



**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, New Delhi**

E-mail Id: [central-store@aiaa.gov.in](mailto:central-store@aiaa.gov.in)

Extn. No.: 01125960401/02 (2206/1301)

**F. No. Z-50/86/2023-AIIA**

**Date: 22/ 01/2024**

**Tender document can be downloaded from following websites:**

[www.aiaa.gov.in](http://www.aiaa.gov.in)

[www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app)

**Address To:**

Director

All India Institute of Ayurveda (AIIA)

Gautampuri, Sarita Vihar, New Delhi - 110076



**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.

**(Dr. Umesh Tagade)**  
**Joint Director (Admin)**

**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 11<sup>th</sup> 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.** A Bidder is allowed to submit only one Bid under any capacity / status.
- 3.7.** Consortiums are not allowed to participate in the bid.

- 3.8. 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.
- 3.9. 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.
- 3.10. 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.
- 3.11. 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.
- 3.12. 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-imburement.
- 3.13. Tender documents are to be submitted in the physical mode and are to be dropped in the **Tender Box placed at Central Store, 3rd Floor, Academic Block, All India Institute of Ayurveda, New Delhi - 110076.**
- 3.14. 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 experience 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, Reliving 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 21 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.
- 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 7<sup>th</sup> 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 7<sup>th</sup> 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 (R&A) 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 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.



**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 CLR&A, 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 MAJURE:** 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. ELIGIBLITT CRITERIA:**
- 13.1.** The Service Provider should have PAN Number and GST Registration.
- 13.2.** The Service Provider should have valid 9001:2015 and ISO-22000:2005 Certification. 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 ₹ 128 Crores in three consecutive financial years in last six years.
- 13.9.** Minimum Solvency of ₹ 5 Crores as in previous six month from the last date of submission of



tender.

- 13.10.** Experience of having executed at least one work with contract value of not less than ₹ 10 Crores per annum in last six financial years ending on 31<sup>st</sup> March, 2023.
- 13.11.** 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.
- 13.12.** 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 five years from the last date of submission of bids.
- 13.13.** 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 ₹ 52,00,000/- (Rupees Fifty Two Lakhs only) in the form of DD/FDR/Cheque in the name of Director, All India Institute of Ayurveda, New Delhi - 110076. 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, 3<sup>rd</sup> Floor, Academic Block All India Institute of Ayurveda, Delhi-110076.** The offers received after the due date and time will not be considered.







**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 120 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, 3<sup>rd</sup> 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**

<b>S.No.</b>	<b>Quality Parameter</b>	<b>Maximum Marks</b>	<b>Scoring Criteria</b>
1	Average Annual Turnover of the any 3 consecutive Financial Years in last six financial years i.e. from 2017-18 to 2022-23	20	<ul style="list-style-type: none"> <li>• More than ₹512 Cr — 20 marks</li> <li>• More than ₹384 Cr and upto ₹512 Cr — 15 marks</li> <li>• More than ₹256 Cr and upto ₹384 Cr</li> </ul>

			<ul style="list-style-type: none"> <li>— 10 marks</li> <li>• More than ₹128 Cr and upto ₹256 Cr — 5 marks</li> </ul>
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"> <li>• More than 6000 — 20 marks</li> <li>• More than 4500 and upto 6000 — 15 marks</li> <li>• More than 3000 and upto 4500 — 10 marks</li> <li>• More than 1500 and upto 3000 — 5 marks</li> </ul>
3	Experience of having executed single largest work order from similar service in last six financial years ending 31 <sup>st</sup> March 2023	20	<ul style="list-style-type: none"> <li>• More than ₹40 Cr — 20 marks</li> <li>• More than ₹30 Cr and upto ₹40 Cr — 15 marks</li> <li>• More than ₹20 Cr and upto ₹30 Cr — 10 marks</li> <li>• More than ₹10 Cr and upto ₹20 Cr — 5 marks</li> </ul>
4	Experience of having supplied manpower services under single largest work order in last six financial years ending 31 <sup>st</sup> March 2023	20	<ul style="list-style-type: none"> <li>• More than 1500 — 20 marks</li> <li>• More than 1050 and upto 1500 — 15 marks</li> <li>• More than 700 and upto 1050 — 10 marks</li> <li>• More than 350 and upto 700 — 5 marks</li> </ul>
5	Total number of experiences in providing similar services	20	<ul style="list-style-type: none"> <li>• More than 20 years — 20 marks</li> <li>• More than 15 years and upto 20 years — 15 marks</li> <li>• More than 10 years and upto 15 years — 10 marks</li> <li>• More than 5 years and upto 10 years — 5 marks</li> </ul>
	<b>Total Marks</b>	<b>100</b>	

**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 2022-23.
- (b) If it is again tie on the criteria (a) then the bidder who has greater net worth (in lakhs) for the FY 2022-23
- (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.



## 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 <b>Annexure-II.</b>				
2.	Tender Acceptance Letter as per <b>Annexure-III.</b>				
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 2023.) 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 <b>Annexure-IV.</b> 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 <b>Annexure-V.</b>				
17.	Self-Declaration about Non-Black Listing as per <b>Annexure-VI.</b>				
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				



**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 <b>Annexure-IV</b> 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 <sup>st</sup> March 2023, duly certified by the Chartered Accountant (In ₹ Crores)	<b>FY-1:</b> 20__ - __: ₹ _____ crores
	<b>FY-2:</b> 20__ - __: ₹ _____ crores
	<b>FY-3:</b> 20__ - __: ₹ _____ crores
	<b>Average Turnover:</b> ₹ _____ 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 AIA 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  
New Delhi - 110076

**Sub: Acceptance of Terms & Conditions of tender for “providing Manpower Services at AIIA, New Delhi” vide Tender Ref. No. Z-50/86/2023-AIA**

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 Man power	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																					
<p><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></p>																					
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,

The Director,  
All India Institute of Ayurveda  
New Delhi - 110076

Date:

**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 five 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 &amp; signature with stamp of the bidder)

**Bid Security Declaration**

To,

Date:

The Director,  
All India Institute of Ayurveda  
New Delhi - 110076

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.	710	₹ 26,29,12,235/-*			

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

- 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.
- 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.
- 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.
- GST will be extra as per actual. Bidder is required to quote the rate excluding GST.
- The bidders are advised to quote their rates in Indian Rupees (INR) only.
- 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.
- The Financial Evaluation shall be done on the total amount of quoted rates.
- 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  
New Delhi-110076

