

CLOSING DATE: 21/10/2019
CLOSING TIME: 15:00 PM

No. A.65013/3/2019-P.II
Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan,
Jorbagh Road, Aliganj,
New Delhi-110003

Dated: 25.09.2019

Subject: - Tender for hiring of manpower (Office Assistant for office work such as data entry etc. and Office Attendant for office support services involving movement of files/papers on outsource basis in the Ministry of Environment, Forest and Climate Change.

Online/ e- Tender is invited on behalf of the President of India through Under Secretary(P.II), Ministry of Environment, Forest and Climate Change (MOEF & CC) from interested manpower supplier for supply of manpower for undertaking routine office work (data entry etc.) and office support services (movement of files/papers etc.) in various Divisions/Units of this Ministry at Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi and its other offices located at various location on outsourcing basis, as per terms and conditions detailed out in the following paragraphs, for a period of one year, extendable further for a period of one year, subject to satisfactory compliance of terms and conditions of contract. The details of tender is as under:

| | | |
|----|---|-------------------------------------|
| a. | Availability of tender document on website : http://envfor.nic.in/ https://moefcc.euniwizarde.com | 21/10/2019 |
| b. | Last date of sale/ downloading of tender document | 21/10/2019 at 1500 PM |
| c. | Last date of submission of tender | 21/10/2019 at 1500 PM |
| d. | Technical bid online submission start date. | 25/09/2019 at 1800 PM |
| e. | Technical bid online submission end date. | 21/10/2019 at 1500 PM |
| f. | Date and time for opening online technical bids | 21/10/2019 at 1600 PM |
| g. | Date and time for opening online financial bids for technically qualified bidders. | |
| i. | Estimated Value of the Contract | Rs.6,00,00,000/- (Rs. Six Crore) |
| j. | Registration Charges for One Year | Rs.2360/- (GST included) |

CHANDRA
SHEKHAR
THAKUR

Digitally signed by CHANDRA
SHEKHAR THAKUR
Date: 2019.09.30 11:14:36
IST

| | | |
|----|-----------------------|---------------------|
| k. | Tender Processing Fee | Rs.3000/- + 18% GST |
|----|-----------------------|---------------------|

Instructions for Online Bid Submission:

Following are the instruction for online bid submission as per the term and conditions of service provider i.e. ITI Limited, a Public Sector undertaking under the Ministry of Information Technology and Communications, Government of India.

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://moefcc.euniwizarde.com>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal ([URL: https://moefcc.euniwizarde.com](https://moefcc.euniwizarde.com)) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by Controller of Certifying Authority (CCA) India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Technical Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com Mr. Birendra – 9205898228.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders have selected the tenders in which they are interested, they can pay the processing fee Rs.3000/- + 18% GST (NOT REFUNDABLE) by net-banking / Debit / Credit card. Thereafter, they may download the required documents / tender schedules, Bid documents etc. Once bidders pay both fee (Registration Fee and Tender Processing Fees), tenders will be moved to the respective "Register" Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

1. **Qualifying Criteria/ Technical Bid**

Only registered and bonafide firms having experience of minimum three years for providing at least 150 manpower in the relevant field of providing manpower on outsourcing basis to Government Ministries/Departments/Government organizations/PSUs/Corporate Sector etc need apply. While submitting the tender, the intending tenderer shall have to upload self attested copies of following certificates/documents:

- I. The intending tenderers shall have to furnish, proof of executing order for supply of manpower etc. worth Rs.6 Crore (Rupees Six Crore only) for the last two financial years, proof of experience, proof of payment of income tax/service tax/any other applicable tax for the last three years and documents pertaining to registration of firm/society/company, registration with ESIC/EPFO/Service Tax Department/Labour Department and any other relevant statutory authority. The experience certificates should be issued by officers at the level of Section Officer and above.
- II. Turnover certificate dully certified by Chartered Accountant for an amount of Rs.6 Crore (Rupees Six Crore only) in the last two financial years.
- III. The bidder should enclose a satisfactory certificate issued by any organisation to whom man power being provided. The order value of such contract should not be less than the 50% of the this tender value.
- IV. The Service Provider should also have a minimum of 150 such outsourced staff on its roll.
- V. The Service Provider will have to submit documents substantiating the claim that remittances in Employees Provident Fund have been on regular basis in respect of all employees at the disposal of Service Provider during the last three years.

