

TENDER COST Rs. 200/-

# **TENDER DOCUMENT**

FOR

## **PROVIDING CONTRACTUAL STAFF AGAINST VACANT POSTS OF ADMINISTRATION IN DIFFERENT DESIGNATION**

AT THE

**NATIONAL MUSEUM OF NATURAL HISTORY**

NEW DELHI.

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

**GOVERNMENT OF INDIA  
NATIONAL MUSEUM OF NATURAL HISTORY  
(MINISTRY OF ENVIRONMENT & FORESTS)  
FICCI MUSEUM BUILDING,  
TANSEN MARG. NEW DELHI**

No. 11(01)/2011-12/NMNH/Admn.

Dated: 26<sup>th</sup> August' 2011

**(Closing date: 1500 hours of 15.09.2011)**

**Notice Inviting Tender PROVIDING OF CONTRATUAL STAFF AGAINST VACANT  
POSTS OF ADMINISTRATION IN DIFFERENT DESIGATION**

**SUBJECT: TENDER FOR AWARD OF CONTRACT FOR PROVIDING OF CONTRACTUAL STAFF AGAINST VACANT POSTS OF ADMINISTRATION IN DIFFERENT DESIGATION IN THE NATIONAL MUSEUM OF NATURAL HISTORY, NEW DELHI.**

The undersigned is directed to state that this office is interested in having a contractual arrangement against vacant posts of administration in different designation on outsourcing basis for day-to-day official work at NMNH, New Delhi and its regional centers. The details of such as name of post, emoluments, qualification etc are given below:

S.No.	Name of post/Designation	Emoluments	Educational qualification	Age
1.	Sr. Translator	(Basic Pay+GP+DA51%) Pay scale PB-II Rs. 9300-34800 GP 4600 Rs.17140+8741 DA@51% Total emoluments Rs.25,881/-	(1) MA in Hindi or English from a recognized University. OR ii) Diploma in translation iii) Five years experience in translation work	Not Exceeding 59 years.
2..	Office Assistant	(Basic Pay+Gp+DA51%) Pay scale PB-II Rs. 9300-37300 GP 4200 Rs.13500+68855@ 51% Total emoluments Rs. 20,385/-	(1) Degree from a recognized University or equivalent	Not Exceeding 59 years.
3.	Sr. Store Keeper	(Basic Pay+Gp+DA51%) Pay scale PB-I Rs. 5200-20200 GP 2800 Rs.11,360+5794DA@51% Total emoluments Rs.17154/-	(1) Higher Secondary or equivalent examination. (2) Three years experience 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.	Not Exceeding 59 years.

4.	Stenographer Gr-III	(Basic Pay+Gp+DA51%) Pay scale PB-I Rs. 5200-20200 GP 2400 <a href="#">Rs.9910+5054DA@%</a> Total emoluments Rs.14964/	(1) Matric or equivalent. (2) 80 words per minutes in English shorthand and 40 words per minute in English typewriting.	Not Exceeding 59 years.
5.	Staff car driver	(Basic Pay+Gp+DA51%) Pay scale PB-I Rs. 5200-20200 GP 1900 <a href="#">Rs.7730+3942DA@51%</a> Total emoluments Rs.11672/-	(1) 10 <sup>TH</sup> Pass must passess. (2) Valid driving license for motor cars/ station regions. (2) Knowledge of motor mechanism( To remove minor defective of vehicle (3) Experience of driving of motor cars or heavy vehicle for at least three years.	Not Exceeding 59 years.
6.	Dish Cleaner	(Basic Pay+Gp+DA51%) Pay Scale PB-I Rs. 5200-20200 GP 1800 <a href="#">Rs.7000+3570DA@51%</a> Total emoluments Rs.10570/-	Primary Standard from a recognized School.	Not Exceeding 59 years.

**Note: The Maximum payable amount stated above is inclusive of Pay Band, Grade Pay + DA. The intended agencies are required to quote their supervisory/service charges as per Annexure-III in both in figure as well as in words. The enhancement of DA by the Government from time to time will be paid on claim by the agency.**

2. Period: Initially for a period of One year or may be extendable on mutually agreed terms or till the posts are filled up on regular basis whichever is earlier

3. 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 person whom they are recommending.**

4. Period within which the manpower is to be supplied: Within 10days of award of 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 from time to time. These vacant posts in different designation may be filled-up on outsourcing basis for day-to-day official work at 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. 10,000/- (Rupees Ten 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 and Tender fee @ Rs. 200/- if downloaded through web site 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. Reena Dey, Scientist C/Head of Office, FICCI Museum Building, Tansen Marg, New Delhi-1 latest by 15.00 hrs on 15/09/2011 (Positively).** 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 firms 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.

(Dr. Reena Dey)  
Scientist C/Head of Office, NMNH  
Contact no.23753235

### **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.
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- 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 Ministry.

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 1<sup>st</sup> 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.

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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.

## **Annexure-II**

### **TECHNICAL BID**

Technical Bid should indicate 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 (Proof to be attached)
- c) EPF Registration details (Proof to be attached)
- d) ESI Registration details (Proof to be attached)
- e) PAN Number (Proof to be attached)
- f) Service Tax Registration Number

- g) Name of the Organization / Government Institutes where the manpower was supplied during last three years (Proof to be attached)  
h) Any other relevant Information (Proof to be attached)

On the basis of the information furnished by the Agency, will be graded. Financial bid of only qualified bidder based on grading will be eligible for opening of financial bid.

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

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

**Annexure-III**

**Financial BID**

To,

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

Subject: - Quotation for award of contract for providing Manpower in different designation against Vacant posts in the NMNH for a period of one year- regarding.

Sir,

With reference to your letter No. \_\_\_\_\_ dated \_\_\_\_\_ 2010 on the subject mentioned above I / We quote the rate for above mentioned work as under:-



Sl. No.	Particulars		Service Tax	
	Service Charges			
1.	(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 firm along with the Seal