**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.

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

S.No	Fixed/ Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
1.	Fixed	1		Finance and Account	Accountant	B.Com from a recognized university.	Commerce			3 years' experience in relevant field.
2.	Fixed	1		Finance and Account	Accounts/ Legal Manager	B.com With LLB from recognized university/ Institute	Commerce and Law			2 years of relevant work experience
3.	Fixed	1		Others	Analytical Chemist	M.Sc (Phytochemistry/ Chemistry/ Organic Chemistry) OR M.Pharma (Medicinal Chemistry/ Analytical Chemistry/ Quality assurance)		M.Sc OR M. Pharma	Phytochemistry/ Chemistry/ Organic Chemistry OR Medicinal chemistry/ Analytical chemistry/ Quality assurance	3 years of relevant experience
4.	Fixed	1		Others	Assistant course coordinator	Bachelor's degree in Life sciences with Post graduate degree/ diploma in hospital and/or health care management from a recognized University		PG/ PG Diploma	Hospital and Health care management	at least 1-year experience in a hospital after acquisition of the aforementioned qualification.
5.	Fixed	1		Admin	Assistant Library Officer	M. Lib from a recognized University		M. Lib. from a recognized university.	Library	3 years' experience in reputed Institute as Assistant Library Officer. Familiarity and experience in maintenance of information data base on library software. Sound knowledge of library operations and well-developed computer skills.
6.	Fixed	1		Healthcare	Assistant Professor (Asthi Sandhi)	Degree in Ayurveda recognized under schedule II of IMCC Act		MD/MS(Ay) recognized by		3 years' full time teaching and or

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S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
					Marma Roga)	1970		CCIM under schedule-II of IMCC Act 1970 in the concerned subject		research experience from any recognized institute after MD/MS (Ay.) Published works, such as research papers (minimum 3 in indexed journals) and books or technical reports
7.	Fixed	1		Healthcare	Assistant Professor (Sangyaharan)	Degree in Ayurveda recognized under schedule II of IMCC Act 1970		MD/MS(Ay) recognized by CCIM under schedule-II of IMCC Act 1970 in the concerned subject		3 years' full time teaching and or research experience from any recognized institute after MD/MS (Ay.) Published works, such as research papers (minimum 3 in indexed journals) and books or technical reports
8.	Minimum Wages	3	Semi-Skilled	Healthcare	Attendant (Blood Bank)	12th Passed from any board with 4 years' experience of working in a hospital. OR Degree from any recognized university with 2 years' experience of working in hospital.				
9.	Fixed	1		Healthcare	Audiologist	A technical person with 4 years' graduation in Audiology & amp Speech- Language Pathology	Audiology			
10.	Fixed	1		Healthcare	Bio Medical Engineer	B.E./B.Tech. in Bio Medical Engineering from a recognized Institution/ University. OR	Bio Medical			

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						Diploma in Bio Medical Engineering from a recognized Institution with 2 years' experience in relevant field.				
11.	Minimum Wages	2	Semi-Skilled	Others	Carpenter	ITI Diploma in relevant field.				
12.	Minimum Wages	2	Skilled	Healthcare	Chair Side Assistant (Dentistry)	12th passed from any Board Computer knowledge				
13.	Fixed	1		Healthcare	Chief Executive Officer	Engineering/ Ayurveda Graduate Degree with minimum 10 years of work experience or engineering/ Ayurveda Post Graduate degree with min. of 7 years of overall work experience, with at least 2 years of experience in the start-up ecosystem, either as a star-up founder/ co-founder/ core team member and/ or having worked in a start-up enabling organization such as an incubator, accelerator, or a start-up community organization				as mentioned in qualification cell
14.	Fixed	8		Healthcare	Cleaning Staff	8th passed				1 year working experience in a reputed Hospital or Nursing Home
15.	Fixed	1		IT	Sr. IT Consultant	BE/ B.Tech from a recognized University.	Engineer			
16.	Fixed	6		Healthcare	Consultant (Ayurveda)	MD Ayurveda in related subject				
17.	Fixed	1		Healthcare	Consultant (Hospital Administration)	Officers retired from Central Government from Section officer or above post				experience in relevant field.
18.	Fixed	2		IT	Consultant (IT)	B.Tech (Computer Science or Information Technology)/MCA from a recognized				as mentioned in qualification cell

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						university/institute In case of B.Tech 5 years' experience in a institute/organization in the related field. 6 years' experience in case of MCA in the related field				
19.	Fixed	4		Others	Cook	Degree/ Diploma/ Experience in relevant field.				
20.	Minimum Wages	1	Skilled	Healthcare	Counsellor (MSW)	MA (Social Work) / MSW, with specialization in medical social work, from a recognized University / institution.		Master Degree	Social Work	
21.	Minimum Wages	1	Skilled	Healthcare	CSSD Attendant	10th passed with diploma from ITI in relevant field 2 years' experience in central sterilization services department of a hospital/Medical Institute.				2 years' experience in central sterilization services department of a hospital/Medical Institute.
22.	Fixed	1		Healthcare	Dental Hygienist	10+2 or intermediate with biology as a subject from a recognized board/ university Diploma in dental hygiene from a recognized institute/ university registered with State Dental Council/ Dental Council of India	Science			minimum 3 years' experience in relevant field.
23.	Fixed	2		Healthcare	Dresser	10th passed from a recognized board/ school or equivalent. Certificate from saint john. Ambulance association in dressing and first aid or equivalent certificate from any other recognized institution.				one-year experience as dresser in reputed hospital
24.	Fixed	2		Healthcare	ECG Technician	10+2 in science from a recognized board Diploma in ECG Technician from	Science			Two years' experience in reputed hospital