- VI. A service provider having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force, shall not be eligible.
- VII. Valid Registration of PAN and GSTN as applicable.
- VIII. Details of the firm/company in case of Partnership Firm, dully attested by notary.
- IX. An undertaking that the firm has not been blacklisted by any Ministry/ Deptt./Govt. Agency/ PSU/ Autonomous Institutions etc.

2. Financial Bids

- (i) Only online financial bids of the technically qualified bidders will be considered.
- (ii) Financial bid should include:- unit rate, service charge and other information as indicated in annexure -II
- (iii) No documents/ explanation shall be accepted after closing date & time of Financial bid

3. Quality of Manpower:

The bench marks such as educational qualifications, professional qualifications, experience, etc. of manpower have been mentioned in para-7(iii). The responsibility for selection as per benchmark and other personal service matter shall remain with the service provider.

4. Office Decorum and Dress:

The service provider shall ensure that the manpower provided should maintain proper office decorum and conduct themselves well. They should be appropriately dressed and should not come to office in casual wear including footwear.

5. Identification Badges:

The Service Provider shall provide identification badges with Company name/Logo to all the personnel deputed to the Ministry, and advise them suitably to wear them during duty hours.

6. Settlement of Disputes:

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Secretary, Ministry of Environment, Forest and Climate Change (MoEF&CC) or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of MoEF&CC or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a MoEF&CC employee he has expressed his views on all or any of the matters in dispute. The adjudication of such

Arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1986, or any statutory modification re-enactment thereof or any rules made thereof.

The venue of Arbitration proceeding shall be office of MoEF&CC at New Delhi or such other place as the arbitrator may decide.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1986 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The courts of Delhi only shall have the jurisdiction to decide any dispute that may arise in relation to the contract.

7. The brief terms and conditions shall be as follows:-

- I. The Ministry will not be associated in the exercise of selection process of the personnel or any other issue associated with their control, service related matter, etc.
- II.
 - (a) The services need to be provided daily during office hours from 9.00 AM to 5.30 PM on all working days. There should be no time lag between the requirement and the execution of the job. All necessary equipment will be made available by the Ministry itself. The agency to which the services are outsourced is to ensure quality work on real time basis. However, the requirement may vary from officer to officer depending on his work allocation.
 - (b) Once the service is outsourced, the department will concern only with the timely delivery of quality output and it will be the responsibility of the agency to ensure the same through the manpower, which is provided by them. The agency will be required to follow and strictly comply with the various laws governing and obtain necessary clearness/licences as required for such contracts. It will also be the responsibility of the agency to take all necessary precautions from the secrecy and security point of view while executing such works of the Government of India. In case of breach in secrecy and security, by the personnel(s) supplied by contractor under the contract, suitable penalty will be imposed on contractor.
 - (c) Verification of Character and antecedents report of the outsourced staff shall be responsibility of service provider.

III. (i) Minimum Qualification for manpower is as under:-

| <u>Office Assistant</u> | |
|---|--|
| Educational qualifications | Graduate from a recognized university. (* The person who worked as Government Servant, may be engaged as per the then existing rule.) |
| Professional qualifications (Desirable) | Diploma/Certificate course in computer software/ MS Office of 6 months duration from any Institute. |
| Experience(Desirable) | Experience of one year of administrative work. |
| Age Limit | Between 18-50 years on the date of engagement. *(For retired Government servant upper age is 62 years.) |
| <u>Office Attendants</u> | |
| Educational qualifications | 10th or equivalent from a recognized Board. (* The person who worked as Government Servant, may be engaged as per the then existing rule.) |
| Experience (Desirable) | Experience of six months. |
| Age Limit | Between 18-50 years on the date of engagement. *(For retired Government servant upper age is 62 years.) |

(ii) Approximate Manpower, 137 Office Assistants (for administration work etc.) and 72 Office Attendants (for movements of files/papers within or outside the office etc.) is required on monthly basis. Requirement of Manpower may vary from time to time as per the requirement.

