

TENDER DOCUMENT

FOR

**PROVIDING SERVICES OF SUITABLE MANPOWER ON
OUTSOURCING BASIS AGAINST VACANT POST OF ADMINISTRATION (MINISTRIAL)
AND TECHNICAL (NON-MINISTERIAL)
IN DIFFERENT
DESIGNATION
AT THE
NATIONAL MUSEUM OF NATURAL HISTORY
NEW DELHI.**

GOVERNMENT OF INDIA
NATIONAL MUSEUM OF NATURAL HISTORY
(MINISTRY OF ENVIRONMENT FORESTS AND CLIMATE CHANGE)
FICCI MUSEUM BUILDING,
TANSEN MARG.
NEW DELHI- 110 001

GOVERNMENT OF INDIA
NATIONAL MUSEUM OF NATURAL HISTORY
(MINISTRY OF ENVIRONMENT FORESTS AND CLIMATE CHANGE)

FICCI MUSEUM BUILDING,
TANSEN MARG. NEW DELHI

No. 11(01)/2014-15/NMNH/Admn.

Dated: 23rd JULY 2014.

Notice Inviting Tender PROVIDING SERVICES OF SUITABLE MANPOWER ON OUTSOURCING BASIS AGAINST VACANT POST OF ADMINISTRATION (MINISTRIAL) AND TECHNICAL (NON-MINISTERIAL) (CLOSING DATE: 1500 hrs on 19/08/2014)

SUBJECT: TENDER FOR **PROVIDING SERVICES OF SUITABLE MANPOWER ON OUTSOURCING BASIS AGAINST VACANT POST OF ADMINISTRATION (MINISTRIAL) AND TECHNICAL (NON-MINISTERIAL) IN THE NATIONAL MUSEUM OF NATURAL HISTORY, NEW DELHI.**

Sir,

The undersigned is directed to state that this office invites tender from Registered/Reputed HR Agencies/firms for providing services of suitable manpower on outsourcing basis against vacant posts of Technical (Non-Ministerial) and Administration (Ministerial) for day-to-day official work of NMNH, New Delhi and its regional centres. The details of such as name of post, emoluments, qualification etc are given below:

TECHNICAL POST (NON-MINISTRIAL)

S.No.	Name of post/ Designation	Emoluments	Educational qualification	Age
(1)	(2)	(3)	(4)	(5)
1.	Documentation Assistant	(Basic Pay+Gp+DA) Pay scale PB-II Rs. 9300-37300 GP 4200 Rs.13500+ Rs.13,500 DA admissible as On date) Total emoluments Rs. 27,000.00	(1) At least Second class Master Degree in Botany /Zoology/Geology from a recognized University or equivalent. OR (2) Experience of identifications, accessioning, registration and cataloguing of Natural History Specimens.	a) Other than retired personnel of Government/ PSU/Semi-Govt./ Autonomous Organization: As per educational Qualification And experience Mentioned at Column 4 Age: Not exceeding 59 years as on date of Tender. b) Retired personnel: similar qualification experience mentioned at column 4 and served as

				Documentation Assistant etc And above to The post in The Government/ PSU/Semi-Govt./ Autonomous Organization: Age: Below 65 years As on Date of tender.
2.	Cabinet Maker	(Basic Pay+Gp+DA) Pay scale PB-I Rs. 5200-20200 GP 2400 Rs.9,910/-+Rs.9,910/- (DA admissible as On date) Total emoluments Rs.19,820/-	(1)Matriculation or Equivalent pass from A recognised Board ii)Certificate in Carpentry trade from a recognized institute and iii)'Five Year' 5 years in making cabinet and models Desirable: Knowledge of preparing Estimates of work	a) Other than retired personnel of Government/ PSU/Semi-Govt./ Autonomous Organization: As per educational Qualification And experience Mentioned at Column 4 Age: Not exceeding 59 years as on date Tender. b) Retired personal: similar qualification experience mentioned at column 4 and served to the post Carpenter with handling the similar kind of work and Above to the post In the Government/ PSU/Semi-Govt./ Autonomous Organization Age: Below 65 years As on date of tender.