S.No.	Fixed/ Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						recognized institute.				
25.	Minimum Wages	4	Skilled	Others	Electrician	ITI Diploma in relevant field.				
26.	Minimum Wages	2	Semi-Skilled	Others	Electrician Helper	10th Passed				Two years' experience in reputed hospital
27.	Minimum Wages	6	Skilled	Others	Gardener (Skilled)	8th pass from any recognized board				2 years' experience in relevant field
28.	Minimum Wages	1	skilled	Others	Gardener Supervisor	8th passed				minimum 4 years relevant experience
29.	Minimum Wages	1	Skilled	Others	Gas Manifold Supervisor	Diploma in Mechanical Engineering with 5 years' experience with Manifold or its repairs in supervisory capacity in Medical setup.				5 years' experience with Manifold or its repairs in supervisory capacity in Medical setup
30.	Minimum Wages	5	Skilled	Healthcare	Gas Manifold Technician	12th with Trade certificate or ITI diploma in mechanical engineering				2 years practical experience in skilled capacity in workshop or menial construction equipment.
31.	Fixed	2		Others	Head Cook	Degree/ Diploma/ Experience in relevant field.				
32.	Fixed	1		Admin	HR Consultant for Personnel Dept	MBA in HR (Regular) from Premier Tier 1 institute		MBA	HR	15-20 years of total work experience in HR with at least 5-8 years as head of HR.
33.	Fixed	1		Admin	HR Executive	Graduate with excellent communication skills MBA (HR)/ PGDBM		MBA	HR	2-3 years of experience in healthcare or hospitality or any other relevant experience
34.	Minimum Wages	2	Semi-Skilled	Others	HVAC Helper (Semi-skilled)	10th Passed				Two years' experience in reputed hospital

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
35.	Minimum Wages	4	Skilled	Others	HVAC Technician	ITI in HVAC Engineering or Mechanical Engineering				02 Years in *Monitoring, Controlling, Maintaining & Repairing all HVAC equipment's and components to manufactures recommendation, i.e. AHU's, blowers, valves, motors, belts, bearing, filters, and lubrication etc.
36.	Fixed	1		Admin	Incubator Manager	Graduate in science/ Engineering	Science/ Engineering			Minimum 5 years relevant experience
37.	Fixed	1		Admin	Infrastructure Manager	Graduate in Engineering with				more than 5 years of relevant work experience
38.	Fixed	2		IT	IT Assistant 1	BCS or BCA, BSC (Computer) or 1st Class Diploma in Computer Engineering/information Technology of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma course from Government recognized institute and 03 years in the AMC maintenance related activities installation of various software required related to server, PC, Printer, Scanner, Conference room equipment's networking etc. in government/PSU/State PSU organization or medium /large private sector organization. OR MCS or MCA or MSC (Computer)				Experience in installation, management and maintenance various software related to server, PC Printer, scanner, Conference room equipment's networking etc. e.g. OS, MS office various video conferencing software etc. 2. Experience to provide practical training of various web-based application to assist work of the AIIA in

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S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						or M.Sc. (IT) OR B.E/B.Tech. in Computer Engineering/Information technology from Government recognized institute technology and 01 years in the AMC maintenance related activities installation of various software required related to server PC, Printer, scanner, Conference room equipment's networking etc. in Government/PSU/State PSU organization or medium/large private sector organization.				digital model. 3. Should possess temperament for practical training of various web-based application to assist work of the AIIA. 4. Any other official work as and when assigned by authorities
39.	Fixed	1		IT	IT Assistant 2	BCS or BCA, BSC (Computer) or 1st Class Diploma in Computer Engineering/information Technology of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma course from Government recognized institute and 03 years in the AMC maintenance related activities installation of various software required related to server, PC, Printer, Scanner, Conference room equipment's networking etc. in government/PSU/State PSU organization or medium /large private sector organization. OR MCS or MCA or MSC (Computer) or M.Sc. (IT) OR				Experience in installation, management and maintenance various software related to server, PC Printer, scanner, Conference room equipment's networking etc. e.g. OS, MS office various video conferencing software etc. 2. Experience to provide practical training of various web-based application to assist work of the AIIA in digital model. 3.

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						B.E/B.Tech. in Computer Engineering/Information technology from Government recognized institute technology and 01 years in the AMC maintenance related activities installation of various software required related to server PC, Printer, scanner, Conference room equipment's networking etc. in Government/PSU/State PSU organization or medium/large private sector organization.				Should possess temperament for practical training of various web-based application to assist work of the AIIA. 4. Any other official work as and when assigned by authorities
40.	Fixed	1	IT	IT	IT Technical support Manager	B.Tech in Computer Science/ IT	Engineering			5 years' experience in relevant field.
41.	Fixed	1	Others	Others	Project Consultant Electrical	10+2 in Science from a recognized Board ii. Diploma in Engineering (Electrical) passed from any recognized institute.	Science			2 years' experience in the relevant field from a reputed organization
42.	Fixed	1	Healthcare	Healthcare	Junior Physiotherapist	BPT Degree from recognized University. Relevant degree or diploma either in any field Neuro, Ortho & Pediatric)				Minimum 3 years' experience in a large Hospital/Institute
43.	Fixed	2	Others	Others	Junior Program Manager	Any post graduate with competitive knowledge in computer skills and PGDM/MBA/MPH background with good communication skills. Desirable experience in working with Health sector skill council, DDU-GKY, Public health. BAMS graduate is preferable.				
44.	Minimum Wages	6	Skilled	Healthcare	Junior Technician (Blood Bank)	10+2 with diploma in Medical Laboratory Technology from recognized institute				1-year experience in the relevant field in reputed institute.

S.No.	Fixed/ Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
45.	Fixed	4		Others	Kitchen Helper	Degree/ Diploma/ Experience in relevant field.				
46.	Fixed	1		Others	Kitchen Manager	Degree/ Diploma/ Experience in relevant field.				
47.	Fixed	2		Others	Kitchen Supervisor	Degree/ Diploma/ Experience in relevant field.				
48.	Fixed	5		Others	Kitchen/Wet Pharmacy Staff	Degree/ Diploma/ Experience in relevant field.				
49.	Minimum Wages	2	Skilled	Healthcare	Ksharakarma Technician	10+2				
50.	Minimum Wages	6	Skilled	Healthcare	Lab Attendant	12th passed from any Board with 4 years' Experience of working in a Hospital. OR Degree from any recognized university with 2 years' Experience of working in Hospital.				as mentioned in qualification cell
51.	Minimum Wages	2	Skilled	Healthcare	Lab Technician	Science graduate from any recognized university and diploma in Medical Laboratory Technology (1 year). OR 10+2 with diploma in Medical Laboratory Technology from recognized institute with 4 years of experience in the relevant field in reputed institute/ Hospital OR B.Sc. (MLT) degree with one year experience in the relevant field in reputed institute/ Hospital.				as mentioned in qualification cell
52.	Minimum Wages	10	Un Skilled	Others	Lab Worker/ Worker (Unskilled)	8th passed				with 01 year working experience in a reputed Hospital or Nursing Home
53.	Minimum Wages	7	Semi-Skilled	Others	Laundry Attendant	8th passed from any govt. recognized board				One-year experience of

