |
| 16. | MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure-V . | | | | |
| 17. | Self-Declaration about Non-Black Listing as per Annexure-VI . | | | | |
| 18. | Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any. | | | | |

| | | | | | |
|-----|--|--|--|--|--|
| 19. | All other documents, as required in terms of the tender, to claim eligibility. | | | | |
|-----|--|--|--|--|--|

Part- B

| <i>S.No.</i> | <i>LCS criteria</i> | <i>Claimed marks</i> | <i>Organization Name where service provided/providing</i> | <i>Document submitted in support with page no.</i> |
|--------------|--|----------------------|---|--|
| 1. | Average Annual Turnover of the any 3 consecutive Financial Years in last Five financial years i.e. from 2019-20 to 2023-24 | | | |
| 2. | Currently having number of manpower on roll for last 6 months in Medical Educational Institutions of National Repute (Public Sector Company/ Central or State Government/ Autonomous Institute/ Corporate Establishment of repute) | | | |
| 3. | Experience of having executed single largest work order from similar service in last Five financial years ending 31 st March 2024 | | | |
| 4. | Experience of having supplied manpower services under single largest work order in last Five financial years ending 31 st March | | | |
| 5. | Total number of experiences in providing similar services | | | |
| Total | | | | |

Place:

Date:

(Signature with stamp of the Service Provider)

ANNEXURE-II

TECHNICAL BID

(To be submitted on the letterhead of the Service Provider/ Firm)

Copies of all supporting documents duly signed and stamped by the Service Provider in support of the below particulars must be attached along with this checklist.

| | | |
|--|---|---|
| 1. Name of the Service Provider (In Block Letters) | : | |
| 2. Registered Office Address (With telephone no. & email address) | : | |
| 3. Address of Office at Delhi (With telephone no. & email address) Please attach valid document in support of Registered/Branch Office Delhi, as Applicable as per eligibility criteria. | : | |
| 4. Status of the organization Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company | : | |
| 5. Year of incorporation/constitution of Service Provider | : | |
| 6. Registration No./Trade License No. (Please attach copy) | : | |
| 7. PAN No. (Please attach copy) | : | |
| 8. GST No. (Please attach copy) | : | |
| 9. EPF Registration No. (Please attach copy) | : | |
| 10. ESI Registration No. (Please attach copy) | : | |
| 11. Labour Registration/License No. (Please attach copy) | : | |
| 12. Authorized Signatory Details (Contact Person 1) | : | Name: _____ Designation: _____ Mobile No. _____ Email: _____ |
| 13. Details of Contact Person 2 (Other than Authorized Signatory) | : | Name: _____ Designation: _____ Mobile No. _____ Email: _____ |
| 14. Total number of years of similar experience in dealing with manpower services | : | |

| | |
|--|--|
| Details of work experience (as per Annexure-IV in support of experience related eligibility criteria) (Please attach copy of proof) | |
| 15. Website, if any | : |
| 16. Name of the cities and States where Service Provider/Firm/Company is having branches | : |
| 17. Total number of Contractual Manpower services presently providing to the clients for all services (The Service Provider has to submit the valid proof regarding No. of Staff (proof of ESI/EPF deposit of latest month) along with the details of staff with designation) | No. of Un-Skilled Staff: _____ No. of Semi-Skilled Staff: _____ No. of Skilled Staff: _____ No. of High-Skilled Staff: _____ No. of Other Professional Staff: _____ Total No. of Staff: _____ |
| 18. Annual Business Turnover of any 3 consecutive Financial Years in last six financial years ended on 31 st March 2023, duly certified by the Chartered Accountant (In ₹ Crores) | FY-1: 20__ - __: ₹ _____ crores FY-2: 20__ - __: ₹ _____ crores FY-3: 20__ - __: ₹ _____ crores Average Turnover: ₹ _____ crores |
| 19. Details of EMD | Amount: ₹ _____ Transaction No.: _____ Date: _____ Bank and Branch Name: _____ |
| 20. Whether the Service Provider faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation. | : |
| 21. Any other relevant information | : |

Verification:

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by AIIA Delhi, if it deems fit.