- IV. Remuneration: Monthly wage rate should not be below the minimum wages as per Minimum Wages Act, 1948 applicable in NCT of Delhi as amended from time to time.
- V. The services shall be made available between 9.00 AM to 5.30 PM on all working days. No overtime allowance will be paid to the service provider/incumbent in respect of services provided beyond office hours. All the personnel(s) supplied by the contractor shall be registered themselves on Aadhar Enabled Biometric Attendance System (AEBAS) and marked their attendance on Biometric Attendance System. Their wages may be calculated as per their marked attendance.
- VI. The manpower provided by the service provider shall be on contractual/temporary basis and the services of an individual may be terminated at any time without assigning any reason.

- VII. The contract may be terminated by the service provider by giving prior notice not less than three months. However, Ministry may terminate the contract at any time without assigning any reason.
- VIII. The provision of manpower shall have to be made on requisition. Any undue delay in the matter will be considered as breach of contract and will be dealt with accordingly. In case, on requisition, manpower is not provided within a period of two working days, an amount of Rs. 1000/- per day per vacancy will be deducted from the amount payable to the service provider.
- IX. Any damage or loss caused by personnel(s) supplied by contractor to MoEF&CC property in whatever form would be recovered from the contractor/individual.
- X. In case any personnel(s) supplied by contractor under the contract is (are) absent without prior approval, a penalty of Rs. 100/- per person absent per day in addition to deduction of daily wages shall be levied by MoEF&CC and the same shall be deducted from the contractor's bills.
- XI. In case any personnel(s) supplied by contractor under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in clause (X) shall be levied.
- XII. Those interested to bid shall furnish an earnest money of Rs. 15.00 lakh (Rupees Fifteen lakh only) through a demand draft valid for 3 months of any Scheduled bank in Delhi/Delhi NCR drawn in favour of Pay and Accounts Officers, Ministry of Environment, Forest & Climate Change, Government of India, New Delhi along with the quotation (Technical bid). Quotation received without earnest money shall not be considered.
- XIII. The approximate cost of tender is Rs.6,00,00,000,-(Rupees Six crore only) annually.
- XIV. TDS and other taxes as applicable shall be deducted from each bill. The documents as per the prevailing laws shall be submitted in time like GST Tax, PF, ESI etc.
- XV. Leave applicable to manpower:**
- (a) The personnel shall be eligible for 8 days leave in a year of contract.
 - (b) The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
 - (c) pro-rata amount will be deducted for the periods of absence of engaged personnel, from the total amount payable to the service provider in case of his/her absence beyond 8 days in a year.

(d) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.

- XVI. The security deposit or performance guarantee should be 5% to 10% of the total contract value. However, The performance security of an amount of Rs.48,00,000/- (Rupee Forty Eight Lakh only) as per current contract value shall be deposited by the successful bidder within 7 days of award of contract in the form of bank guarantee of a nationalized bank issued in favour of Pay & Accounts Officer, Ministry of Environment, Forest and Climate Change, New Delhi and will be for a period upto two months beyond the period of engagement of the Agency by the Ministry.
- XVII. The rates quoted shall be valid for a period of 180 days.
- XVIII. Tender application without complete documents/information shall not be considered and liable to be rejected.
- XIX. L-I for the purpose of contract shall be decided on the basis of minimum cost to the Government. The bid proposal which contain NIL service charge will be rejected.
- XX. No negotiation shall be undertaken with any tenderer except L-I bidder.
- XXI. The contractor shall enter into an agreement with the MOEF & CC in non-judicial stamp paper of Rs.100/- for providing the service after conveying the decision of award of the contract.
- XXII. Validity of the contract for providing manpower on outsourcing basis in the MOEF & CC shall be initially for one year which will extendable by one more year subject to satisfactory performance of the firm/service provider.
- XXIII. Failure by the firm/service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the MOEF & CC. Beside the security deposit shall also be forfeited.
- XXIV. The MOEF&CC has the right to reject/accept any or all the tender(s) without assigning any reasons whatsoever.
- XXV. The service provider shall deposit the employee's and employer's contribution towards EPF and ESI as also any statutory deduction, with concerned authorities and shall furnish a certificate to this effect to the Ministry every month alongwith their monthly bill. Any liability towards statutory compliance or otherwise for any of the personnel engaged by the service provider will lie totally with the service provider and will in no way, be the concern of the Ministry.
- XXVI. If service provider has/had failed to comply with statutory requirement or terms of agreement with MOEF&CC or services found to be lacking during their previous years services, the bid of such service provider shall not be entertained.