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
										working in Laundry.
54.	Minimum Wages	2	Semi-Skilled	Others	Laundry Supervisor	10th Passed or equivalent and at least 2 years' experience in a professional laundry.				as mentioned in qualification cell
55.	Fixed	1		Admin	Librarian	M. Lib. from a recognized university, 3 years' experience in reputed Institute as Assistant Library Officer, Familiarity and experience in maintenance of information data base on library software Sound knowledge of library operations and well - developed computer skills				as mentioned in qualification cell
56.	Minimum Wages	8	Semi-Skilled	Others	Lift Operator	ITI Diploma in relevant field				
57.	Fixed	1		Others	Manager (F&B)	Graduate with minimum 2 years' experience in Canteen Services or Hotel Management				as mentioned in qualification cell
58.	Fixed	1		Account	Manager Investments and Finance	MBA		MBA	Finance	More than 3 years of relevant work experience
59.	Minimum Wages	1	Skilled	Others	Manuscript Preserver Cum Store Keeper	Samhita department				
60.	Minimum Wages	1	Un Skilled	Others	Mason	ITI Diploma in relevant field.				
61.	Fixed	2		Healthcare	Medical Lab Technologist	Must possess a graduate degree in science with a diploma in Medical Laboratory Technology (trained in molecular biology work)	Science			
62.	Fixed	22		Healthcare	Medical Officer (Ayurveda)	MD Ayurveda in related subject				
63.	Fixed	4		Healthcare	Medical Record Technician	12 <sup>th</sup> Class pass, preferably in Science or equivalent from a recognized Board/University;				

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						and Certificate in Medical Records (from a recognized Institute or authority issued after not less than 06 months training course)				
64.	Minimum Wages	62	Skilled	Admin	MTS	12th passed from any Board Computer knowledge				
65.	Fixed	1		Others	Museum Keeper	Degree from a recognized University				3 years' experience in any Govt. Organization as museum keeper
66.	Minimum Wages	60	Skilled	Admin	Data Entry Operator	Degree from any recognized University. One-year diploma in Computer Application with working experience in relevant field.	NA			Minimum one-year experience required.
67.	Fixed	6		Admin	Office Assistant 1	Degree from any recognized University. One-year diploma in Computer Application with working experience in relevant field.	NA			Minimum one-year experience required.
68.	Minimum Wages	2	Skilled	Admin	Office Assistant 2	Degree from any recognized University. One-year diploma in Computer Application with working experience in relevant field.	NA			Minimum one-year experience required.
69.	Minimum Wages	1	Skilled	Admin	Accounts Clerk	Degree from any recognized University. One-year diploma in Computer Application with working experience in relevant field.	NA			Minimum one-year experience required.
70.	Minimum Wages	1	Highly Skilled	Healthcare	Ophthalmic Technician/Optomist	Candidates must have completed B.SC in Ophthalmic Technology or equivalent from a recognized University with one-year experience as ophthalmic Technician in a recognized institute / Hospital. OR				

S.No.	Fixed/ Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						I. 10+2 with science subjects or equivalent from recognized Board/ Institution. II. Diploma in optometry from a recognized Institution / Hospital. III. Three Year experience as Ophthalmic Technician in a recognized Institute/ Hospital.				
71.	Minimum Wages	1	Skilled	Healthcare	OT Assistant Colonoscopy	10+2 in science from recognized Board ü Diploma (full-time) in OT Assistant for Laparoscopic Surgery / Endoscopy from recognized Institute of minimum one-year duration.				3 years' experience in relevant field
72.	Minimum Wages	1	skilled	Healthcare	OT Assistant Laparoscopy	10+2 in science from recognized Board ü Diploma (full-time) in OT Assistant for Laparoscopic Surgery / Endoscopy from recognized Institute of minimum one-year duration.				3 years' experience in relevant field
73.	Minimum Wages	1	Skilled	Healthcare	OT Technician (Ophthalmic)	Candidates must have completed B.SC in Ophthalmic Technology or equivalent from a recognized University with one-year experience as ophthalmic Technician in a recognized institute / Hospital. OR 10+2 with science subjects or equivalent from recognized Board/ Institution. II. Diploma in optometry from a recognized Institution/Hospital. III. Three Year experience as Ophthalmic Technician in a recognized Institute/ Hospital.				as mentioned in qualification cell
74.	Minimum Wages	5	Skilled	Healthcare	OT Technician	Candidates must have completed B.SC in Ophthalmic Technology				as mentioned in qualification cell



S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						or equivalent from a recognized University with one-year experience as ophthalmic Technician in a recognized institute / Hospital. OR 10+2 with science subjects or equivalent from recognized Board/ Institution. II. Diploma in optometry from a recognized Institution/Hospital. III. Three Year experience as Ophthalmic Technician in a recognized Institute/ Hospital.				
75.	Minimum Wages	2	Semi-Skilled	Others	Painter	ITI Diploma in relevant field.				
76.	Minimum Wages	28	Skilled	Healthcare	Panchakarma Attendant	10 <sup>th</sup> passed from any government recognized board. Certificate in Panchakarma Attendant (6 Month)				one-year experience as Panchakarma Attendant in a reputed Hospital.
77.	Fixed	1		Others	Panchakarma Quality and Care Manager	BAMS		MBA	Hospital Administration	
78.	Fixed	2		Others	Panchakarma Skill Development Courses in charge	MD	MD	MD	Panchakarma	
79.	Fixed	24		Healthcare	Panchakarma Technician	12th Passed from any Government recognized Diploma (01-year duration) in Panchakarma				one year working experience in a reputed Hospital
80.	Fixed	4		Healthcare	Panchakarma Therapist	12th Passed from any Government recognized Diploma (01-year duration) in Panchakarma				one year working experience in a reputed Hospital
81.	Fixed	5		Healthcare	Panchakarma Vaidya	MD (Panchakarma) Passed from a recognized Ayurvedic institute / University				
82.	Fixed	2		Others	Partnership and	MBA		MBA		more than 5 years