Signature of authorized signatory

Name:

Seal:

TENDER ACCEPTANCE LETTER

(On the letter head of the Service Provider/ Firm)

To,

Date:

The Director,
All India Institute of Ayurveda,
Village - Dhargal, Taluka -
Pernem, Manohar Airport Road,
Goa - 403513

Sub: Acceptance of Terms & Conditions of tender for “providing Manpower Services at AIIA, Goa” vide Tender Ref. No. Z-50/58/2024-AIIAGoa

I/We have downloaded / obtained the tender document(s) for the above mentioned “Tender/ Work’ from the web site(s) namely as per your notice given in the above-mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of AIIA Delhi is in any way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Service Provider / Firm / Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Service Provider / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

DETAILS OF EXPERIENCE

(To be submitted on the letterhead of the bidder)

| S.No. | Name of the organization/ Institute where goods /services were provided with. Name of Contact Person, Contact No. & email id. | Number of Manpower | Nature/ Value of the contract in INR (Average Bill per annum) | Duration of contract | | Total years of experience (YY/MM) | Copy of contract along with the performance report (Yes/No) |
|-------|--|--------------------|---|----------------------|-----------------|-----------------------------------|---|
| | | | | From (DD/MM/YYYY) | To (DD/MM/YYYY) | | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |

Note:

Bidders are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Bidders may add row / rows in the above format, if No. of organizations / Institutions are more or may add additional sheet also.

Stamp and Signature of bidder

Name:

Designation:

Organization Name:

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Service Provider/ Firm)

Sub: Authorization for release of payment / dues from All India Institute of Ayurveda through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Firm/Company/Institute: _____

2. Address of the Firm/Company/Institute: _____

E-Mail ID _____ Mob No: _____

3. Permanent Account Number _____

4. Particulars of Bank

| | | | |
|--|--|-------------|-------------|
| Bank Name | | Branch Name | |
| Branch Place | | Branch City | |
| PIN Code | | Branch Code | |
| MICR No | | | |
| <i>(MICR No. is 9-digit number appearing on the MICR Bank of the Cheque supplied by the Bank. Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)</i> | | | |
| IFS Code: (11-digit alphanumeric code) | | | |
| Account Type | | Saving | Current |
| | | | Cash Credit |
| Account Number: | | | |

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Director, All India Institute of Ayurveda, responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:

Date:

Signature & Seal of the Authorized Signatory
of the Firm/Company/Institute:

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date:

Signature of the Authorized Official from the Bank

Note:

Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

SELF DECLARATION ABOUT NON-BLACK-LISTING

(To be submitted on the letterhead of the bidder)

To,

Date:

The Director,
All India Institute of Ayurveda,
Village - Dhargal, Taluka -
Pernem, Manohar Airport Road,
Goa - 403513

Sub: Self Declaration About Non-Black-Listing for "Providing Manpower Services" at All India Institute of Ayurveda, New Delhi" vide Tender Ref. No. Z-50/86/2023-AIIA

In response to tender under reference, I/ We hereby declare that presently our firm/Service Provider/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our Service Provider / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last two years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled

Yours faithfully,

(Name & signature with stamp of the bidder)

Bid Security Declaration

To,

The Director,
All India Institute of Ayurveda,
Village - Dhargal, Taluka -
Pernem, Manohar Airport Road,
Goa - 403513

Date:

I/we, the undersigned do hereby undertake that, if I/we withdraw or modify my I our bid during the period of bid validity or refuse to accept the offer of work etc., I/ we will not have any objection if I am/we are debarred from the bidding against the tenders of AIIA for a period of two years.

Yours faithfully,

(Name & signature with stamp of the bidder)

PART-II

FINANCIAL BID (FORMAT)

(To be submitted in separate envelop)

| S.No. (1) | Number of Posts (2) | Bid Amount (3) | Service Charge (In %) (4) | Service Charge (In Amount) (5) | Total (6) = (3) +(5) |
|--------------|---------------------------|-------------------|---------------------------------|--|-------------------------|
| 1. | 478 | ₹ 19600000/-* | | | |

**The bid amount is tentative as per existing rate, it may vary as and when numbers of deployed personnel and corresponding wages are revised.*