3.	Educational Assistant	(Basic Pay+Gp+DA) Pay scale PB-I Rs. 5200-20200 GP 2800 Rs.11360+11360 DA admissible as On date) Total emoluments Rs.22720/-	(1) Bachelor's Degree in Botany, Zoology and Environmental Science from a recognized University or equivalent. (2) Degree in Education or two years' experience of teaching in Natural Science subjects at high school level.	a) Other than retired personnel of Government/ PSU/Semi-Govt./ Autonomous Organization: :As per educational Qualification And experience Mentioned At column 4 Age: Not exceeding 59 years as on date of Tender. b) Retired personnel: similar qualification experience mentioned at column 4 and served to the post Education Asstt/ Similar type of post and Above to the post In the Government/ PSU/Semi-Govt./ Autonomous Organization: Age: Below 65 years As on date Of tender.
4.	Sr. A.V.Asstt.	(Basic Pay+Gp+DA) Pay scale PB-II Rs. 9300-37300 GP 4200 Rs.13500+ Rs.13,500 DA admissible as On date) Total emoluments Rs. 27,000.00	i) Diploma in Electronics from a recognised University ii) Three year experience in handling audio visual equipments, public address system and repair and maintenance of electronic equipment.	a) Other than retired personnel of Government/ PSU/Semi-Govt./ Autonomous Organization: :As per educational Qualification And experience Mentioned

				<p>At column 4 Age: Not exceeding 59 years as on date of Tender. b) Retired personnel: similar qualification experience mentioned at column 4 and served to the post Education Asstt/ Similar type of post and Above to the post In the Government/ PSU/Semi-Govt./ Autonomous Organization: Age: Below 65 years As on date Of tender.</p>
5.	Laboratory Attendant	<p>(Basic Pay+Gp+DA) Pay Scale PB-I Rs. 5200-20200 GP1800 Rs.7000+7000 DA admissible as On date) Total emoluments Rs.14,000/-</p>	(1) Matric or Equivalent.	<p>a) Other than retired personnel of Government/ PSU/Semi-Govt./ Autonomous Organization: As per educational Qualification Mentioned at Column 4. Preference will Be given to those Having Experience of Scientific Lab at Least 2 years. Age: Not exceeding 59 years as on date of Tender. b) Retired personnel: similar qualification experience mentioned at column 4</p>

				and served to the post of Lab.Attendant and Above to the post Desirable: having Experience of Scientific Lab in the Government/ PSU/Semi-Govt./ Autonomous Organization. Age: Below 65 years As on date of Tender.
6.	Multi Tasking Staff	(Basic Pay+Gp+DA) Pay Scale PB-I Rs. 5200-20200 GP1800 Rs.7000+7000 DA admissible as On date) Total emoluments Rs.14,000/-	(1)Matric or equivalent.	a) Other than retired personnel of Government/ PSU/Semi-Govt./ Autonomous Organization: : As per educational Qualification And experience Mentioned at Column 4. Age: Not exceeding 59 years as on date of Tender. b) Retired personal: similar qualification experience mentioned at column 4 and served to the post of Peon, Gallery attendant and Above to the post In the Government/ PSU/Semi-Govt./ Autonomous Organization: Age: Below 65 years As on date of tender.

ADMINISTRATIVE POSTS

S.No	Name of post/ Designation	Emoluments	Educational qualification	Age
(1)	(2)	(3)	(4)	(5)
1.	Senior Translator	(Basic Pay+GP+DA) Pay scale PB-II Rs. 9300-34800 GP 4600 Rs.17140+17140 DA admissible as On date) Total emoluments Rs.34,280/-	(1) Master's degree of a Recognized university in Hindi/English, with English/Hindi as a Compulsory/elective Subject or as medium Of examination at Degree level Or Master's degree of a Recognized university in In any subject other Than Hindi/English, With Hindi/English medium And English/Hindi as a Compulsory/elective Subject or as medium Of examination at Degree level or Master's degree of a Recognized university in In any subject other Than Hindi/English, With Hindi and English as a Compulsory/elective Subjects or either Of the two as medium Of examination and The other as a Compulsory/elective Subject at Degree level And	a) Other than retired personnel of Government/ PSU/Semi-Govt./ Autonomous Organization: As per educational and other Qualification mentioned At column 4. Age: Not exceeding 59 years as on date of Tender. b) Retired personnel: similar qualification & experience mentioned At column 4 and served as Translator and Above of the post In the Government/ PSU/Semi-Govt./ Autonomous Organization: Age: Below 65 years As on date of Tender date.