8. **Tendering Process**

- (i) The tender is invited on a two bid basis i.e. Technical bid and the Financial bid. The tender form technical bids and Financial bid prescribed at **Annexure-I and II (Attached)** completed in all respect shall be submitted on online website <https://moefcc.euniwizarde.com> and <http://envfor.nic.in/> “Technical Bid-Providing services of manpower on outsourcing basis to the Ministry of Environment, Forest and Climate Change” and “Financial Bid- Providing services of manpower on outsourcing basis to the Ministry of Environment, Forest and Climate Change”. Both the bids are submitted online on website <http://envfor.nic.in> and <https://moefcctender.euniwizard.com/etender> “Tender for manpower at Ministry of Environment, Forest and Climate Change, New Delhi” addressed to the Under Secretary (P.II), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi. The bank draft of Rs.15,00,000/- towards EMD payable to the Pay and Accounts Officer, Ministry of Environment, Forest and Climate Change at Delhi shall be deposited in the Sealed cover superscribed “Technical Bid-Providing Services of manpower on outsourcing basis to the Ministry of Environment, Forest and Climate Change” to US(P.II) before closing time for submission of technical bid.
- (ii) The tender should be submitted online through e-Procurement portal <https://moefcc.euniwizarde.com> or before the closing date i.e. by 3:00 PM on 21/10/2019. Incomplete bid documents will be rejected. The Technical bids will be opened at 4:00 PM on 21/10/2019 in presence of the bidders or their authorized representatives who wish to be presented. The bids will be Scrutinized by the MoEF & CC to shortlist the eligible bidders. The financial bids of the qualified bidders only will be opened subsequently. The date and time of opening financial bids shall be intimated to the eligible bidders on phone, Negotiations, if any, will be held with the L-I bidder only.
- (iii) Incomplete tenders or tenders without the EMD shall be rejected. MOEF & CC reserves the right to reject any or all quotations without assigning any reason. Late submission of tenders will not be accepted.

(C.S. Thakur)
Under Secretary to the Government of India
24695358

Ministry of Environment, Forest and Climate Change

Technical Bid Document

1. Name of the Firm:

2. Address with Tele No, fax No., e-mail:

3. Contact person:

4. Details of the firm/Company in case of Partnership Firm:

5. Address of the service provider with area of premises:

6. Whether owned/rented:

7. Name of the Banker:

8. Whether the firm has any legal suit/criminal case pending against them. (provide details, if pending).

10. Attached documents for the following:

a) Income Tax Returns of the last three years:

b) Goods and Services Tax (GST) Registration No. (15 digits):

c) Experience certificates:

d) Affidavit to the effect that there is no litigation pending in any Court:

- e) Documents substantiating the claim that regular remittances in Employees Provident Fund, ESI and other Statutory dues have been on regular basis in respect of all employees at the disposal of Service Provider during the last three years:
- f) Summary of turnover certified by Chartered Accountant for last two Financial Years:
- g) Details of similar works undertaken:
- h) Satisfactory service certificate from the present user organization.
- i) Certificate of registration with the Registrar of Societies/Firms or Directorate General of Resettlement or Registrar of Companies.
- j) Certificate of registration with EPFO
- k) Certificate of registration with ESIC
- l) Certificate of registration with Labour Department, Govt. of NCT of Delhi.
- m) Copy of TAN and PAN card.

