

URGENT/ TIME BOUND
BY SPEED POST

F.No. A.11019/75/2006-NMPB(Pt.)
National Medicinal Plants Board
Government of India
Ministry of Health & Family Welfare
Department of AYUSH

Chandralok Building
36- Janpath
New Delhi- 110001
Telefax: 011-23319356
011-23315637
Date: 17.06.2008

To,

(As per list attached)

Subject: Awarding of contract for Security Services on outsourcing basis.

Sir,

It is proposed to engage services of a reputed agency to provide Security Guards in the office of National Medicinal Plants Board (NMPB). **Enclosed** herewith a copy of "Tender Notice" consisting of terms and conditions, details and prescribed proforma for furnishing information in this regard.

You may consider submitting your tender on or before 2.07.2008 (12.00 A.M). The tender may be submitted quoting rates for payment on various components viz. minimum wages to be paid, deduction on account of PF,ESI, Bonus (if applicable), Service charge, Service tax/ VAT if any etc. and the **Cumulated total cost** per Security Guard. The Agency shall be responsible to pay emoluments to the Staff as per the revised minimum wages rates and for extending other benefits applicable.

The tenders will be opened at 3.00 PM on 2.07.2008 in the Committee room of NMPB. You may nominate your representative also to attend the proceedings.

Incomplete/ conditional tender will not be entertained. The National Medicinal Plants Board reserves the right to accept/reject any or all tender(s) without assigning any reason.

Yours faithfully,

(T.U Haqqi)
Assistant Adviser (Botany)

Copy to:

Sh Praveen Kumar, Computer Operator for loading the tender notice on the website of NMPB viz. www.nmpb.nic.in.

National Medicinal Plants Board
(Department of AYUSH)

Tender for Awarding of contract for Security Services on outsourcing basis.

Company Profile

1. Name of Organization
2. Address
3. Telephone No.
4. Fax No.
5. E-mail Address
6. Area of Business/ Expertise
7. Annual Turnover
8. TIN No. of the Company

The tenderers will submit the following information/documents.

- Details of registration and category of the firm P.F Registration details and a photocopy thereof.
- No. of employees engaged by the tenderer in preceding 12 months.
- P.F Registration details.
- ESI registration details and a photocopy thereof.
- Details of registration with Labour Commissioner and a photocopy thereof.
- Latest Income Tax Clearance certificate and a photocopy thereof.
- Bank solvency certificate.
- Details of other organizations where the tenderer company has provided manpower for the work.

The Agencies are to quote rates / charges for each post as per columns below. All inclusive rates to be given under grand total:

#	Name of post	Wages p.m. (Rs.)	P.F Deduction (Rs.)	E.S.I Deduction (Rs.)	Other charges, if any (details should be given) (Rs.)	Total per employee (Rs.)	Grand Total (Rs.) per Security Guard
1.	Security Guard						

**National Medicinal Plants Board
Government of India**

Ministry of Health & Family Welfare
(Department of AYUSH)
36, Janpath, Chandralok Building,
New Delhi-110001