			2) Recognized Diploma/ Certificate course in Translation from Hindi to English and Vice versa or two years Experience of Translation work from Hindi to English and Vice versa in Central/ State Government Office, including Govt. of India Undertaking	
2..	Office Superintendent.	(Basic Pay+Gp+DA) Pay scale PB-II Rs. 9300-37300 GP 4200 Rs.13500+13500 (DA admissible as On date) Total emoluments Rs. 27,000/-	(1) Degree from a Recognized University or Equivalent. At least five year Experience for Handling of Establishment matter And accounts.	a) Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization: As per educational Qualification mentioned At column 4 Age: Not exceeding 59 years as on date Of Tender. b) Retired personnel: similar qualification experience as per column 4 and served as UDC/Assistant and Above of the post In the Government/ PSU/Semi-Govt./ Autonomous Organization. Age: Below 65 years As on date of Tender.
3.	Senior Store Keeper	(Basic Pay+Gp+DA) Pay scale PB-I Rs. 5200-20200 GP 2800 Rs.11,360+ Rs.11,360 (DA admissible As On date)	(1) Higher Secondary or Equivalent Examination. (2) Three years experience	a) Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization: As per educational Qualification

		Total emoluments Rs.22,720/-	of care and custody of store and equipment in a central/ State Government, Museum, Autonomous or Semi- Autonomous Bodies, Public Undertakings or Private Organization. (3) Knowledge of Maintenances of accounts of Stores and equipment.	And experience mentioned At column 4 Age: Not exceeding 59 years as on date of Tender. b) Retired personnel: similar qualification experience mentioned At column 4 and served as storekeeper or UDC with handling the job of storekeeper and Above of the post in The Government/ PSU/Semi-Govt./ Autonomous Organization: Age: Below 65years As on date Of tender.
4.	Stenographer Grade-II	(Basic Pay+Gp+DA) Pay scale PB-I Rs. 5200-20200 GP 2400 Rs.9910+ 9910 (DA admissible as On date) Total emoluments Rs.19820/-	(1) Matric or Equivalent. (2) 80 words per minutes in English shorthand and 40 words per minute in English Typewriting.	a) Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization: As per educational Qualification mentioned At column 4 Preference will be given to Data Entry Operator. Age: Not exceeding 59 years as on date Of Tender. b) Retired personnel: similar educational qualification

				mentioned At column 4 and served as steno Gr.D/PA and above of the post in the Government/ PSU/Semi-Govt./ Autonomous Organization: Age: Below 65 years As on date of Tender.
5.	LDC	Basic Pay+Gp+DA Pay Scale PB-I Rs. 5200-20200 GP 1900 Rs.7730+7730 DA admissible as On date) Total emoluments Rs.15,460/-	(1) Matric or Equivalent. (2)40 words per minute in English Typewriting. And with computer Knowledge	a) Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization: As per educational Qualification mentioned At column 4 Age: Not exceeding 59 years as on date Of Tender. b) Retired personnel: similar qualification mentioned At column 4 and served as LDC And Above of the Post in the Government/ PSU/Semi-Govt./ Autonomous Organization Age: Below 65 years As on date Of tender.
6.	Dish Cleaner	(Basic Pay+Gp+DA) Pay Scale PB-I Rs. 5200-20200 GP 1800 Rs.7000+ Rs. 7000 DA admissible as On date) Total emoluments Rs.14,000/-	Primary Standard From a recognized School.	Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization: As per qualification Mentioned at column 4 Not Exceeding ears.

Note: The entire period of contract the above fixed amount will be payable against each post.

2. Period: providing services of suitable manpower on outsourcing basis against the vacant post of Technical & Administration in different designation for a period of one year extendable with mutual consent on the same rate, terms and conditions, or till the posts are filled on regular basis whichever is earlier.

3. Security considerations: The persons supplied by the Agency should not have any negative police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.

4. Period within which the manpower is to be supplied: Within 10 days of award of the contract

5. Terms and condition: As at Annexure-I

6. The tender with filled up technical information in the Annexure-II and financial information in Annexure-III shall consist of rates inclusive all charges/Service Tax etc. The emoluments should be based on minimum Government pay scales plus Grade Pay attached with the post along with DA admissible as on date. These vacant posts in different designation may be filled-up on outsourcing basis for day-to-day official work of NMNH, New Delhi and its regional centers. Both the Annexure may be put in a separate cover while submitting the proposal to this Department. The blank quotation shall be superscripted as "Quotation for providing of Manpower in NMNH". The firm should furnish earnest money deposit amounting of Rs. 57,000/- (Rupees Fifty seven thousand only) in form of DD/Pay order in favour of Pay &Accounts Officer, Ministry of Environment & Forests, New Delhi along with quotation. Without EMD, The tender cannot be entertained. The amount of the earnest money deposit will be released to unsuccessful firms after the finalization 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 5 above or frequent absence from duty/misconduct on the poor of manpower supplied by the agency. The amount will be payable through Bank Draft /Bank Guarantee/Fixed Deposit Receipts drawn in favour of Pay & Accounts Officer, Ministry of Environment and Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. The validity of the Bank Draft etc shall be up to 90 days after the period of contract.

