

Government of India
Ministry of AYUSH
National Medicinal Plants Board
Room No.309, 3rd Floor, AYUSH Bhawan,
GPO Complex, INA, New Delhi – 110 023

Tender Notice

Sealed tenders are invited from reputed agencies for providing services of the following categories of staff on outsourcing basis with emoluments and qualifications detailed in the table below for NMPB, Ministry of AYUSH, New Delhi:-

S. No.	Categories in NMPB	Nos. of Staff in Each category	Monthly Emoluments to be paid	Qualification & Experience
(1)	(2)	(3)	(4)	(5)
1	Senior Office Assistant	8	Rs.27940/-	Graduation, 3 years' experience in Govt. Department and proficiency in computer applications.
2	Office Assistant	10	Rs.21296/-	Graduation, 2 years' experience in Govt. Department and proficiency in computer applications.
3	Data Entry Operator	11	Rs.17303/-	12 th pass, with experience in Govt. Department preferably one year, and Certificate / Diploma course in computer applications with minimum Typing speed 30 w.p.m.
4	Housekeeping(Safaiwala)	1	Rs.13310/-	1 year experience in Govt. Department.
5	Messengers	4	Rs.13310/-	1 year experience in Govt. Department.
6	Driver-cum-MTS	1	Rs.15000/-	As per terms and conditions attached separately.
	Total	35		

Note: The priority / preference will be given to the candidates having experience of working in Ministry of Health & Family Welfare / Department of AYUSH.

Enclosed herewith is the copy of Terms and conditions of contract to be signed in this regard.

The interested reputed agencies may consider submitting their tender on or before by 1:00 PM on 20/10/2016. The tender may be submitted quoting rates for payment of various components, viz., payment / deduction on account of EPF, ESI, Bonus (if applicable), rates of Taxes and levies to be charged and the category-wise cumulative total cost of wages to be paid to each individual. The Tender may also include information in brief regarding experience of atleast five years with a latest proof of providing manpower on outsourcing basis in categories of staff mentioned in first page to reputed Government Organization.

The tenders will be opened at **3:00 PM on 20/10/2016 in the chamber of F & AO, NMPB**. You may nominate your representative also to attend the proceedings.

Incomplete/conditional tender will be summarily rejected. The National Medicinal Plants Board reserves the right to accept/reject any or all tender (s) without assigning any reason.

Yours faithfully,

Sd/-

Encl: as above

(Ashok Kumar)
Finance and Administrative Officer (F&AO)

TERMS AND CONDITIONS OF CONTRACT TO BE SIGNED

1. The tender should be submitted to the CEO, National Medicinal Plants Board (NMPB), Deptt. of AYUSH, Room No.309, 3rd Floor, AYUSH Bhawan, GPO Complex, INA, New Delhi – 110 023 under a sealed cover latest by 01:00 pm on along with EMD of Rs.10,000/- by D.D. in favour of Pay and Accounts Officer (Sectt.), Ministry of Health and Family Welfare, New Delhi.
2. The tender will be opened at 03.00 P.M on in the chamber of F&AO, NMPB in the presence of tenderers or their authorized representatives who may like to be present.
3. Tenders not conforming to the conditions specified in this document will be summarily rejected and no correspondence thereon shall be entertained whatsoever.
4. The tender forms should be filled clearly 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 attested by the tenderer, shall disqualify the tender. The tender notice should be returned duly signed by the tenderer himself/themselves. 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.
5. The agency will allow sixteen days leave in a year.
6. The agency will make necessary arrangements to provide the ESI facility to the interested employees.
7. The successful tenderer will be 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/Pay Order/Bank Guarantee drawn in favour of Pay & Accounts Officer (Sectt.), Ministry of Health & Family Welfare, New Delhi.
8. In case of non compliance of any of the clause/terms, the 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.
9. The NMPB reserves the right to cancel/reject full or any part of the tender which generally do not fulfill the conditions stipulated in the matter.