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
					Incubation Manager					of relevant work experience
83.	Fixed	1		Admin	Patient care Manager cum Admin Executive	B.Sc (Life Sciences) with full time PG in hospital or health care		PG	Hospital or Health care	at least 1-year experience
84.	Fixed	1		Admin	Personal Assistant	Graduate from a recognized university. 100/120 w.p.m. speed in shorthand Computer skills				5 years' experience in any organization
85.	Fixed	1		Others	Pharmaceutical Chemist	M.Sc. (Phytochemistry/ Chemistry/ Organic Chemistry/ Pharmaceutical Chemistry) OR M.Pharma (Medicinal Chemistry/ Phyto-pharmaceuticals)		MSC	Phytochemistry/ Chemistry/ Organic Chemistry/ Pharmaceutical Chemistry	3 years of relevant experience
86.	Fixed	14		Healthcare	Pharmacist	Organic Chemistry/ pharmaceutical				as mentioned in qualification cell
87.	Fixed	1		Healthcare	Pharmacy Manager	chemistry) OR M. Pharma (Medicinal		PG degree/Diploma in Material Management/ M. Pharma in Ayurveda and MBA		5 years' experience of large-scale manufacturing/ company Institute/ Hospital and exposure to GMP and related regulatory experience Desirable Related experience should be preferably in Ayurveda manufacturing unit
88.	Minimum Wages	2	Skilled	Others	Plumber	ITI Diploma in relevant field.				
89.	Fixed	1		Admin	Sr. Media Consultant	Degree from a recognized University or equivalent / Ayurveda / MPH / MBA		MBA/MPH		Not less than 7 years of experience out of which at

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						Post Graduate Diploma in Journalism / Public Relations				least 5 years in supervisory capacity in public relations/publicity, printing and publishing
90.	Fixed	2		Others	Program Manager	Any candidate with Graduation and experience in Administration with minimum working experience of 5 years in government or private sector and Post graduate degree in MBA/PGDM. Good communication and competitive computer skills.		PG Degree in MBA/ PGDM		experience in Administration of minimum working experience of 5 years
91.	Fixed	1		Others	Project Consultant	Graduate in Civil Engineering from a recognized University/ Institute with 2 years' experience in design and engineering of civil projects, preferably in a hospital establishment. OR Diploma in civil engineering from a recognized university/ institute with 5 years' experience in design and engineering of civil projects, preferably, in a hospital establishment.	Civil Engineer			
92.	Minimum Wages	1	Semi-Skilled	Others	Pump House Helper (Unskilled)	ITI Diploma in relevant field.				
93.	Minimum Wages	4	Skilled	Others	Pump House Operator (Semi-skilled)	ITI Diploma in relevant field.				
94.	Minimum Wages	4	Skilled	Admin	Receptionist	As per approved AIIA RRs				
95.	Fixed	1		Healthcare	Research Advisor & Bio-Statistician	Retired Sr. Faculty/Sr. Scientist of top reputed national level				

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						Institution like AIIMS, PGI and ICMR etc. with research experience in AYUSH System and experience of handling research project as P1.				
96.	Fixed	6		Others	Research Associate	PhD or Post Graduate in Ayurveda ii. Three Years of research, or teaching experience in relevant field after PG degree.		PG	Ayurveda	3 years of research, or teaching experience in relevant field after PG Degree
97.	Fixed	2		Others	Research Officer	MD/ MS (Ayu) with research experience in AYUSH System and experience of handling research project as P1.				
98.	Fixed	1		Others	Sanitary Inspector	Degree from recognized university or diploma from recognized Institute / university				One-year experience for degree holder, Two years' experience for diploma holder in the relevant field.
99.	Fixed	1		Others	Scientist C	First class Master's degree in Molecular Biology/ Microbiology/ Biomedical Sciences/Biochemistry from a recognized university with 4 years R&D/teaching experience in the relevant subject after 1st Class Master's Degree. OR Second-class Master's degree + PhD degree in Molecular Biology/ Microbiology/ Biomedical Sciences/Biochemistry from a recognized University with 4 years R&D/teaching experience in the relevant subject after Master's degree+ Ph.D.		Master's Degree	Molecular Biology/ Microbiology/ biomedical science	4 years R&D/teaching experience in the relevant subject after 1st Class Master's Degree
100.	Fixed	3		Others	Scientist E	First class Master's degree in		Master's Degree	Molecular Biology/	10 years

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S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						Molecular Biology/ Microbiology/ Biomedical Sciences from a recognized university with 10 years R&D/teaching experience in the relevant subject after 1st Class Master's Degree. OR Second-class Master's degree + PhD degree in Molecular Biology/ Microbiology/Biomedical Sciences from a recognized University with 10 years R&D/teaching experience in the relevant subject after Master's degree + Ph.D.			Microbiology/ biomedical science	R&D/teaching experience in the relevant subject 03 years' experience in handling research project
101.	Fixed	1		Admin	Security Officer	Ex-serviceman with five years' experience in Central/State Government, CPSU, Central Police Force etc.				
102.	Fixed	3		Others	Senior Assistant Production	functional pharmacy				
103.	Fixed	1		Others	Senior Program Manager	Any candidate who possesses a full-time PGDM/MBA degree with good knowledge in computer skills and working experience in the skill sector and managerial skills of more than 2 years' experience				
104.	Minimum Wages	3	Un Skilled	Others	Sewer Man	ITI Diploma in relevant field.				
105.	Fixed	13		Others	SRF	MD (Ayu.) or BAMS or MSc or M Pharma (Ayu.) Basic knowledge in publications Basic computer knowledge Experience in relevant field				
106.	Fixed	116		Healthcare	Staff Nurse	B.SC. Nursing from recognized University/ Institute with 2 years' experience in a reputed Hospital/Nursing Home				