1. **Services Charges:** The Bidders are required to quote the services charges in percentage, inclusive stationary, accounting and administrative charges), I-card etc. and all the applicable taxes and duties, fees and any other charges except GST. Service Provider will not charge any additional amount either from Institute or manpower to deploy such as registration charge, Id-card charge or any other charge etc.
2. The service charges shall be calculated on the total amount of wages including wages rate (Basic + VDA), EPF & ESI, Admin Charges + EDLI Charges and Bonus.
3. The bidder shall not temper/modify Financial Bid format in any manner. In case, if the same is found tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
4. GST will be extra as per actual. Bidder is required to quote the rate excluding GST.
5. The bidders are advised to quote their rates in Indian Rupees (INR) only.
6. Above mentioned quantities may vary and may be increased or decreased as per requirement of the Institute. The payment shall be done based on actual service rendered as per area covered.
7. The Financial Evaluation shall be done on the total amount of quoted rates.
8. Technical Bid containing commercial details or Revelation or price in any form or by any reason before opening the Financial Bid shall not be considered.

Place:

Date:

(Signature with stamp of the bidder)

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)
(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT DELHI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT DELHI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT DELHI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
The Director,
All India Institute of Ayurveda
Village: Dhargal, Taluka:
Pernem, Manohar Airport
Road, Goa 403513

LETTER OF GUARANTEE

WHEREAS All India Institute of Ayurveda New Delhi (Buyer) have invited Tenders vide Tender No.....dated for and whereas the said tender document requires that any eligible successful Bidder (Service Provider) wishing to provide/supply of Services/ Goods/ Material as per tender document in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of "All India Institute of Ayurveda New Delhi," in the form of Bank Guarantee for Rs.....and valid till 26 months from the date of issue of Performance Bank Guarantee may be submitted within..... days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (Service Provider) failing to abide by any of the conditions referred in tender document / purchase order / work Order etc. this bank shall pay to All India Institute of Ayurveda on demand and without protest or demur Rs (Rupees).

This bank further agrees that the AIIA (Buyer) as to whether the said Bidder (Service Provider) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We,.....(name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Service Provider) and/ or All India Institute of Ayurveda New Delhi, (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before.....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at.....(Address of local branch)

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period. The Original Bank Guarantee will not be returned to the bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

Annexure: A

Details of Post with minimum qualification, educational qualification & required experience etc.

