

No. 6-3/2003 WL-I (pt-11) (vol.2)
Government of India/Bharat Sarkar
Ministry of Environment & Forests
(Wildlife Division)

Paryavaran Bhavan, CGO Complex,
Lodhi Road, New Delhi-110003
Dated: 29th August, 2008

To,

Sub.: **Quotation for services of personnel for working in the Wildlife Division of the Ministry of Environment & Forests on outsourcing basis-Regarding**

...

Sealed tenders are invited from experienced and reputed Manpower Agencies/Service Providers for providing services of five (5) persons on purely temporary basis to work in the Wildlife Division.

2. The personnel are required under the following post:

- (i) One Legal Assistant
- (ii) One Technical Assistant
- (iii) Two Data Entry Operators/Assistant
- (iv) One Office Assistant (Peon)

The qualifications & Terms of reference for the above posts are given at **Annexure-1**.

3. 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 the Wildlife Division are not less than the minimum rates fixed by the Government of India from time to time and that all the statutory requirements such as PF, ESI, Bonus, Gratuity, Leave, 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.

3. The manpower is required to be supplied by the Agency/Service Provider within 10 (Ten) days from the date of award of Contract.

4. The terms and conditions for the Agency/Service Provider and for the personnel deployed by the said Agency/Service Provider with the Wildlife Division 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 be medically fit.
- iii) The Agency/Service Provider would ensure that character and antecedents of each of the personnel deployed with the Wildlife Division are verified through the police authorities before their deployment with the Wildlife Division.
- 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 the Wildlife Division, visitors etc. or creating any disturbance to the peaceful atmosphere in the corridors etc. the Agency/Service Provider shall withdraw him immediately from the assignment 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 the Wildlife Division.
- v) The Agency/Service Provider has to ensure that the personnel so deployed with the Wildlife Division 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.
- vi) The Wildlife Division shall bear no liability arising out of the work done by the personnel deployed by the Agency/Service Provider with the Wildlife Division. The Agency/Service Provider shall be solely responsible for all such liabilities.
- vii) No sub-contracting of the job shall be allowed in any circumstances.
- viii) Payments to the Agency/Service Provider shall be made strictly on the basis of the certification by the officer(s) concerned with whom the deployed personnel are attached with regard to satisfactory discharge of service as well as regular attendance.
- ix) The work by the personnel deployed by the Agency/Service Provider with the Wildlife Division shall, in no way, cause any obligation for their future employment in any manner.
- x) The Agency/Service Provider shall obtain all the necessary undertakings from the personnel so deployed with the Wildlife Division for this purpose on the abovementioned conditions.
- xi) In case the Agency/Service Provider fails to implement the schedule of services to the entire satisfaction of the competent authority in the Wildlife Division, the said authority will be entitled to penalize the Agency/Service Provider for the deficiency in service.
- xii) 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 Addl. Director General of Forests (WL), Ministry of Environment and Forests, New Delhi, whose decision shall be binding on the Agency / Service Provider.
- xiii) The Wildlife Division 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 the Wildlife Division 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 **Annexure-2** alongwith all the relevant documents in a sealed cover superscribed **“Tender for supply of Outsourcing Staff”** by post or by hand in the Office of the Deputy Inspector General(WL), Room No. 519, 5th Floor, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi-110003 latest by **15:00 hours on 10th September, 2008**. All the quotations so received will be opened on the same day (i.e., **10th September, 2008**) in Room No.106, Paryavaran Bhawan, Ministry of Environment and Forests, New Delhi in the presence of the participating bidders, who may like to remain present.

Yours faithfully,

(Dr. Anmol Kumar)
Deputy Inspector General (WL)
Tele No. 24362813

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.

(Dr. Anmol Kumar)
Deputy Inspector General (WL)
Tele No. 24362813

**TERMS OF REFERENCE FOR THE POSTS BEING OUTSOURCED IN THE
WILDLIFE DIVISION**

I. POST SPECIFIC CONDITIONS:

1. LEGAL ASSISTANT:

1	Number of Legal Assistants required	1 (One)
2	Remuneration	Consolidated Rs. 16,500/- per month [inclusive of all charges/taxes, etc].
3	Educational Qualification	Bachelor's Degree in Law from a recognized University
4	Age	Not below 18 years and above 35 years
5	Experience	Desirable in handling papers/documents related to court matters
6	Job Requirement	Preparation of parawise comments, briefs, file work, Handling court cases/legal matters of Wildlife Division [both of Supreme Court and various High Courts] This is a full time job and no other assignments would be permitted.

2. TECHNICAL ASSISTANT:

1	Number of Technical Assistants required	1 (One)
2	Remuneration	Consolidated Rs. 12,000/- per month [inclusive of all charges/taxes, etc].
3	Educational Qualification	Bachelor's Degree (preferably in Science or at least having Science as one of the subjects during Higher Secondary course) from a recognized University
4	Age	Not below 18 years and above 35 years
5	Job Requirement	Handling all such matters of Wildlife Division. The job would also include arrangement of meetings at regular intervals, file work and other works assigned by Officers from time to time. Should have the knowledge of handling day to day computer related works (MS-Word, Excel, Power Point, web related, etc). The candidate should be able to comprehend in English effectively.

3. DATA ENTRY OPERATOR/ASSISTANT

1	Number of Data Entry Operator/ Assistants required	2 (Two)
2	Remuneration	Consolidated Rs. 9,500/- per month [inclusive of all charges/taxes, etc].
3	Educational Qualification	Higher Secondary with Computer knowledge
4	Age	Not below 18 years and above 35 years
5	Job Requirement	Handling all such matters of Wildlife Division. Taking dictation from Officers, file work, Data entry and maintenance. The job would also include assisting in arrangement of meetings at regular intervals and other works assigned by Officers from time to time. The candidate should have the knowledge of handling day to day computer related works (MS-Word, Excel, Power Point, web related, etc). Comprehension and proficiency in English is a prerequisite.

4. OFFICE ASSISTANT/PEON

1	Number of Office Assistant/ Peon required	1 (One)
2	Remuneration	Consolidated Rs. 5000/- per month [inclusive of all charges/taxes, etc].
3	Educational Qualification	Eighth Pass
4	Age	Not below 18 years and above 35 years
5	Job Requirement	Carrying files, carrying daily dak/ receipts, any work works assigned by Officers from time to time.

II. GENERAL CONDITIONS:

- (i) The personnel so deployed will be on duty as per regular office timings on all official working days.
- (ii) Some of the personnel may also be required to attend duty on Gazetted holidays/ Saturdays/Sundays if so required by the competent authority in the Wildlife Division.

ANNEXURE-2

Sl. No.	Particulars	To be filled in by the Tenderer
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**