1/7021/2024

S.No.	Fixed/ Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						OR M.Sc. Nursing from recognized University/ Institute with 1 Year experience in a reputed Hospital/Nursing Home OR Diploma in Nursing (GNM) from recognized University /Institute with 4 years' experience in a reputed Hospital/ Nursing Home				
107.	Fixed	4		Others	Steward	Degree/ Diploma/ Experience in relevant field.				
108.	Minimum Wages	2	Semi-Skilled	Others	STP Helper	ITI in relevant filed				
109.	Minimum Wages	4	Skilled	Others	STP/ETP Technician	ITI in relevant filed				
110.	Minimum Wages	4	Skilled	Others	Supervisor	10th passed				4 years relevant experience in estate department
111.	Fixed	1		Others	Systems Analyst	B.Tech (Computer Science or Information Technology)/MCA from a recognized university/ institute In case of B.Tech 7 years' experience in a institute/ organization in the related field. 8 years' experience in case of MCA in the related field				as mentioned in qualification cell
112.	Fixed	1		Healthcare	Technical Supervisor (Blood Bank)	10+2 with diploma in Medical Laboratory Technology from recognized institute				Minimum 2 years of relevant experience in reputed hospital
113.	Minimum Wages	10	Skilled	Others	Technician	Science graduate form any recognized university and diploma in Medical Laboratory Technology (1 year). OR 10+2 with diploma in Medical Laboratory Technology from recognized				as mentioned in qualification cell

S.No.	Fixed/Minimum wages	No. of Posts	Category	Type of Function	Name of Post	Educational Qualification	Specialization	PG	PG Specialization	Experience
						institute with 4 years of experience in the relevant field in reputed institute/ Hospital OR B.Sc. (MLT) degree with one-year experience in the relevant field in reputed institute/ Hospital.				
114.	Fixed	1		Others	Veterinary Officer	B.V.Sc.				
115.	Minimum Wages	92	Un Skilled	Healthcare	Ward Attendant	8th passed				1 year working experience in a reputed Hospital or Nursing Home
116.	Minimum Wages	21	Skilled	Others	Worker	12th/ITI/ D.Pharma (Ayurveda)				2 years of experience in field
117.	Fixed	4		Healthcare	Yoga Instructor	A degree in Yoga from a recognized University or institution of repute. OR Any graduate from a recognized University with diploma in Yoga education/ Yoga studies/ Yoga science of at least One-year duration.				One years working experience in Government or Govt. aided/ autonomous/ reputed institution as Yoga instructor. Practical ability to perform Yoga practices.

**Post wise Remuneration/Wages details**

S.No	Fixed/ Minimum wages	No. of Posts	Category	Name of Post	Monthly Remuneration	For the post carrying Minimum Wages					Total Monthly wages per employee	Total Cost (Column C × Column L)
					For Fixed Remuneration Post	Per Day remuneration	PF	EPF Admin Charge	EDLI	ESIC		
1.	Fixed	1		Accountant	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
2.	Fixed	1		Accounts/ Legal Manager	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
3.	Fixed	1		Analytical Chemist	59,690.00	0.00	0.00	0.00	0.00	0.00	59,690.00	59,690.00
4.	Fixed	1		Assistant course coordinator	45,000.00	0.00	0.00	0.00	0.00	0.00	45,000.00	45,000.00
5.	Fixed	1		Assistant Library Officer	35,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00
6.	Fixed	1		Assistant Professor (Asthi Sandhi Marma Roga)	1,01,500.00	0.00	0.00	0.00	0.00	0.00	1,01,500.00	1,01,500.00
7.	Fixed	1		Assistant Professor (Sangyahan)	1,01,500.00	0.00	0.00	0.00	0.00	0.00	1,01,500.00	1,01,500.00
8.	Minimum Wages	3	Semi-Skilled	Attendant (Blood Bank)		642.63	60.00	2.50	2.50	20.58	20,007.21	60,021.63
9.	Fixed	1		Audiologist	29,200.00	0.00	0.00	0.00	0.00	0.00	29,200.00	29,200.00
10.	Fixed	1		Bio Medical Engineer	70,000.00	0.00	0.00	0.00	0.00	0.00	70,000.00	70,000.00
11.	Minimum Wages	2	Semi-Skilled	Carpenter		642.63	60.00	2.50	2.50	20.04	20,006.67	40,013.34
12.	Minimum Wages	2	Skilled	Chair Side Assistant (Dentistry)		707.17	60.00	2.50	2.50		21,987.17	43,974.34
13.	Fixed	1		Chief Executive Officer	1,50,000.00	0.00	0.00	0.00	0.00	0.00	1,50,000.00	1,50,000.00
14.	Fixed	8		Cleaning Staff	18,000.00	0.00	1,800.00	75.00	75.00	585.00	20,535.00	1,64,280.00
15.	Fixed	1		Sr. IT Consultant	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	75,000.00
16.	Fixed	6		Consultant (Ayurveda)	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	4,50,000.00
17.	Fixed	1		Consultant (Hospital Administration)	55,000.00	0.00	0.00	0.00	0.00	0.00	55,000.00	55,000.00
18.	Fixed	2		Consultant (IT)	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	1,00,000.00
19.	Fixed	4		Cook	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	1,00,000.00
20.	Minimum Wages	1	Skilled	Counsellor (MSW)		707.17	60.00	2.50	2.50		21,987.17	21,987.17
21.	Minimum Wages	1	Skilled	CSSD Attendant		707.17	60.00	2.50	2.50		21,987.17	21,987.17
22.	Fixed	1		Dental Hygienist	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
23.	Fixed	2		Dresser	20,000.00	0.00	1,800.00	75.00	75.00	650.00	22,600.00	45,200.00
24.	Fixed	2		ECG Technician	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	50,000.00
25.	Minimum Wages	4	Skilled	Electrician		707.17	60.00	2.50	2.50		21,987.17	87,948.68
26.	Minimum Wages	2	Semi-Skilled	Electrician Helper		642.63	60.00	2.50	2.50	20.58	20,007.21	40,014.42