10. Tenderers submitting tenders would have accepted all the terms and conditions. No enquiries verbal or written requests shall be entertained in respect of acceptance or rejection of the tender.
11. Any act on the part of the tenderer to influence any body in the said Department is liable for rejection of his tender.
12. The successful contractor will have to furnish detailed list of suitable candidates along with their qualification and experience as per the tender requirement.
13. The contractor will duly satisfy himself before rendering such a list to NMPB about the genuineness and authenticity of qualification and experience certificates based on which the list is furnished to NMPB. However, NMPB may, at its discretion, ask for attested copies of the qualification and experience certificate in respect of any or all the outsourced personnel to NMPB, and the contractor would have to promptly supply these to NMPB on demand.
14. During the course of contract, if the contractor provides any such candidate having less qualification or experience as specified for a particular outsourced position, then the payment will be paid an amount as per the emoluments for a particular lower position for which such a candidate's qualification and experience are appropriate.
15. NMPB however reserves the right to refuse deployment of such a candidate outrightly in case it feels that it would seriously compromise the work output. Decision of NMPB in this respect will be final.
16. However, if the contractor is not in a position to provide any appropriately qualified candidates at a stretch for three months and above for any position, NMPB will reserve the right to terminate the contract.
17. The contractor will be liable for payment of penalty or termination of the agreement for any false information regarding qualification and experience of the candidates. This will be in addition to legal action as per relevant laws that NMPB may decide to initiate at its discretion.
18. If the contractor is found to be a defaulter at any time in terms of payment of wages, social security benefits under the Labour Contract (Regulation & Abolition) Act, 1970 and Central Rules as amended from time-to-time, will be liable to the termination of the agreement. This will be in addition to legal action as per relevant laws that NMPB may decide to initiate at its discretion.
19. The successful contractor will provide a Non-Judicial stamp paper of Rs.100/- for preparing the rate contract agreement.

20. The contract can be terminated by giving one month's clear notice by the authority.
21. That the staff provided by the Agency will work under the overall supervision and direction of the competent authority of NMPB or any other officer authorized by him/her.
22. That the Agency shall not engage any Sub-contractor or transfer the contract to any other person.
23. The tender with Service Charge @ less than 3% will not be considered.
24. The tenderers will submit the following information/documents.
 - Details of registration and category of the firm.
 - No. of employees engaged by the tenderer in the last 2 years with relevant details.
 - P.F Registration details, photocopy thereof.
 - 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 organizations including Govt. Deptt., where the company has provided manpower services.
25. The period of contract will initially be for one year. However, subject to satisfactory service, it may be extended by mutual consent. The outsourcing agency is required to give enhanced remuneration, if any, as and when approved by the Competent Authority.
26. The opening line should be that **“we hereby unconditionally accept the tender conditions entirely”** for tender notice.
27. The contractor shall produce the monthly bills in duplicate along with deposits slip as a proof of deposit of P.F & ESI. Etc., in respect of NMPB outsourcing staff.
28. A register is to be maintained and day-to-day complaints received are to be entered in the same.
29. The minimum age of the employees should be 18 years & above and maximum up to 45 years.
30. The verification of character and medical fitness certificate in respect of each employee should be furnished.

31. The contractor shall comply with all the legal requirements and to obtain license under contract Labour (Regulation and Abolition) Act, 1970. The contractor shall follow all labour and other laws in force.
29. Any failure in carrying out the work properly will attract penalty which will be decided by the authority and the same will be recovered from the monthly bill of the contractor.
30. In the event of any dispute regarding contract, the decision of the Chief Executive Officer (CEO), NMPB will be final and binding.
31. The rate may be quoted category-wise mentioning wages / emoluments to be paid to each individual including ESI, PF, Service Charges and Service Tax etc., to be deducted and paid. The incomplete/Conditional tender will not be entertained.
32. The remuneration mentioned in the agreement may be increased by 10% after a period of one year with the approval of Integrated Finance Division (IFD).

Sd/-

(Ashok Kumar)
Finance & Administrative Officer

Terms and conditions for providing Driver-Cum-MTS.

1. The consolidated remuneration of Driver-Cum-MTS will be fifteen thousand per month.
2. The Driver should be 10th Pass having at least two years experience in driving.
3. He must have commercial Driving License issued by the licensing authority.
4. He must be well behaved, wearing neat and clean dress having thorough knowledge of the routes in Delhi/ NCR.
5. He must have a permanent mobile contact number.
6. Outsourcing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to driver-cum-MTS.
7. Agency will be responsible for any claims arising out of accident, challans for traffic violations etc.
8. The department (office of NMPB) shall not be held responsible for any financial loss or injury to the driver deployed by the agency in the course of his performing duties or for payment towards any compensation.

Sd/-

(Ashok Kumar)
Finance and Administrative Officer (F&AO)