

Dated: 14/9/2009

F.No.25/16/2009-AWD
Government of India
Ministry of Environment & Forests

Subject : Quotation for award of contract for providing 05 Expert Consultants, 03 Computer Operators, 01 Accountant, 02 Peons and 02 Safaikaramchari on outsourcing basis for a period of one year – regarding.

The undersigned is directed to state that this Ministry is interested in having a contractual arrangement with a suitable placement agency for providing the services of 05 Expert Consultants, 03 Computer Operators, 01 Accountant, 02 Peons and 02 Safaikaramchari on outsourcing basis for day-to-day official work at CPCSEA Office New Delhi / Chennai. The details of such engagement and the general terms and conditions are as under:-

Sl No.	Name of the Post / No. of Posts	Educational Qualification	Skill Qualification
1	(i) Expert Consultant No. of Posts : 03 Three to five years experience in their respective fields (ii) Expert Consultant-Documentation No. of Posts : 01 Three to five years experience in their respective fields (iii) Expert Consultant – Advisory Unit No. of posts : 01 Three to five years experience in their respective fields	Master degree in any one of the following fields. Veterinary Science, Medicine, Anatomy, Biochemistry, Biology, Pharmacology, Life Sciences including Zoology, Chemistry and Botany MCA/B.Tech LLB	Basic knowledge of working on computers with windows and internet software's. Having knowledge of MIS System, MCA/B.Tech. LLB having knowledge of PCA Act. Renowned Animal Welfare activist
2	Accountant No. of Posts : 01	Graduation	02 Years experience in Accounts Work with exposure to work on computers having a typing speed of 30 w.p.m. in English; and working knowledge of

			Computers/ knowledge of various operating systems like MS Word/ Excel / Access/ Power Point etc.
3	Computer Operator (s) No. of Posts. 03	Senior Secondary, at least one year course in computer applications from reputed institute.	02 Years experience in Computer Work with exposure to work on computers having a typing speed of 30 w.p.m. in English; and working knowledge of Computers/ knowledge of various operating systems like MS Word/ Excel / Access/ Power Point etc.
4.	Peon No. of Posts. 02	Middle Pass	To operate / fax/ Resiografe etc
5.	Safaikaramchari No. of Posts. 02	Primary Pass	Familiar with local area to distribute dake etc.

2. Age: Not exceeding 60 years.
3. Period : Approximately for One year.
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 will fill up the 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. 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 CPCSEA” . 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 CPCSEA, 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 drawn in favour of CPCSEA Payable at New Delhi, Ministry of Environment & Forests, Animal Welfare

Division, 25th Kasturba Gandhi Marg, 8th Floor, Jeevan Prakash Building, 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 **Section Officer , Animal Welfare Division, Ministry of Environment & Forests, 25th Kasturba Gandhi Marg, 8th Floor, Jeevan Prakash Building, New Delhi** latest by 15:00 Hrs. on 24th September, 2009 (positively). The bids will be opened on the same day at 15.30 Hrs in the room of the undersigned in the presence of the representative of the firms.

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

Yours faithfully,

(O.P. Joshi)
Under Secretary to the Govt. of India
Tele: 23318554

Encl.: As above

Copy to:

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

Annexure-III
FINANCIAL BID

To,

Committee for the Purpose of Control
and Supervision of Experiments on Animals (CPCSEA)
Ministry of Environment & Forests,
Animal Welfare Division,
25th Kasturba Gandhi Marg, 8th Floor,
Jeevan Prakash Building, New Delhi.

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

Sir,

With reference to your letter No. _____ dated _____ 2009 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	Rate per person in each grade inclusive of all charges, service tax etc.		
02.*	Actual wages proposed for payment to outsourced persons per month.		

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

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

Yours faithfully,

(Authorised signatory)

Annexure-II

TECHNICAL BID

Technical Bid should indicate the following information in brief along with the self attested photocopies of these documents (preferably a to c, f and i):-

- a) Profile of the Company;
- b) Proof of Incorporation / inception of the Agency
- c) Registration for manpower supply
- d) PF Registration details (if any)
- e) ESI Registration details (if any)
- f) PAN Number
- g) Service Tax registration number (if any)
- h) Details of Registration with the Labour Commissioner (if any)
- i) Any other relevant information.

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

Name and Signature of the authorized person
Of the firm alongwith the Seal

Annexure-ITERMS AND CONDITIONS

- a) The Ministry may require the service provider to dismiss or remove from the site of 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 & 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 on 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 Labor (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 identity 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 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.
- o) The transportation, food,, medical and other statutory requirement in respect 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. However, the concerned person may

- have to work beyond office hours if, there is any urgency. The personnel may also be called on Saturday, Sunday and other gazette holidays, if required. They may be paid extra as per the rates approved by the office.
- 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.
 - 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 reason. 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 Department.
 - u) The service provider shall be contactable at all times and message sent by e-mail / Fax/ Special Messenger from Ministry to the service provider shall be acknowledge immediately on receipt on 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 grounds 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 Rules 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.