

**BY HAND**  
**BY SPEED POST / URGENT**

F. No. A.11019/57/2008-NMPB (Pt.)  
Government of India  
Ministry of Health & Family Welfare  
Department of AYUSH  
**National Medicinal Plants Board (NMPB)**

Room No.309, 3<sup>rd</sup> Floor  
AYUSH Bhawan, GPO Complex  
INA, New Delhi – 110 023.  
Telephone No. 24651823  
Dated: 21<sup>st</sup> January 2013

To,  
As per list attached

**Subject: Notice Inviting Tender for Awarding of contract for outsourcing staff - reg.**

Sir,

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, Department of AYUSH, New Delhi:-

S. No.	Categories in NMPB	No.s of Staff in Each category	Monthly Emoluments to be paid *	Qualification & Experience
(1)	(2)	(3)	(4)	(5)
1	Senior Office Assistant	4	18,000/-	i) Graduation, 3 years experience in Govt. Department and proficiency in computer applications.
2	Office Assistant	5	16,000/-	i) Graduation, 2½ years experience in Govt. Department and proficiency in computer applications.
3	Steno cum Typist	4	16,000/-	i) 12 <sup>th</sup> pass, 2½ years experience in Govt. Department, Stenography and proficiency in computer applications.
4	Data Entry Operator	3	13,000/-	i) 12 <sup>th</sup> pass, 10 months experience in Govt. Department, and Certificate / Diploma course in computer applications with minimum Typing speed 30 w.p.m.
5	Housekeeping (Safaiwala)	1	10,000/-	i) 1½ years experience in Govt. Department.
6	Messengers	4		
	<b>Total</b>	<b>21</b>		

\* - As approved by SFC from time-to-time

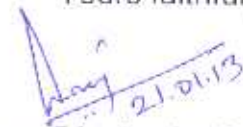
**Enclosed** herewith is the copy of Terms and conditions of contract to be signed in this regard.

The interested reputed agencies may consider submitting their tender on or before 28.01.2013. 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 cumulated total cost of wages to be paid to each individual. The Tender may also include information in brief regarding experience 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 28.01.2013 in the Committee room of 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,



(Arup Kumar Bhattacharjee)  
Finance and Administrative Officer

Encl: as above

**Copy to:**

5. Sh. Parveen Kumar Wadhwa, Computer Operator, NMPB -- for uploading the tender notice in the website of NMPB.
6. Notice Board -- for information.
7. The Pay & Accounts Officer (Sectt.), Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi -- 110 001.
8. DS (IFD), Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi.


Government of India,  
Ministry of Health & Family Welfare  
(Department of AYUSH)  
National Medicinal Plants Board  
Room No.309, 3<sup>rd</sup> Floor, AYUSH Bhawan, GPO Complex  
INA, New Delhi – 110 023.

TERMS AND CONDITIONS OF CONTRACT TO BE SIGNED

1. The tender should be submitted to the CEO, National Medicinal Plants Board, Deptt. of AYUSH, Room No.309, 3<sup>rd</sup> Floor, AYUSH Bhawan, GPO Complex, INA, New Delhi – 110 023 under a sealed cover latest by 01:00 pm on 28.01.2013 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 28.01.2013 in the chamber of F&AO, Room No.309, Office of NMPB in the presence of tenderers 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 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 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 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. / Bank Guarantee drawn in favour of Pay & Accounts Officer (Sectt.), Ministry of Health & Family Welfare, New Delhi after selection.
6. 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.
7. 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.
8. Tenderers submitting tenders would have accepted all the terms and conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
9. Any act on the part of the tenderer to influence any body in the said Department is liable for rejection of his tender.
10. The successful contractor will provide a Non-Judicial stamp paper of Rs.100/- for preparing the rate contract agreement.
11. The contract can be terminated by giving one month's clear notice by the authority

12. That the staff provided by the Agency will work under the overall supervision and direction of the competent authority of National Medicinal Plants Board or any other officer authorized by him/her.
13. That the Agency shall not engage any Sub-contractor or transfer the contract to any other person.
14. The tenderers will submit the following information/documents.
  - Details of registration and category of the firm.
  - No. of employees engaged by the tenderer in preceding 2 years.
  - 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 other organizations where the tenderer company has provided manpower categories.
15. The period of contract will initially be for one year. However, subject to satisfactory service, it may be extended by mutual consent. After completion of one year of service, the monthly emoluments of the outsourced staff, subject to approval of SFC and IFD may be increased either @10% per annum or cumulative increase in D. A. given to Central Government employees in the preceding July and January; whichever is less..
16. The opening line should be that **“we hereby unconditionally accept the tender conditions in its entirety”** for tender notice.
17. If the contractor failed to provide the manpower of requisite qualification and experience in time, the same shall be brought to his notice of the agency and still if no improvement is found, then a penalty can be imposed, which will be deducted from the monthly bill or can be terminated by giving one month's notice.
18. 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.
19. A register is to be maintained and day-to-day complaints received are to be entered in the same.
20. The minimum age of the employees should be 18 years and above and upto 45 years.
21. The verification of character and medical fitness certificate in respect of each employee should be furnished.
22. The contractor shall comply with all the legal requirements and for obtaining license contact Labour Regulation and Abolition. The contractor shall follow all labour and other laws in force.
25. 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.
26. In the event of any dispute regarding contract, the decision of the Chief Executive Officer (CEO), NMPB will be final and binding.

27. 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.



21.01.13

**(Arup Kumar Bhattacharjee)**  
Finance and Administrative Officer