FINANCIAL BID**(To be enclosed in a separate sealed envelope)**

For providing of routine office work such as data entry etc., and office support services relating to movement of files/papers to the Ministry of Environment, Forest and Climate Change to meet their requirement as per the tender process for a period of one year

1. Name of tendering Service Provider Company / Firm/ Agency:

2. Details of Earnest Money Deposit

Amount :

D.D. No. & Date :

Drawn on Bank :

3. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi **amended from time to time** and other by laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.)

| | Component of Monthly Wage | Office Assistant (per unit) | Office Attendant (per unit) |
|---|--|--|--|
| 1 | Monthly wage rate should not be below the minimum wages as per Minimum Wages Act, 1948 applicable in NCT of Delhi as amended from time to time. | | |
| 2 | Employees Provident Fund @ % of 1 above (Employers Contribution) –Mandatory | | |
| 3 | Employees State Insurance @ % of 1 above (Employers Contribution) -Mandatory | | |
| 4 | Any other liability (please indicate) | | |
| 5 | Contractors Administrative /Service Charges- | | |

| | | | |
|--|-----------------------|--|--|
| | (Mandatory) | | |
| | Total (Column 1 to 5) | | |

4. The manpower employed by the Agency shall be required to work normally as per the Ministry's working days, i.e. from Monday to Friday from 9.00 A.M. to 5.30 P.M. with a lunch break of ½ hour from 1300 hrs to 1330 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required.

Signature of authorized person

Full Name:

Seal:

Date:

Place:

Notes:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities(excluding GST) in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month.

Declaration

I hereby certify that the information furnished above is true and correct to the best of our knowledge. We understand that in case of any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Ministry in future apart from forfeiting the security deposit.

(Signature of authorized signatory with seal of the
Company)

CLOSING DATE: 21/10/2019
CLOSING TIME:15:00 PM

No. A.65013/3/2019-P.II
Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan,
Jorbagh Road, Aliganj,
New Delhi-110003

Dated: 26.09.2019

Subject: - Tender for hiring of manpower (Office Assistant for office work such as data entry etc. and Office Attendant for office support services involving movement of files/papers on outsource basis in the Ministry of Environment, Forest and Climate Change.

It is with reference to the terms and conditions mentioned at point No. 7 (XII) of the above mentioned bid document (No. A-65013/3/2019-P.II dated 25th September, 2019), it may be read with the provisions contained in OM No. F.20/2/2014-PPD(Pt.) dated 25th July, 2017 of Ministry of Finance, Department of Expenditure, Procurement Policy Division (copy enclosed).

(C.S. Thakur)
Under Secretary to Government of India

No.F.20/2/2014-PPD(Pt.)
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan,
New Delhi the 25th July, 2017.

OFFICE MEMORANDUM

Subject: Amendment to the Rule 170(i) of General Financial Rules (GFR), 2017.

The reference of Department of Industrial Policy & Promotion (DIPP) to exempt Startups from submitting Earnest Money Deposit (EMD) has been considered and it has been decided to revise the Rule 170(i) of GFRs, 2017 regarding 'Bid Security' as under:

"Revised Rule 170 (i): *To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department or **Startups as recognised by Department of Industrial Policy & Promotion (DIPP)**. The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two percent to five percent of the estimated value of the goods to be procured. The amount of bid security should be determined accordingly by the Ministry or Department and indicated in the bidding documents. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period."*

2. This OM is also available on our website <http://doe.gov.in> -> Notification -> Circular --> Procurement Policy OM.

3. Hindi version of this OM will follow.


(Vinayak T. Likhar)
Under Secretary to the Govt. of India
Tel.No.2462 1305.

To

All Secretaries & Financial Advisers of Ministries/ Departments of the Government of India.