| <i>S.No.</i> | <i>Fixed/ Minimum wages</i> | <i>No. of Posts</i> | <i>Category</i> | <i>Type of Function</i> | <i>Name of Post</i> | <i>Educational Qualification</i> | <i>Experience</i> |
|--------------|-------------------------------------|-------------------------|-----------------|-----------------------------|-----------------------------|---|---------------------|
| 1 | Fixed | 1 | | Hospital | Gynaecologist | MCI Recognised PG Degree | 1 year |
| 2 | Fixed | 1 | | Hospital | Critical care Specialist | MCI Recognised PG Degree | 1 year |
| 3 | Fixed | 1 | | Hospital | Microbiologist | MCI Recognised PG Degree | 1 year |
| 4 | Fixed | 1 | | Hospital | Pathologist | MCI Recognised PG Degree | 1 year |
| 5 | Fixed | 1 | | Hospital | Paediatrician | MCI Recognised PG Degree | 1 year |
| 6 | Fixed | 1 | | Hospital | Radiologist | MCI Recognised PG Degree | 1 year |
| 7 | Fixed | 22 | | Hospital | Medical Officer | MD/MS (Ayu) | |
| 8 | Fixed | 1 | | Hospital | Biomedical Engineer | B.E/B.Tech. in Biomedical Engineering OR Diploma in BME | 2 years |
| 9 | Fixed | 1 | | Hospital | Physiotherapist | Master of Physiotherapy | 3 Years |
| 10 | Fixed | 2 | | Hospital | Yoga Therapist | M.A./M.Sc. (Yoga) | 5 years |
| 11 | Fixed | 1 | | Non Academic | IT Engineer | BCS/BCA/B.sc (Computer)/ Diploma in Computer Engineering or Information Technoloy OR MCS/MCA/ M.sc. (Comp) or M.Sc (IT) or B.E./ B. Tech. in Computer Engineering or Information Technology | 3 Years/ 1 Year |
| 12 | Fixed | 1 | | Non Academic | PS to Dean | Graduation | 5 years |
| 13 | Fixed | 50 | | Hospital | Staff Nurse | B.Sc. Nursing/ Diploma in GNM/ | 3 Years |
| 14 | Fixed | 3 | | Hospital | Panchkarma Nurse | B.Sc. Nursing/ Diploma in GNM/ (Panchkarma) | 3 Years |
| 15 | Fixed | 1 | | Non Academic | Security Officer | Ex-Serviceman | 5 years |
| 16 | Fixed | 2 | | Academic | Asst. Library Officer | M. Lib | 3 Years |
| 17 | Fixed | 5 | | Hospital | Pharmacist | B. Pharma (Ay) OR Diploma in Ayurvedic Pharmacy | 3 years/ 5 Years |
| 18 | Fixed | 1 | | Hospital | ECG Technician | Diploma in ECG Technician | 2 years |
| 19 | Fixed | 5 | | Hospital | Lab Technician | Science Graduate & DMLT OR 10+2 with DMLT OR B.sc (MLT) | 4 years/ 1 year |
| 20 | Fixed | 5 | | Hospital | OT Assistant | 10+2 in Sci, Diploma in OT Assistant | 3 Years |
| 21 | Fixed | 1 | | Hospital | Radiology Technician | 10+2 in Science & Regular Diploma in Radiography | Nil |
| 22 | Fixed | 38 | | Hospital | Panchkarma Technician | 10th Pass & 1 year Diploma in Panchakarma OR 12th pass & 1 year Diploma in Panchakarma | 2 years/ 1 Year |
| 23 | Fixed | 4 | | Hospital | Dresser | 10th Pass, Certificate in Dressing and First Aid | 1 Year |
| 24 | Fixed | 1 | | Non Academic | PRO | Degree from recognised university or equivalent/Ayurved/MPH/MBA & Post Graduate Diploma in Journalism/Public Relation | 7 Years |

| <i>S.No.</i> | <i>Fixed/ Minimum wages</i> | <i>No. of Posts</i> | <i>Category</i> | <i>Type of Function</i> | <i>Name of Post</i> | <i>Educational Qualification</i> | <i>Experience</i> |
|--------------|-------------------------------------|-------------------------|-----------------|-----------------------------|------------------------------------|---|---|
| 25 | Fixed | 2 | | Non Academic | IT Assistant | 1st Class Diploma in Computer Engineering / IT of atleast 3 Years full time duration or at least 2 years full time duration in case of lateral admission in diploma course | 3 Years |
| 26 | Fixed | 5 | | Hospital | OT Technician | Matriculation Hr. Sec/ Sr. Sec (10+2) with science from a recognised institution/board and operation room assistant course from recognised institution OR B.Sc from recognized university | 5 years/3 Years |
| 27 | Fixed | 11 | | Academic | Professor | Degree in Ayurveda recognized under Schedule II of CCIM Act, 1970 / NCISM Act 2020. ii. MD/MS (Ay.) recognized by CCIM/NCISM under Schedule-II of CCIM Act, 1970/NCISM Act 2020 in the concerned subject. iii. Minimum 10 published research papers at least in UGC CARE listed journals excluding PG and PhD work. | 14 Years full time PG Teaching |
| 28 | Fixed | 5 | | Academic | Associate Professor | Degree in Ayurveda recognized under Schedule II of CCIM Act, 1970 / NCISM Act 2020. ii. MD/MS (Ay.) recognized by CCIM/NCISM under Schedule-II of CCIM Act, 1970 NCISM Act 2020 in the concerned subject. | 6 Years PG Teaching |
| 29 | Fixed | 1 | | Non Academic | Accountant | Graduate degree in Commerce | 1 Year |
| 30 | Fixed | 1 | | Hospital | Internal Medicine Specialist | MCI Recognised PG Degree | 3 Years |
| 31 | Fixed | 1 | | Hospital | Anaesthetist | MCI Recognised PG Degree | 3 Years |
| 32 | Fixed | 1 | | Hospital | Surgical Specialist | MCI Recognised PG Degree | 3 Years |
| 33 | Fixed | 1 | | Hospital | Pharmacologist | MCI Recognised PG Degree | 3 Years |
| 34 | Minimum Wages | 61 | Unskilled | Hospital | Ward Attendant | 12th Passed | 1 Year |
| 35 | Minimum Wages | 45 | Unskilled | Non Academic | M.T.S | 12th Passed | 1 Year |
| 36 | Minimum Wages | 6 | Unskilled | Non Academic | Gardner | Matriculation or its equivalent | Experience in Field work |
| 37 | Minimum Wages | 2 | Unskilled | Non Academic | Mason | 12th Passed | |
| 38 | Minimum Wages | 2 | Unskilled | Hospital | Laundry Man | 12th Passed | |
| 39 | Minimum Wages | 6 | Unskilled | Hospital | Laundry Attendant | 12th Passed | |
| 40 | Minimum Wages | 2 | Unskilled | Non Academic | Painter | 12th Passed | |
| 41 | Minimum Wages | 8 | Unskilled | Non Academic | Helper | 12th Passed | |

