



**RAJIV GANDHI GOVT. P.G. AYURVEDIC COLLEGE & HOSPITAL
PAPROLA, KANGRA (HIMACHAL PRADESH) - 176115**

Email: principal.gacpaprola@gmail.com Website: www.paprolaayurved.org



No. AYR-PGC(Paprola)-Store-Pharmacy Manpower/2025 - 5298

Dated : 25/08/2025

Limited Tender

Sealed tenders are invited from eligible registered agencies for providing MANPOWER SERVICES in the Rajiv Gandhi Govt. P.G. Ayurvedic College & Hospital premises Paprola. Prescribed tender form can be obtained from the office of Rajiv Gandhi Govt. P.G. Ayurvedic College, & Hospital Paprola up to **15/09/2025 at 1.30 P.M.** on any working day on payment of **Rs.500/-only** or be downloaded from official website of institution i.e www.ayurvedapaprola.com, Last date for submission of Tender Document is 15/9/2025 at 5PM. Tender received after the above date/time shall be rejected. The Tender must be accompanied with an earnest money **Rs.20,000/- (Rupees Twenty thousand only)** in the form of FDR/Demand Draft/Banker's Cheque/Bank Guarantee from any of the Commercial Bank in favour of Principal, Rajiv Gandhi Govt. P.G. Ayurvedic College, Paprola. Conditional and incomplete tender will not be accepted and will be rejected summarily.

The Technical bid will be opened on 16/09/2025 at 11 AM in the office of undersigned in the presence of tenderer or their authorized representative who may wish to be present. Financial bid will be opened later on. Principal, Rajiv Gandhi Govt. P.G. Ayurvedic College, Paprola reserve the right to accept or reject any or all the tender without assigning any reason whatsoever and the decision of the Principal shall be final and binding on all the bidders.

Principal-cum-Dean

**Rajiv Gandhi Govt. Post Graduate
Ayurvedic College, Paprola-(H.P.)**

Schedule of Requirement and conditions of Contract

(A) Eligibility of Bidders: (Essential Conditions)

Copies of following documents must be submitted with quotation failing which quotation received will summarily rejected.

1. Firm's Trade License/Company registration no
2. Minimum Three year experience for providing Manpower services (other than Sanitation, Security, House Keeping services) satisfactorily.
3. GST No
4. Provident Fund Account No. allotted by the Provident Fund Commissioner (If applicable)
5. ESI No. If Applicable
6. PAN No.
7. EMD Rs 20,000/- (in original)

(B) FINANCIAL PROPOSAL

The evaluation committee of the College will assess the financial bid (Annexure3) of the bidders who have been declared eligible after technical evaluation. The lowest amount offered by the firms / agencies as service charge shall be considered as L-1. In case the financial bids of more than one firms / agencies is same as L-1, then the work will be awarded to the firms / agencies having more experience (in years) in providing Manpower services (other than Sanitation, Security, House Keeping services) to Govt Institutions, in case of tie again L1 will be decided by toss.

