

F. No. 28-03/2011-NIAW
Ministry of Environment & Forests
(National Institute of Animal Welfare)

Subject: Quotation for award of contract for providing five (5) Supporting Staff on outsourcing basis for a period of one year – regarding.

The National Institute of Animal Welfare (NIAW), Ballabhgarh is interested in having a contractual arrangement with a suitable placement agency for providing the services of 05 Supporting Staff on outsourcing basis for day-to-day official work at NIAW Ballabhgarh. The details of such engagement and the general terms and conditions are as under:-

S.No.	Name of the post	Essential qualification and experience	Tentative salary/ remuneration.	Expected work to be handle by the incumbent
1	Support Staff Accounts	<p>a) Direct candidate: EQ: B.Com. having 3 years experience of accounts works on computer. , DQ:- Diploma in Accountancy, proficient in Tally for preparing PAN, TAN other taxes etc. Age: Below 35 years as on date of advertisement.</p> <p>b)Retired personnel:- EQ: Graduate having 3yrs experience of Cash Section/Pay & Accounts office of any Ministry. DQ : Candidates who have pass SAS examination/ trained in Cash & Accounts from ISTM will be given preference. Age: Below 62 years as on date of advertisement.</p>	Rs.17,140/- (Consolidated), however deserving candidates having 5 yrs experience in the similar field will be given higher remuneration of 10% above.	All the accounts work of the Institute such as :- preparation of Bills, Budget, Salary, Leave Encasement, training expenditure and Storekeeping of the materials.
2	Support Staff Administration	<p>a) Direct candidate: EQ: Graduate having 3 years experience of administrative / HR / Establishment work. Age: Below 35 years as on date of advertisement. DQ: PG Diploma in Human resource management, proficient in Noting/Drafting/ correspondence etc.</p>	Rs.17,140/- (Consolidated), however deserving candidates having 5 yrs experience in the similar field will be given higher remuneration of 10% above.	All the administrative work of the Institute such as :- independent Correspondence with other organization, sending the nominations, sending letter to Guest Faculty, providing assistance to the faculty members, preparation of training schedule, report etc

		<p>Age: Below 35 years as on date of advertisement.</p> <p>b)Retired personnel:- EQ: Graduate having 3yrs experience in Administration/Establishment matter in Ministry/Autonomous body/other Organisation (MNC/Limited company) DQ : PG Diploma in Computer ,Candidates who have knowledge of Computer (MS-Word, MS-Excel, Power Point Presentation) will be given preference Age: Below 62 years as on date of advertisement.</p>		
3	Support Staff Stenography	<p>a) Direct candidate: EQ: XIIth Pass and having the speed of 80 w.p.m in English stenography and 30 w.p.m in English typing. DQ : Graduate & Computer literate and having knowledge of Hindi typing 25 w.p.m. Age: Below 35 years as on date of advertisement.</p> <p>b)Retired Personnel: Similar qualification and having the post of Steno D/PA/PS with above skill and experience Age: Below 62 years as on date of advertisement.</p>	Rs. 13,500 (Consolidated), however deserving candidates having Stenography skill in Hindi & English (80w.p.m) and typing (30 w.p.m.) will be given higher remuneration of 10%	To assist the Director and other officers. taking dictation, Preparation of training material arrangement for meeting, Protocol / liaison related work with other organisation
4	Support Staff- Hostel Warden: (2 Post)	<p>a) Direct candidate: EQ: XIIth Pass and having one year experience of supervision of hostel/Guest House of any Institute. DQ : Graduate & Computer literate b)Retired Personnel: Graduate and served as Caretaker, UDC, Assistant of any ministry or other offices. Age: Below 35 years as on date of advertisement.</p>	Rs. 13,500 (Consolidated), however deserving candidates having more than 3 years experience in the similar field will be given higher remuneration of 10%	allotment of room, providing them linen, pillow and return of the same) & canteen (to provide the lunch/dinner/ tea/breakfast at time & quality). Medical and other basic amenities to trainees, Guest faculty. Supervision of Housekeeping &Security Services, maintenance of

				equipments etc.
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2. Age: Not exceeding 62 years. Preference will be given to Direct Candidate over retired persons.
3. Period: One year, extendable on mutually agreed terms.
4. Security considerations:

The persons supplied by the agency should not have any Police records / criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.

5. Period within which the manpower is to be supplied: Within 10 days of award of contract.
6. Terms and Conditions:

As at Annexure-I.

7. The tender with filled up technical information in the Annexure-II and financial information in Annexure-III shall consist of rates inclusive of all charges / service tax etc., based on minimum wages payable to skilled worker under the Minimum wages Act. **The rates should be based on the work experience, qualification prescribed, minimum Government Pay Scales / minimum wages prescribed in accordance with sixth pay commission, additional 3 % of basic for each completed year. Higher pay in deserving cases based on experience, as the case may be, so that suitable qualified and experience persons are employed on outsourcing basis.** Both the Annexures may be put in a separate cover while submitting the proposal to this Department. The blank quotation shall be superscripted as "Quotation for providing Manpower in NIAW". The quotation should be accompanied by an Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) in the form of Bank Draft payable to the NIAW, Ministry of Environment & Forests, New Delhi. The tender received without EMD will be rejected summarily. The EMD is returnable to the bidders after award of the contract. The successful tendered will have to submit Performance Security Equivalent to 10% of the amount payable per month which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at Para 6 above or frequent absence from duty / misconduct on the part of manpower supplied by the agency. The amount will be payable through Bank Draft / Bank Guarantee/ Fixed Deposit Receipts agency. The amount will be payable through Bank Draft/ Bank Guarantee / Fixed Deposit Receipts drawn in favour of **NIAW, Payable at New Delhi.** The validity of the Bank Draft shall be upto 90 Days after the period of contracts.