| <i>S.No.</i> | <i>Fixed/ Minimum wages</i> | <i>No. of Posts</i> | <i>Category</i> | <i>Type of Function</i> | <i>Name of Post</i> | <i>Educational Qualification</i> | <i>Experience</i> |
|--------------|-------------------------------------|-------------------------|-----------------|-----------------------------|-----------------------------|--|-------------------|
| 42 | Minimum Wages | 2 | Unskilled | Non Academic | Carpenter | 12th Passed | |
| 43 | Minimum Wages | 3 | Unskilled | Non Academic | Worker (Unskilled) | 12th Passed | |
| 44 | Minimum Wages | 2 | Unskilled | Non Academic | STP Helper | 12th Passed | |
| 45 | Minimum Wages | 1 | Unskilled | Hospital | CSSD Attendant | 12th Passed | |
| 46 | Minimum Wages | 10 | Unskilled | Hospital | Governess/Aya | Matriculation or its equivalent | |
| 47 | Minimum Wages | 4 | Skilled | Non Academic | Electrician | ITI Diploma in relevant field | |
| 48 | Minimum Wages | 6 | Skilled | Hospital | Lab Attendant | 10+2 OR Degree | 4 years/ 2 Years |
| 49 | Minimum Wages | 48 | Skilled | Non Academic | Data Entry Operator | Degree from Recognised university & 1 year Diploma in Computer | 1 Year |
| 50 | Minimum Wages | 30 | Skilled | Hospital | Panchkarma Attendant | 10th Passed + Certificate in Panchkarma Attendant | 1 Year |
| 51 | Minimum Wages | 5 | Skilled | Non Academic | STP/ETP Technician | 12th Passed | |
| 52 | Minimum Wages | 8 | Skilled | Non Academic | Plumber | 12th Passed | |
| 53 | Minimum Wages | 1 | Skilled | Non Academic | Museum Keeper/Lab Attendant | Degree from recognised university | 3 Years |
| 54 | Minimum Wages | 2 | Skilled | Non Academic | Museum Keeper | Degree from recognised university | 3 Years |
| 55 | Minimum Wages | 16 | Skilled | Non Academic | Lift Operator | 12th Passed | |
| 56 | Minimum Wages | 1 | Skilled | Hospital | Laundry Supervisor | 12th Passed | |
| 57 | Minimum Wages | 2 | Skilled | Non Academic | Gardener Supervisor | Horticultutre degree/Diploma | 4 Years |
| 58 | Minimum Wages | 2 | Skilled | Non Academic | Help Desk Receptionist | Graduate | |
| 59 | Minimum Wages | 4 | Skilled | Hospital | Receptionist | Graduate | |
| 60 | Minimum Wages | 8 | Skilled | Non Academic | HVAC Technician | 12th Passed | |
| 61 | Minimum Wages | 5 | Skilled | Non Academic | Pump Technician | 12th Passed | |
| 62 | Minimum Wages | 4 | Skilled | Hospital | Gas Manifold Technician | 12th Passed | |
| 63 | Minimum Wages | 4 | Skilled | Non Academic | System Technician | 12th Passed | |