Principal

Principal

**Rajiv Gandhi Govt. Post Graduate
Ayurvedic College, Paprola-(H.P.)**

Terms & Conditions

1. Bid not confirming to the essential conditions, will be rejected and no correspondence thereof shall be entertained whatsoever.
2. In case the Bidder is an Association, consortium or joint venture, the tenders shall provide a written power of attorney authorizing the signatory of the tender to commit the tenders or each member of the partnership, consortium or joint venture.
3. Price bid of only those tenders shall be opened who are found qualified at the Technical bid stage. Time & Date for opening of Price Bid shall be fixed and intimated to the qualifying bidder in Technical bid.
4. The earnest money will be liable to be forfeited, if the tenderer withdraws or amends, Impairs or derogates from the tender in any respect within the period of validity of the tender.
5. The department will deduct Income Tax at source under section 194-C of the Income Tax Act, 1961 and 2% TDS under GST from the contractor.
6. The successful bidder shall deposit a security amount (Performance Security) equal to 10 % of the total cost of annual contract in the form of FDR/Account Payee Demand Draft/bank Guarantee from a Commercial bank (duly pledged to the Principal, Rajiv Gandhi Govt. P.G.Ayurvedic College, Paprola in favor of Principal, RGGPG Ay.College, Paprola for the due performance of the contract. In the event of any breach / violation or contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Department. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest shall be paid by the Department on earnest money or security deposits
7. The Principal, Rajiv Gandhi, Govt. Ayurvedic College, Paprola Distt. Kangra, H.P. reserves the right to cancel / reject full or any part of the tender which tenderer do not fulfill the conditions stipulated in the matter.
8. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/ rejection of the tender.
9. Any Act on the part of the tenders to influence anybody in the Department is liable to rejection of his tender.
10. The contractor shall provide a non-judicial stamp paper of Rs. 100/- for preparing a Rate Contract Agreement.
11. The Contractor shall abide by and comply with all the relevant laws and statutory Requirements covered under Contract Labour (regulation & abolition Act 1970), Minimum Wages Act, EPF & MP Act 1952 and any other law if applicable in regard to the labour engaged by him for works.
12. That the Contractor /agency shall also be responsible to provide all the benefits e.g. P.F., ESI, Leave etc, to eligible staff engaged by the Contractor.
13. The Department shall have the right to ask for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
14. The Agency Staff shall carry out such other duties as are entrusted to them from time to time.
15. The Agency shall not engage any Sub- contractor or transfer the contract to any other person in any manner.
16. That the tenderer not conforming to these requirements will be rejected and no Correspondence thereof shall be entertained whatsoever.
17. If any money shall, as the result of any instructions from the labour authorities or claim or application made under any of the labour laws, or Regulations, be directed to be paid by

the College, such money shall be deemed to be payable by the contractor to the College within seven days after the same have been demanded from the contractor. The College shall be entitled to recover the amount from the contractor by deduction from money due to the contractor.


18. Tenderer shall have to provide an undertaking on Rs 100/- stamp paper as per format (Annexure IV) enclosed.
19. The Bid money in case of un-successful bidders shall be refunded after entering into contract with the successful bidder within one month from the date of finalization of tenders whereas in case of successful bidder the same will be adjusted against the performance security of 10 %.
20. In case of any dispute or difference, the award of the Arbitrator i.e. Principal Secretary (Ayurveda), Govt. of Himachal Pradesh will be final and binding on the parties to the contract and the courts at Himachal Pradesh shall only have the jurisdiction over the same.
21. The contract shall be awarded for a period of one year from the date of award of contract. The period of contract may be extended yearly, after mutual consent and on the same rates and terms and conditions at the discretion of Principal Employer.
22. Each monthly bill must accompany the:
 - (a) List of employees with their date of engagement
 - (b) The amount of wages (The Contractor shall ensure that minimum wages are paid to all the employees with all the benefits (such as ESIC/EPF/Bonus etc.)
 - (c) Copies of authenticated documents of payments of such contributions to EPFO/ESIC

(II) Special Conditions for Price Bid

(1) All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the rates and amount tendered by him/them in figures as well as in words. Alteration, if any, unless legibly attested by the tenderer shall disqualify the tender. The Tenderer shall take care that the rates and amount is written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

(2) Prices shall be valid for a period of one year. However, on revision of minimum wages, contractor may request in writing for enhancement of minimum wages accordingly to the client, which shall be considered and agreed, if found reasonable by the client but Service Charges will remain unchanged.

(III) **PAYMENT:** Payment shall be released on monthly basis through RTGS/ECS. For release of payment, bills along with attendance sheet of the deployed personnel are required to be submitted by the agency at the end of every month


Principal
Principal
Rajiv Gandhi Govt. Post Graduate
Ayurvedic College, Paprola-(H.P.)

ANNEXURE – I
An illustrative list of manpower to be engaged through outsourcing

Category	Approx No.	Qualification	Wages to be paid
Machine Operator	01	Matric, 2 Year Machinist Diploma from Recognized ITI	Wages as Notified by Finance Department Himachal Pradesh Time to Time
Multi Skilled Worker	03	Matric, Diploma in Fitter(1) and Electrician (1)	
Gardener (Mali)	01	Matric,	

Note: The selection of manpower shall be done on the basis of CVs of candidates obtained from the outsourcing agency.

OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. P.G. AYURVEDIC COLLEGE, PAPROLA
DISTT. KANGRA, H.P.
PROFORMA FOR TECHNICAL BID

S.N.	Particulars	(Annexure II) To be filled by the Tenderer
1.	Name of the Tenderer with complete Postal address	
2.	Contact No.	
3.	Name of Contact Person & Designation	
4.	E-mail Address	
5.	Details of Earnest Money Deposit	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
6..	Date of Establishment of agency	
7.	Whether registered with and holding license from all concerned Government authorities including registration under Contract Labour(Regular & Abolition)act 1970.(Copies of all certificates of registration to be enclosed.)	
8.	PAN Number (copy to be enclosed)	
9.	Labour License No.(copy to be enclosed),if applicable	
10.	GST No.(copy to be enclosed)	
11.	EPF Registration No.(copy to be enclosed) if applicable	
12.	ESI Registration No.(copy to be enclosed)if applicabe	
13.	Experience as per essential condition in dealing with Govt Departments(Indicate the names of the departments and duration of experience with departments (attach copies) Annexure V	

Declaration by the Tenderer:

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein and undertake myself / ourselves abide by the said terms and conditions.

(Signature of Tenderer)

Name:

Designation:

Address:

Phone No.

Dated:

Annexure-III

FINANCIAL BID

1. Name of Firm _____

2. Address _____

3.

Service Charges to be charged by the bidder	_____ % of the total remuneration (min wages+EPF+ESI etc) payable to the person deployed on outsourcing basis.
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4. GST applicable shall be payable by College.
5. Administrative Charge of the agency is to be quoted in percentage (%) of the wages/remuneration of the staff deployed.
6. The service charge must not be quoted as zero .

Note:- In case the financial bids of more than one firms / agencies is same as L-1, then the work will be awarded to the firms / agencies having more experience (in years) in providing manpower services ((other than Sanitation,Security,House Keeping services)to Govt Institutions ,in case of tie again L1 will be decided by toss .

Dated:

Signature of the authorized signatory of the Firm

Full Name _____

Mob.No. _____

(Company Seal) _____

(Annexure IV)

FORMAT FOR PROVIDING UNDERTAKING
(To be submitted on a stamp paper of Rs. 100/-)

The Principal,
Rajiv Gandhi Govt. P.G.Ayurvedic College,
Paprola Distt. Kangra, H.P.

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned, hereby bind myself to Govt. of H.P for providing Manpower services at Rajiv Gandhi Govt. P.G.Ayurvedic College & Hospital premises at Paprola Distt. Kangra, H.P. for the period of the contract.
4. The security money deposited by me shall remain in the custody of the Principal, Rajiv Gandhi Govt. P.G.Ayurvedic College, Paprola Distt. Kangra, H.P., till the expiry of the contract.
5. The condition herein contained shall form part of and shall be taken as included in the agreement itself.
6. I will be wholly responsible for providing Manpower services at Rajiv Gandhi Govt. P.G.Ayurvedic College & Hospital premises at Paprola Distt. Kangra, H.P., and will ensure deployment of persons as per action plan submitted by College Administration/ altered by the COLLEGE authority.
7. I shall be responsible to provide all benefits i.e. E.P.F. Bonus, ESI, and Leave etc. to eligible employees employed by me.
8. I shall abide by the provisions of Minimum Wages act 1948 and Contract Lab our Act 1970 and other Lab our laws applicable from time to time.
9. Damage to hospital property if any, due to lapse on my part/my staff may be recovered from me.
10. Should any lapse occur on my part or on my staff while discharging the services the hospital authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security money.
11. The decision of Principal, Rajiv Gandhi Govt. P.G.Ayurvedic College, Paprola Distt. Kangra, H.P. will be binding upon me.

Date:

Signature of the tenderer
Seal of the agency

(Annexure V)

EXPERIENCE RECORD

1. Total number of years of experience in providing Manpower Services.....Years
(other than Sanitation, Security, House Keeping services)
2. Details of Experience of providing Manpower Services

S.N.	PERIOD	DETAILS OF WORK HANDLED	TOTAL COST OF WORK (IN RUPEES)	REMARKS

NOTE:

1. Details submitted in any other proforma will not be considered.
2. The details of work including the cost of work should be supported by attested copy of each client's certificate.
3. Additional pages may be attached, if required.
4. All the pages shall be signed by the authorized signatory of the tenderer.

Date:

Signature of the Tenderer
Seal of the agency