8. You are therefore, requested to quote your rates in the proforma as per Annexure – III to this letter It may be indicated in the rates quoted that the Service Tax is included / excluded. The quotation must reach in a sealed cover to the **Director (NIAW), Village-Sikri, NH-2, 42 K.M. Stone, Delhi-Agra highway, Ballabgarh, Faridabad, Haryana 121004** latest by 15:00 Hrs. on 20/10/2011 (positively). The bids will be opened on the same day at 15:30 Hrs in the NIAW Campus in the presence of the representative of the firms.

9. The decision of the NIAW to reject / accept any technical / financial bid shall be final and no grievance will be entertained in this regard.

Encl.: As above

Yours faithfully,

**Dr.Parveen Goel
Director (NIAW)
Tel: 0129-2509500**

Copy to:

NIC (MoEF) alongwith a copy of the advertisement to put on website of the Ministry.

Annexure-I

TERMS AND CONDITIONS

- a) The Institute may require the service provider to dismiss or remove from the site or work any person, employed by the service provider, who may be incompetent or may not conduct himself / herself properly and service provider shall forthwith comply with such requirement.
- b) The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.
- c) All services shall be performed by persons qualified and skilled in performing such services.
- d) The Service provider shall replace immediately any of its personnel (if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from office.
- e) Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- f) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline of the part of persons deployed by him.
- g) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- h) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how. Security arrangements, administrative/ organizational matters as all are of confidential/ secret nature.
- i) The service provider's person shall not claim any benefit/ compensation /absorption / regularization of services with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- j) The person deployed shall not claim any Master & Servant relationship against this office.
- k) The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identify like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

- l) The Character and antecedents of each personnel of the service provider will be got verified by the service provider through Police/ District Authorities before their deployment and a certification to this effect submitted to the Ministry.
- m) The service provider shall ensure proper conduct of his person in office premises and enforce prohibition of alcoholic drinks, paan, smoking, loitering without work,
- n) The service provider shall engage the necessary person(s) as required by our office from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant Relationship between the employees of the service provider and the Purchaser (Office). Further, the said person of the service provider shall not claim any absorption in office.
- o) The transportation, food, medical and other statutory requirement in respects of each personnel of the service provider will be the responsibility of the service provider.
- p) Working hours would be normally 8 1/2 hours per day including half hour lunch break between 9.00 A.M. to 5.30 P.M. during working days. The services of deployed person may be required beyond office hour (in shift) even on holidays / Saturday & Sunday. However, the concerned person may have to work beyond office hours if, there is any urgency.
- q) The service provider will submit the bill in triplicate in the 2nd week of succeeding the month. Thereafter, the payment will be released by the 1st week of the following month on receipt of all the necessary documents such as work performance certificate, attendance certificate, etc.
- r) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- s) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his /her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider. The Service Provider shall be responsible for contributions towards Provident Fund. Employees State Insurance and others statutory payments/ liabilities etc, wherever applicable.
- t) Payments to the service provider would be strictly on certification by the officer with whom the concerned person is attached, that his services were satisfactory and attendance as per the bill preferred by the service provider. The Agency's workers will work under the overall supervision and direction of the authorized Officer of the Institute.
- u) The service provider shall be contactable at all time and message sent by e-mail / fax / Special Messenger from Institute to the service provider shall be acknowledged immediately on receipt of the same day.
- v) The agency should be registered with the concerned Govt. Authorities., i.e., Labour Commissioner, Provident Fund Authorities, Employees' State Insurance Corporation etc., and a copy of the registration should be submitted.
- w) The Agency should submit its PAN and sales Tax registration Numbers.
- x) Escalation clause shall not be accepted on any ground during the period the contract is in force.

- y) The award of the Contract will be subject to the fulfillment of the conditions laid down in Rule 157, 158 and 160 of GFR, 2005 as amended from time to time
- z) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

Annexure-II

TECHNICAL BID

Technical Bid should indicate the following information in brief along with the self attested photocopies of these documents:-

- a) Profile of the Company;
- b) Proof of Incorporation / inception of the Agency (proof to be attached)
- c) EPF Registration details (Proof to be attached)
- d) ESI Registration details (Proof to be attached)
- e) PAN Number (Proof to be attached)
- f) Service Tax registration number (if any)
- g) Name of the Organization / Government Institute where the manpower was supplied during last three years (proof to be attached)
- h) Any other relevant information (Proof to be attached)

On the basis of the information furnished by the Agency, will be graded. Financial bid of only qualified bidder based on grading will be eligible for opening of financial bid.

The above information/ documents should not be more than one page in each case,

Name and Signature of the authorized person of the firm along with the Seal.

Annexure-III

Financial BID

To

National Institute of Animal Welfare,
(Ministry of Environment & Forest)
NH-2, 42 K.M.Stone, Delhi-Agra Highway,
Village-Sikri, Ballbgarh, Faridabad,
Haryana-121004.
Fax: 0129-2215037.

Subject: - Quotation for award of contract for providing Manpower for a period of one year-regarding.

Sir

With reference to your letter No. _____ dated _____ 2011 on the subject mentioned above I /We quote the rate for above mentioned work as under:-

SL. No.	Particulars	Rate per month	
		(Rs. In figures)	Rs.In words
01*			
02.*	Actual wages proposed for payment to outsourced persons per month.		

* This column is mandatory failing which Financial Bid is liable to be rejected

Note: 1. If the financial bid of the two or more agencies are found to be same, the agency will be selected on the basis of the Grading of Technical Bid.

I / We accept all the terms and conditions of your letter referred to above.

Yours faithfully,

(Authorised signatory)