Post wise Remuneration/Wages details

| S.No. | Fixed/ Minimum wages | No. of Posts | Categor y | Name of Post | Monthl y Wages For Fixed Wages Post | Per Day Wages | PF | EPF Admin Charge | ELDI | ESIC | Total Monthly wages per employe e | Total Cost (Colum n C x Column L) |
|-------|----------------------------|-----------------|--------------|-----------------------------|---|---------------------|----|------------------------|------|------|--|--|
| 1 | Fixed | 1 | | Gynecologis t | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 2 | Fixed | 1 | | Critical care Specialist | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 3 | Fixed | 1 | | Microbiologi st | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 4 | Fixed | 1 | | Pathologist | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 5 | Fixed | 1 | | Pediatrician | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 6 | Fixed | 1 | | Radiologist | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 7 | Fixed | 22 | | Medical Officer | 75000 | 0 | 0 | 0 | 0 | 0.00 | 75000 | 1650000 |
| 8 | Fixed | 1 | | Biomedical Engineer | 70000 | 0 | 0 | 0 | 0 | 0.00 | 70000 | 70000 |
| 9 | Fixed | 1 | | Physiothera pist | 50000 | 0 | 0 | 0 | 0 | 0.00 | 50000 | 50000 |
| 10 | Fixed | 2 | | Yoga Therapist | 50000 | 0 | 0 | 0 | 0 | 0.00 | 50000 | 100000 |
| 11 | Fixed | 1 | | IT Engineer | 50000 | 0 | 0 | 0 | 0 | 0.00 | 50000 | 50000 |
| 12 | Fixed | 1 | | PS to Dean | 44900 | 0 | 0 | 0 | 0 | 0.00 | 44900 | 44900 |
| 13 | Fixed | 50 | | Staff Nurse | 37500 | 0 | 0 | 0 | 0 | 0.00 | 37500 | 1875000 |
| 14 | Fixed | 3 | | Panchkarma Nurse | 37500 | 0 | 0 | 0 | 0 | 0.00 | 37500 | 112500 |
| 15 | Fixed | 1 | | Security Officer | 35000 | 0 | 0 | 0 | 0 | 0.00 | 35000 | 35000 |
| 16 | Fixed | 2 | | Asst. Library Officer | 35000 | 0 | 0 | 0 | 0 | 0.00 | 35000 | 70000 |
| 17 | Fixed | 5 | | Pharmacist | 28000 | 0 | 0 | 0 | 0 | 0.00 | 28000 | 140000 |
| 18 | Fixed | 1 | | ECG Technician | 25000 | 0 | 0 | 0 | 0 | 0.00 | 25000 | 25000 |
| 19 | Fixed | 5 | | Lab Technician | 25000 | 0 | 0 | 0 | 0 | 0.00 | 25000 | 125000 |

| | | | | | | | | | | | | |
|----|---------------|----|-----------|------------------------------|--------|-----|-------|------|------|-------|----------|----------|
| 20 | Fixed | 5 | | OT Assistant | 25000 | 0 | 0 | 0 | 0 | 0.00 | 25000 | 125000 |
| 21 | Fixed | 1 | | Radiology Technician | 25000 | 0 | 0 | 0 | 0 | 0.00 | 25000 | 25000 |
| 22 | Fixed | 38 | | Panchkarma Technician | 24000 | 0 | 0 | 0 | 0 | 0.00 | 24000 | 912000 |
| 23 | Fixed | 4 | | Dresser | 20000 | 0 | 0 | 0 | 0 | 0.00 | 20000 | 80000 |
| 24 | Fixed | 1 | | PRO | 70000 | 0 | 0 | 0 | 0 | 0.00 | 70000 | 70000 |
| 25 | Fixed | 2 | | IT Assistant | 25000 | 0 | 0 | 0 | 0 | 0.00 | 25000 | 50000 |
| 26 | Fixed | 5 | | OT Technician | 29200 | 0 | 0 | 0 | 0 | 0.00 | 29200 | 146000 |
| 27 | Fixed | 11 | | Professor | 168900 | 0 | 0 | 0 | 0 | 0.00 | 168900 | 1857900 |
| 28 | Fixed | 5 | | Associate Professor | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 691500 |
| 29 | Fixed | 1 | | Accountant | 35400 | 0 | 0 | 0 | 0 | 0.00 | 35400 | 35400 |
| 30 | Fixed | 1 | | Internal Medicine Specialist | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 31 | Fixed | 1 | | Anesthetist | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 32 | Fixed | 1 | | Surgical Specialist | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 33 | Fixed | 1 | | Pharmacologist | 138300 | 0 | 0 | 0 | 0 | 0.00 | 138300 | 138300 |
| 34 | Minimum Wages | 61 | unskilled | Ward Attendant | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 1191526 |
| 35 | Minimum Wages | 45 | unskilled | M.T.S | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 878994.7 |
| 36 | Minimum Wages | 6 | unskilled | Gardner | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 117199.3 |
| 37 | Minimum Wages | 2 | unskilled | Mason | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 39066.43 |
| 38 | Minimum Wages | 2 | unskilled | Laundry Man | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 39066.43 |
| 39 | Minimum Wages | 6 | unskilled | Laundry Attendant | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 117199.3 |
| 40 | Minimum Wages | 2 | unskilled | Painter | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 39066.43 |
| 41 | Minimum Wages | 8 | unskilled | Helper | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 156265.7 |
| 42 | Minimum Wages | 2 | unskilled | Carpenter | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 39066.43 |
| 43 | Minimum Wages | 3 | unskilled | Worker (Unskilled) | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 58599.65 |
| 44 | Minimum Wages | 2 | unskilled | STP Helper | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.22 | 39066.43 |