TENDER NOTICE FOR SECURITY SERVICES

1. The tender should be submitted to the CEO, National Medicinal Plants Board, Deptt. of AYUSH, 36 Janpath, Chandralok Building, New Delhi under a sealed cover latest by 30.06.2008.
2. The tender will be opened at 03.00 P.M on 30.06.2008 in the committee room of NMPB in the presence of tenderers who may like to be present.
3. It would be made very clear in the Tender document itself that none of the terms and condition of Minimum Wages Act 1948, ESI Act, EPF Act & all other concerned Labour Act applicable of the National Capital Territory of delhi should be violated, in this regard the sole responsibility of fulfilling of all terms & conditions would lie on the outsourcing agencies only and they should quote their rates keeping all these terms & conditions in view.
4. Tenders not conforming to be conditions specified in this document will be summarily rejected and no correspondence thereon shall be entertained whatsoever.
5. The tender forms should clearly be filled in ink legibly or typewritten giving full address of the tenderer. The tenderer should quote in figures as well as words, the rates and amount tendered by him/them. Alterations unless legibly attested by the tenderer, shall disqualify the tender. The tender should be signed by the tenderer himself/themselves. The forwarding letter duly signed should invariably be returned alongwith the quotations furnished.
6. The tenderers should take care that the rate and amount are written in such a way that interpolation is not possible. No blanks should be left which could otherwise make the tender liable for rejection.
7. The tenders should be kept open for a period of six subsequent months from the date the tenders are opened.
8. The tenderer is required to deposit a security amount equivalent to 10% of the annual value of the contract with the Ministry of Health & Family Welfare , Department of AYUSH, New Delhi through demand draft/P.O drawn in favour of Pay & Accounts Officer(Sectt.), Ministry of Health & Family Welfare , New Delhi after selection.
9. In case of non compliance of any of the clause/terms, the National Medicinal Plants Board (NMPB) will have the right to impose penalty as deemed fit and employ staff at the contractor's cost and risk and may forfeit the security in full or in part. The decision of NMPB in this regard shall be final and binding.

10. The National Medicinal Plants Board reserves the right to cancel/reject full or any part of the tender which generally do not fulfill the conditions stipulated in the matter.
11. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
12. Any act on the part of the tenderer to influence any body in the said Department is liable for rejection of his tender.
13. The successful contractor will be provide a Non-Judicial stamp paper of Rs. 10/- for preparing the rate contract agreement.
14. The contract can be terminated by giving one month's clear notice by authority and can be extended by further one year with mutual agreement.
15. That the Agency's staff will work under the overall supervision and direction of the National Medicinal Plants Board or any other officer authorized by him/her.
16. That the Agency shall not engage any Sub-contractor or transfer the contract to any other person.
17. Agency should co-ordinate with the fire-fighting department in cases of emergency/fire.
18. The tenderers will submit the following information/documents.
 - Details of registration and category of the firm P.F Registration details and a photocopy thereof.
 - No. of employees engaged by the tenderer in preceding 12 months.
 - P.F Registration details.
 - ESI registration details and a photocopy thereof.
 - Details of registration with Labour Commissioner and a photocopy thereof.
 - Latest Income Tax Clearance certificate and a photocopy thereof.
 - Bank solvency certificate.
 - Details of other organizations where the tenderer company has provided manpower for the work.
19. The period of contract will be for one year.
20. The opening line should be that **“we hereby unconditionally accept the tender conditions in its entirety”** for tender notice.
21. Escalation should not be granted on any account over the rates quoted in the tender.
22. The agency will have to depute at least one guard round the clock on duty between 6.00 AM to 10.00 PM on 36, Janpath, Chandralok Building, New Delhi-110001 and one guard round the clock in the NMPB premises. It will make necessary arrangement for replacement and supervision.

23. If the services rendered by the contractor are unsatisfactory, the same shall be brought to his notice and still if no improvement is found, then a penalty can be imposed, which will be deducted from the monthly bill giving one month's notice can terminate the services of the contractor.
24. A register is to be maintained and day-to-day complaints received are to be entered in the same.
25. The age of the security guard should not be below 18 years and more than 60 years.
26. The verification of character and medical fitness certificate in respect of each employee should be furnished.
27. The contractor shall comply with all the legal requirements and for obtaining license contact Labour Regulation and Abolition.
28. Any failure in carrying out the work properly will attract penalty which will be decided by the authority and the recovery of penalty will be made from the monthly bill of the contractor.
29. In the event of any dispute regarding contract, the decision of the Deptt. Will be final and binding.
30. The contractor shall produce the monthly bills quadruplicate along with deposits if P.F & ESI., if any.
31. The payment to the security guards shall be made through A/c payee cheques or through bank transfer by the agency.

The Agencies are to quote rates / charges for each post as per columns below. All inclusive rates to be given under grand total:

#	Name of post	Wages p.m. (Rs.)	P.F Deduction (Rs.)	E.S.I Deduction (Rs.)	Other charges, if any (details should be given) (Rs.)	Total per employee (Rs.)	Grand Total (Rs.) per Security Guard
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