

**No. 35-2/2011/NAEB-B.VI**  
Government of India/Bharat Sarkar  
Ministry of Environment & Forests  
National Afforestation and Eco-Development Board (NAEB)

Paryavaran Bhavan, CGO Complex,  
Lodhi Road, New Delhi-110510  
**Dated: 08.07.2011**

To,

**Sub.: Quotation for services of six personnel for office support work in the National Afforestation and Eco-development Board (NAEB) on outsourcing basis-Regarding**

...

Sealed tenders are invited from experienced and reputed Manpower Agencies/Service Providers for providing services of six (6) persons for office support work at Paryavaran Bhavan, CGO Complex, Lodhi Road and/or Palika Bhavan, R.K. Puram, New Delhi.

2. The initial period of the contract is for one year, extendable by another one year on satisfactory performance and with such amendments as may be mutually agreed to and also subject to necessary approval of the Competent Authority. It shall be obligatory on the part of the Agency/Service Provider to ensure that wages paid to the personnel deployed by the Agency/Service Provider with NAEB are not less than the minimum rates fixed by the Labour Department, Government of NCT of Delhi from time to time and that all the statutory requirements such as PF, ESI, Bonus, Gratuity, Leave, Uniform Allowance etc., are duly incorporated while quoting its rates. A bid not conforming to the provisions of the relevant statutory rules shall not be considered and taken as disqualified. Service Charges/rates quoted by the Agency/Service Provider shall remain valid and firm for a period of one year from the date of award of the contract and that no request for increase in rates during the currency of the Contract shall be entertained except in the case when a change in the rates of minimum wages is notified.

3. The manpower is required to be supplied by the Agency/Service Provider within 10 (Ten) days from the date of award of Contract. The work to be performed by the personnel so supplied shall include (i) movement of files/papers within or outside office; (ii) keeping workplace neat and tidy; (iii) arranging tea/refreshments for visitors to the office; (iv) handling of office equipments like telephone, fax, photocopier etc., whenever required; (v) recording of movement of files/dak in movement register; and (vi) any other work that may be assigned.

4. The terms and conditions for the Agency/Service Provider and for the personnel deployed by the said Agency/Service Provider with NAEB shall be as under:

- i) The age of the personnel deployed shall not be below 18 years or above 35 years provided further that the personnel so deployed are not the employees who were dismissed from service. The Agency/Service Provider is required to furnish a certificate to this effect.
- ii) The personnel deputed by the Agency/Service Provider should have passed at least Matric from a recognized Board. Copies of certificate (alongwith originals thereof) have to be produced at the time of deployment.
- iii) The Agency/Service Provider would ensure that character and antecedents of each of the personnel deployed with NAEB are verified through the police authorities before their deployment with NAEB.

- iv) The Agency/Service Provider shall be responsible for the proper conduct and decent behaviour of its employees. In case any employee is found misbehaving with any officer/staff of NAEB, visitors etc. or creating any disturbance to the peaceful atmosphere in the corridors etc. the Agency/Service Provider shall withdraw him immediately from the work at its own risk and responsibility. The Agency/Service Provider is, therefore, required to issue necessary instructions in this regard to such personnel before their deployment with NAEB.
  - v) The Agency/Service Provider shall ensure proper conduct of the personnel so deployed by it with NAEB in relation to the enforcement of prohibition for consumption of alcoholic drinks and smoking in the office premises.
  - vi) The personnel so deployed will be on duty generally from 9.00 AM to 5.30 PM on all official working days including half an hour lunch break at specified time between 1:00 PM to 2:30 PM. The competent authority in NAEB will decide the duty assigned to the personnel on a staggering basis. Some of the personnel can also be detailed for performing duty on Gazetted holidays/ Saturdays/Sundays if so required by the competent authority in NAEB.
  - vii) The Agency/Service Provider shall be responsible for timely attendance of all the personnel so deployed in the office of NAEB and follow the guidelines/directions of NAEB in the matter relating to issue of entry passes etc.
  - viii) The Agency/Service Provider has to ensure that the personnel so deployed with NAEB shall not divulge or disclose to any person(s) of any details of office, operation process, technical know how, security arrangements, administrative/ organizational matters etc.
  - ix) NAEB shall bear no liability arising out of the work done by the personnel deployed by the Agency/Service Provider with NAEB. The Agency/Service Provider shall be solely responsible for all such liabilities.
  - x) No sub-contracting of the job shall be allowed in any circumstances.
  - xi) Payments to the Agency/Service Provider shall be made strictly on the basis of the certification with regard to satisfactory discharge of service as well as regular attendance.
  - xii) The work by the personnel deployed by the Agency/Service Provider with NAEB shall, in no way, cause any obligation for their future employment in any manner.
  - xiii) The Agency/Service Provider shall obtain all the necessary undertakings from the personnel so deployed with NAEB for this purpose on the abovementioned conditions.
  - xiv) The Agency/Service Provider has to produce documentary proof of depositing PF, ESI, Service Tax on monthly basis alongwith following month's bill.
  - xv) In case the Agency/Service Provider fails to implement the schedule of services to the entire satisfaction of the competent authority in NAEB, the said authority will be entitled to penalize the Agency/Service Provider for the deficiency in service.
  - xvi) In the event of any dispute arising out or touching upon any terms and conditions mentioned herein above, the matter will be referred to the Inspector General of Forests (NAEB), Ministry of Environment and Forests, New Delhi, whose decision shall be binding on the Agency / Service Provider.
  - xvii) NAEB reserves the right to accept/reject any tender without assigning any reason therefor.
5. Only those who fulfill the following minimum criteria need submit their bids:
- a) The Manpower Agency/Service Provider should have been in existence for not less than three years.