7. You are therefore, requested to quote your rates in the proforma as per Annexure-III to this letter and quoted rate should be in figure as well as in word. **The quotation must reach in a proper sealed cover to the Dr. Smt. Reena Dey, Scientist C/HO, FICCI Museum Building, Tansen Marg, New Delhi-110001 latest by 15.00 hrs on 19/08/2014.** The bids will be opened on the same day at 16.00 hrs in the conference room of this office in the presence of the representative of the Agencies who may desires to participate in tender processing.

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

Yours faithfully,

Encl: as above.

Reena Dey
Scientist C/Head of Office
Phone no. 011-23

TERMS AND CONDITIONS

- a) The NMNH 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 person 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 officer 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 person shall not claim benefit/compensation/ absorption/regularization of services with office under the provision of Industrial Disputes Acts, 1947 or Contract Labour (Regularization & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- i) The person deployed shall not claim any Master & Servant relationship against the office.
- j) 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.
- k) 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 NMNH.
- l) The service provider shall ensure proper conduct of his person in office premises and Enforce prohibition of alcoholic drinks, paan, smoking, loitering without work.
- m) 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 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.
- n) The transportation, food, medical and other stationary requirement in respect of each personnel of the service provider will be the responsibility of the service provider.

- o) Working hours would be normally 8 hours per day including half hours lunch break between 9:45 A.M. to 5:15 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 gazetted holidays, if required. They may be given compensatory Holiday in lieu of the working during days mentioned above. The personnel who are deputed in Public Service may be attended the office regularly except national Holiday or other holiday observed by the Museum
- p) The service provider will submit the pre-receipted bill along with the copy of attendance duly certified by the officers of NMNH under whom they may be worked in triplicate in the 1st week of succeeding the month. Thereafter, the payment will be released to the firm through ECS for which the details of account such as Account No. PAN No. RTGS code, Name of Bank and address etc should be submitted by the firm.
- q) 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.
- r) 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 responsibility of the service provider. **The service provider shall be responsible for contributions towards Provident Fund. Employees State Insurance and other statutory payments/liabilities etc. wherever applicable.**
- s) 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 Head of Office of the Department.
- t) The service Provider shall be contactable at all times all message sent by e- mail/fax/Special Messenger from the NMNH to the service provider shall be acknowledge immediately on receipt on the same day.
- u) 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.
- v) The Agency should submit its PAN and Service Tax registration Numbers.
- w) Escalation clause shall not be accepted on any ground during the period the contract is in Force.
- x) 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 the amended from time to time.
- y) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

TECHNICAL BID

To,

Smt. Reena Dey, Scientist C/Head of Office
National Museum of Natural History
(Ministry of Environment & Forests)
FICCI Museum Building, Tansen Marg,
New Delhi-110001

Subject: Technical Bid should includes 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.
- c) EPF Registration details.
- d) ESI Registration details.
- e) PAN Number.
- f) Service Tax Registration Number
- g) Name of the Organization / Government Institutes where the manpower was supplied during last three years.
- h) Any other relevant Information.

On the basis of the information furnished, the Agencies will be graded. Financial bid of only the qualified bidder (based on grading) will be eligible for opening of financial bids.

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

Name and signature of the authorized person
Of the Agency along with the Seal

Annexure-III

Financial BID

To,

Smt. Reena Dey, Scientist C/Head of Office
National Museum of Natural History
(Ministry of Environment & Forests)
FICCI Museum Building, Tansen Marg,
New Delhi-110001

Subject: - **Quotation for PROVIDING SERVICES OF SUITABLE MANPOWER ON OUTSOURCING BASIS AGAINST VACANT POST OF ADMINISTRATION (MINISTRIAL) AND TECHNICAL (NON-MINISTERIAL) (CLOSING DATE: 1500 hrs on 08/08/2014)**

Sir,

With reference to your letter No. _____ dated _____ 2014 on the subject mentioned above I / We quote the rate for above mentioned work as under:-

Sl. No.	Particulars		Service Tax	
	Service Charges			
	(Rs. in figure)	(Rs. in words)	(Rs. In figure)	(Rs. in words)

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

Note: 1. If the financial bids 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.

2. The lowest tender (LI) will be determined on the basis of tender rates submitted by the agency in respect of the majority of the posts.

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

Name and signature of the authorized person
Of the Agency along with the Seal