S.No	Fixed/ Minimum wages	No. of Posts	Category	Name of Post	Monthly Remuneration	For the post carrying Minimum Wages					Total Monthly wages per employee	Total Cost (Column C × Column L)
					For Fixed Remuneration Post	Per Day remuneration	PF	EPF Admin Charge	EDLI	ESIC		
27.	Minimum Wages	6	Skilled	Gardener (Skilled)		707.17	60.00	2.50	2.50		21,987.17	1,31,923.02
28.	Minimum Wages	1	skilled	Gardener Supervisor		769.40	60.00	2.50	2.50		23,916.40	23,916.40
29.	Minimum Wages	1	Skilled	Gas Manifold Supervisor		769.40	60.00	2.50	2.50		23,916.40	23,916.40
30.	Minimum Wages	5	Skilled	Gas Manifold Technician		707.17	60.00	2.50	2.50		21,987.17	1,09,935.85
31.	Fixed	2		Head Cook	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	60,000.00
32.	Fixed	1		HR Consultant for Personnel Dept	1,50,000.00	0.00	0.00	0.00	0.00	0.00	1,50,000.00	1,50,000.00
33.	Fixed	1		HR Executive	40,000.00	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00
34.	Minimum Wages	2	Semi- Skilled	HVAC Helper (Semi-skilled)		642.63	60.00	2.50	2.50	20.58	20,007.21	40,014.42
35.	Minimum Wages	4	Skilled	HVAC Technician		707.17	60.00	2.50	2.50		21,987.17	87,948.68
36.	Fixed	1		Incubator Manager	70,000.00	0.00	0.00	0.00	0.00	0.00	70,000.00	70,000.00
37.	Fixed	1		Infrastructure Manager	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
38.	Fixed	2		IT Assistant 1	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	50,000.00
39.	Fixed	1		IT Assistant 2	26,250.00	0.00	0.00	0.00	0.00	0.00	26,250.00	26,250.00
40.	Fixed	1		IT Technical support Manager	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
41.	Fixed	1		Project Consultant Electrical	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
42.	Fixed	1		Junior Physiotherapist	24,000.00	0.00	0.00	0.00	0.00	0.00	24,000.00	24,000.00
43.	Fixed	2		Junior Program Manager	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	1,00,000.00
44.	Minimum Wages	6	Skilled	Junior Technician (Blood Bank)		707.17	60.00	2.50	2.50		21,987.17	1,31,923.02
45.	Fixed	4		Kitchen Helper	20,000.00	0.00	1,800.00	75.00	75.00	650.00	22,600.00	90,400.00
46.	Fixed	1		Kitchen Manager	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
47.	Fixed	2		Kitchen Supervisor	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	50,000.00
48.	Fixed	5		Kitchen/Wet Pharmacy Staff	18,000.00	0.00	1,800.00	75.00	75.00	585.00	20,535.00	1,02,675.00
49.	Minimum Wages	2	Skilled	Ksharakarma Technician		707.17	60.00	2.50	2.50		21,987.17	43,974.34
50.	Minimum Wages	6	Skilled	Lab Attendant		707.17	60.00	2.50	2.50		21,987.17	1,31,923.02
51.	Minimum Wages	2	Skilled	Lab Technician		707.17	60.00	2.50	2.50		21,987.17	43,974.34
52.	Minimum	10	Un Skilled	Lab Worker/ Worker (Unskilled)		583.13	60.00	2.50	2.50	18.19	18,160.32	1,81,603.20

S.No	Fixed/ Minimum wages	No. of Posts	Category	Name of Post	Monthly Remuneration	For the post carrying Minimum Wages					Total Monthly wages per employee	Total Cost (Column C × Column L)
					For Fixed Remuneration Post	Per Day remuneration	PF	EPF Admin Charge	EDLI	ESIC		
	Wages											
53.	Minimum Wages	7	Semi- Skilled	Laundry Attendant		642.63	60.00	2.50	2.50	22.64	20,009.27	1,40,064.89
54.	Minimum Wages	2	Semi- Skilled	Laundry Supervisor		642.63	60.00	2.50	2.50	22.64	20,009.27	40,018.54
55.	Fixed	1		Librarian	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
56.	Minimum Wages	8	Semi- Skilled	Lift Operator		642.63	60.00	2.50	2.50	22.64	20,009.27	1,60,074.16
57.	Fixed	1		Manager (F&B)	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
58.	Fixed	1		Manager Investments and Finance	45,000.00	0.00	0.00	0.00	0.00	0.00	45,000.00	45,000.00
59.	Minimum Wages	1	Skilled	Manuscript Preserver Cum Store Keeper		707.17	60.00	2.50	2.50		21,987.17	21,987.17
60.	Minimum Wages	1	Un Skilled	Mason		583.13	60.00	2.50	2.50	18.19	18,160.32	18,160.32
61.	Fixed	2		Medical Lab Technologist	29,200.00	0.00	0.00	0.00	0.00	0.00	29,200.00	58,400.00
62.	Fixed	22		Medical Officer (Ayurveda)	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	16,50,000.00
63.	Fixed	4		Medical Record Technician	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	1,00,000.00
64.	Minimum Wages	60	Skilled	MTS		707.17	60.00	2.50	2.50		21,987.17	13,63,204.54
65.	Fixed	1		Museum Keeper	24,000.00	0.00	0.00	0.00	0.00	0.00	24,000.00	24,000.00
66.	Minimum Wages	57	Skilled	Data Entry Operator		769.40	60.00	2.50	2.50		23,916.40	14,34,984.00
67.	Fixed	6		Office Assistant 1	23,153.00						23,153.00	1,38,918.00
68.	Minimum Wages	2	Skilled	Office Assistant 2		769.40	60.00	2.50	2.50		23,916.40	47,832.80
69.	Minimum Wages	1	Skilled	Accounts Clerk		769.40	60.00	2.50	2.50		23,916.40	23,916.40
70.	Minimum Wages	1	Skilled	Ophthalmic Technician/ Optometrist		769.40	60.00	2.50	2.50		23,916.40	23,916.40
71.	Minimum Wages	1	Skilled	OT Assistant Colonoscopy		707.17	60.00	2.50	2.50		21,987.17	21,987.17
72.	Minimum Wages	1	skilled	OT Assistant Laparoscopy		707.17	60.00	2.50	2.50		21,987.17	21,987.17
73.	Minimum Wages	1	Skilled	OT Technician (Ophthalmic)		769.40	60.00	2.50	2.50		23,916.40	23,916.40