| | | | | | | | | | | | | | |
|--------------------|---------------|------------|-----------|-----------------------------|--|-----|-------|------|------|-------|-----------------------------------|--------------|--------------------------|
| 45 | Minimum Wages | 1 | unskilled | CSSD Attendant | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.2 2 | 19533.2 2 | |
| 46 | Minimum Wages | 10 | unskilled | Governess/Aya | | 655 | 69.23 | 2.88 | 2.88 | 21.29 | 19533.2 2 | 19533.2 2 | |
| 47 | Minimum Wages | 4 | Skilled | Electrician | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 98070.9 6 | |
| 48 | Minimum Wages | 6 | Skilled | Lab Attendant | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 147106. 4 | |
| 49 | Minimum Wages | 48 | Skilled | Data Entry Operator | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 117685 2 | |
| 50 | Minimum Wages | 30 | Skilled | Panchkarma Attendant | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 735532. 2 | |
| 51 | Minimum Wages | 5 | Skilled | STP/ETP Technician | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 122588. 7 | |
| 52 | Minimum Wages | 8 | Skilled | Plumber | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 196141. 9 | |
| 53 | Minimum Wages | 1 | Skilled | Museum Keeper/Lab Attendant | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 24517.7 4 | |
| 54 | Minimum Wages | 2 | Skilled | Museum Keeper | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 49035.4 8 | |
| 55 | Minimum Wages | 16 | Skilled | Lift Operator | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 392283. 8 | |
| 56 | Minimum Wages | 1 | Skilled | Laundry Supervisor | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 24517.7 4 | |
| 57 | Minimum Wages | 2 | Skilled | Gardener Supervisor | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 49035.4 8 | |
| 58 | Minimum Wages | 2 | Skilled | Help Desk Receptionist | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 49035.4 8 | |
| 59 | Minimum Wages | 4 | Skilled | Receptionist | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 98070.9 6 | |
| 60 | Minimum Wages | 8 | Skilled | HVAC Technician | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 196141. 9 | |
| 61 | Minimum Wages | 5 | Skilled | Pump Technician | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 122588. 7 | |
| 62 | Minimum Wages | 4 | Skilled | Gas Manifold Technician | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 98070.9 6 | |
| 63 | Minimum Wages | 4 | Skilled | System Technician | | 868 | 69.23 | 2.88 | 2.88 | 0.00 | 24517.7 4 | 98070.9 6 | |
| Total Posts | | 478 | | | | | | | | | Total Monthly Remuneration | | Rs.1,63,30,843.00 |

| | | | |
|--|--|----------------------------------|--------------------------------------|
| | | Total Yearly Remuneration | Rs.19,59,70,119. 00 |
|--|--|----------------------------------|--------------------------------------|