- b) It should have been registered with the Government authorities concerned and a copy of each of the registrations has to be attached with the bid like attested photocopy each of the valid Work Contract Cell Registration Certificate issued by the Sales Tax Department, VAT/Service Tax Registration certificates, Registration Certificate of the Agency/Service Provider with Labour Department of the Government of NCT of Delhi, PAN/TAN Numbers)
  - c) A list of clientele serviced by the Agency/Service Provider to enable NAEB to know the reputation of the Agency/Service Provider.
  - d) It should not have been blacklisted by any Government Department/ organization.
  - e) It should be willing to take up the contract on the terms and conditions mentioned above.
6. An earnest money deposit (EMD) of Rs. 5,000/- (Rupees five thousand only) in the form of crossed demand draft drawn in favour of the "Pay and Accounts Officer, Ministry of Environment and Forests, New Delhi" should be submitted alongwith the bid and without which it shall be summarily rejected. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids. No bidders shall be allowed to withdraw during the process of finalization of the tender. In case any bidder withdraws his/her tender the EMD submitted by him/her will be forfeited. Further the successful bidder either refusing or withdrawing from the execution of the contract so awarded to him, the EMD shall be forfeited.
7. The successful bidder is required to furnish a security deposit of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Account payee demand draft drawn in favour of the "Pay and Accounts Officer, Ministry of Environment and Forests, New Delhi". The security deposit would stand forfeited if the supply of the manpower got delayed beyond the period mentioned in para-3 above or for the reason of non-compliance of any of the terms and conditions prescribed above.
8. In case the above terms and conditions are acceptable, you may send your quotation letter containing details in the proforma at **Annex (enclosed)** alongwith all the relevant documents in a sealed cover superscribed "**Tender for supply of Outsourcing Staff**" either by post or left in the Tender Box installed in the office of National Afforestation and Eco-Development Board at seventh floor Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi- 110003 latest by 15:00 hours on **10.08.2011**. All the quotations so received will be opened on the same day (i.e., 10.08.2011) in Room No.704, Paryavaran Bhavan, New Delhi in the presence of the participating bidders, who may like to remain present.

Yours faithfully,

(Deepak Grover)  
Under Secretary to the Govt. of India  
Tele No. 24362513

Copy to Technical Director, NIC, Paryavaran Bhavan, New Delhi with the request for uploading the aforesaid notice on the website of the Ministry for wider publicity.

(Deepak Grover)  
Under Secretary

**ANNEX**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled in by the Tenderer</b>
1.	Name of the Agency	
2.	Details of EMD (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the Agency with Office Telephone Number, FAX Number and Mobile Number and the name of the Contact person	
5.	Whether registered with all concerned Government authorities (PF/ESI etc.) (Attested copies of all certificate of registration to be enclosed)	
6.	PAN/TAN Number (attested copy to be enclosed)	
7.	Service Tax Registration Number (attested copy to be enclosed)	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner any where in India	
9.	Length of experience in the field	
10.	Experience in dealing with Government Departments (Indicate the names of the Departments and attach copies of contracts orders placed on the agency).	

11.	Whether the terms and conditions prescribed in the Tender Notice dated ..... are accepted (Yes/No)	
12.	Whether agency profile is attached?	
13.	List of other clients	
14.	Monthly remuneration/rate per person for outsourcing services (both in figures and words)	

**Signature of the authorized signatory  
of the Tenderer with Seal of the Firm**