S.No	Fixed/ Minimum wages	No. of Posts	Category	Name of Post	Monthly Remuneration	For the post carrying Minimum Wages					Total Monthly wages per employee	Total Cost (Column C × Column L)
					For Fixed Remuneration Post	Per Day remuneration	PF	EPF Admin Charge	EDLI	ESIC		
74.	Minimum Wages	5	Skilled	OT Technician		769.40	60.00	2.50	2.50		23,916.40	1,19,582.00
75.	Minimum Wages	2	Semi- Skilled	Painter		642.63	60.00	2.50	2.50	20.04	20,006.67	40,013.34
76.	Minimum Wages	28	Skilled	Panchakarma Attendant		707.17	60.00	2.50	2.50		21,987.17	6,15,640.76
77.	Fixed	1		Panchakarma Quality and Care Manager	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	75,000.00
78.	Fixed	2		Panchakarma Skill Development Courses in charge	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	1,50,000.00
79.	Fixed	24		Panchakarma Technician	24,000.00	0.00	0.00	0.00	0.00	0.00	24,000.00	5,76,000.00
80.	Fixed	4		Panchakarma Therapist	24,000.00	0.00	0.00	0.00	0.00	0.00	24,000.00	96,000.00
81.	Fixed	5		Panchakarma Vaidya	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	3,75,000.00
82.	Fixed	2		Partnership and Incubation Manager	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	1,00,000.00
83.	Fixed	1		Patient care Manager cum Admin Executive	40,000.00	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00
84.	Fixed	1		Personal Assistant	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00
85.	Fixed	1		Pharmaceutical Chemist	59,690.00	0.00	0.00	0.00	0.00	0.00	59,690.00	59,690.00
86.	Fixed	14		Pharmacist	28,000.00	0.00	0.00	0.00	0.00	0.00	28,000.00	3,92,000.00
87.	Fixed	1		Pharmacy Manager	35,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00
88.	Minimum Wages	2	Skilled	Plumber		707.17	60.00	2.50	2.50		21,987.17	43,974.34
89.	Fixed	1		Sr. Media Consultant	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	75,000.00
90.	Fixed	2		Program Manager	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	1,00,000.00
91.	Fixed	1		Project Consultant	56,100.00	0.00	0.00	0.00	0.00	0.00	56,100.00	56,100.00
92.	Minimum Wages	1	Semi- Skilled	Pump House Helper (Unskilled)		642.63	60.00	2.50	2.50	20.58	20,007.21	20,007.21
93.	Minimum Wages	4	Skilled	Pump House Operator (Semi- skilled)		707.17	60.00	2.50	2.50		21,987.17	87,948.68
94.	Minimum Wages	4	Skilled	Receptionist		769.40	60.00	2.50	2.50		23,916.40	95,665.60
95.	Fixed	1		Research Advisor & Bio- Statistician	1,00,000.00	0.00	0.00	0.00	0.00	0.00	1,00,000.00	1,00,000.00
96.	Fixed	6		Research Associate	59,690.00	0.00	0.00	0.00	0.00	0.00	59,690.00	3,58,140.00
97.	Fixed	2		Research Officer	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	1,50,000.00

S.No	Fixed/ Minimum wages	No. of Posts	Category	Name of Post	Monthly Remuneration	For the post carrying Minimum Wages					Total Monthly wages per employee	Total Cost (Column C × Column L)
					For Fixed Remuneration Post	Per Day remuneration	PF	EPF Admin Charge	EDLI	ESIC		
98.	Fixed	1		Sanitary Inspector	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
99.	Fixed	1		Scientist C	85,979.00	0.00	0.00	0.00	0.00	0.00	85,979.00	85,979.00
100.	Fixed	3		Scientist E	1,56,337.00	0.00	0.00	0.00	0.00	0.00	1,56,337.00	4,69,011.00
101.	Fixed	1		Security Officer	35,400.00	0.00	0.00	0.00	0.00	0.00	35,400.00	35,400.00
102.	Fixed	3		Senior Assistant Production	28,000.00	0.00	0.00	0.00	0.00	0.00	28,000.00	84,000.00
103.	Fixed	1		Senior Program Manager	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	75,000.00
104.	Minimum Wages	3	Un Skilled	Sewer Man		583.13	60.00	2.50	2.50	18.19	18,160.32	54,480.96
105.	Fixed	13		SRF	44,450.00	0.00	0.00	0.00	0.00	0.00	44,450.00	5,77,850.00
106.	Fixed	116		Staff Nurse	37,500.00	0.00	0.00	0.00	0.00	0.00	37,500.00	43,50,000.00
107.	Fixed	4		Steward	20,000.00	0.00	1,800.00	75.00	75.00	650.00	22,600.00	90,400.00
108.	Minimum Wages	2	Semi- Skilled	STP Helper		642.63	60.00	2.50	2.50	20.58	20,007.21	40,014.42
109.	Minimum Wages	4	Skilled	STP/ETP Technician		707.17	60.00	2.50	2.50		21,987.17	87,948.68
110.	Minimum Wages	4	Skilled	Supervisor		707.17	60.00	2.50	2.50		21,987.17	87,948.68
111.	Fixed	1		Systems Analyst	55,000.00	0.00	0.00	0.00	0.00	0.00	55,000.00	55,000.00
112.	Fixed	1		Technical Supervisor (Blood Bank)	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00	22,000.00
113.	Minimum Wages	10	Skilled	Technician		707.17	60.00	2.50	2.50		21,987.17	2,19,871.70
114.	Fixed	1		Veterinary Officer	56,100.00	0.00	0.00	0.00	0.00	0.00	56,100.00	56,100.00
115.	Minimum Wages	92	Un Skilled	Ward Attendant		583.13	60.00	2.50	2.50	18.67	18,160.80	16,70,793.60
116.	Minimum Wages	21	Skilled	Worker		707.17	60.00	2.50	2.50		21,987.17	4,61,730.57
117.	Fixed	4		Yoga Instructor	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	2,00,000.00
<b>Total Posts</b>		<b>710*</b>			<b>Total Monthly Amount</b>						<b>2,19,09,352.94</b>	

\*The number of posts indicated is the present total sanctioned strength of AIIA, New Delhi on outsourced basis. The same is subject to revision from time to time as per requirement of the Institute. Also, the number of persons to be deployed against the sanctioned strength may vary depending upon the actual requirement of a particular post at a given point of time.