

URGENT / TIME BOUND

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

Chandralok Building,
36 Janpath,
New Delhi- 110001
Telefax: 011-23319356
011-23315637
Dated. 04.02.2010

To

All concerned

Subject: Awarding of contract for Driver, Messenger and Housekeeping.

Sir,

It is proposed to engage services of a reputed agency to provide manpower against the above said posts in the office of National Medicinal Plant Board (NMPB). **Enclosed** herewith a copy of “**Tender Notice**” consisting of term and conditions and details in this regard.

You may consider submitting your tender on or **before 2.00 P.M. on 12-02-2010**. The tender may be submitted quoting rates for payment on various components viz. wages to be paid, deduction on account of PF,ESI, Bonus (if applicable), Service charge, etc.. The tender may also include information in brief regarding the service record of organization.

The tenders will be opened at **3.00 PM on 12-02-2010** in the Committee room of NMPB. You may nominate your representative also to attend the proceedings.

A security deposit of Rs. 5,000/-through a Demand Draft/ Pay order, drawn in favour of “PAO (Sectt.), Ministry of Health & Family Welfare” should accompany the tender, failing which the tender shall be rejected.

Yours faithfully,

Sd/-
(PARHLAD RAI)
Deputy Secretary to the Govt. of India

Copy to:

1. **Sh. Parveen Kumar, Computer Operator for placing it on the website of NMPB**
2. **Notice Board**

National Medicinal Plants Board
(Department of AYUSH)
Government of India
Ministry of Health & Family Welfare

GENERAL TERMS & CONDITIONS

2. 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 12.02.2010.
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 in 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.
5. 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.
6. The tenders will be kept open for a period of one year from the date the tenders are opened.
7. 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.
8. The National Medicinal Plants Board reserves the right to cancel/reject any or all tenders without assigning any reason.
9. Tenderers are expected to have gone through understood and accepted all the terms and conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
10. Any act on the part of the tenderer to influence any body in the said Department is liable for rejection of his tender.
11. The successful Agency will provide a Non-Judicial stamp paper of Rs. 10/- for preparing the rate contract agreement.
12. The contract can be terminated by giving one month's clear notice by authority.

13. 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 NMPB.
14. That the Agency shall not engage any Sub-contractor or transfer the contract to any other person.
15. 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 12 months.
 - P.F Registration details & a photocopy thereof.
 - ESI registration details and a photocopy thereof.
 - Details of other organizations where the tenderer company has provided manpower for the work.
16. The period of contract will be valid for one year initially or appointment of staff on regular basis whichever is earlier. The period of Contract can be extended further by one year with mutual agreement.
17. Escalation will not be granted on any account over the rates quoted in the tender.
18. The normal duty timings will be from 9.00 AM to 5.30 PM.
19. The Agency shall provide the staff mentioned above They will all have identity cards with photographs.
20. 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. By giving one month's notice the services of the contractor can be terminated.
21. The Agency shall produce the monthly bills triplicate along with deposits of P.F & ESI., if any.
22. A register is to be maintained and day to day complaints received are to be entered in the same.
23. The verification of character and medical fitness certificate in respect of each employee should be furnished.
24. The Agency shall comply with all the legal requirements specially the statutory ones related to employment of labour, payment of minimum wages, Employees State insurance, continuation of provident fund etc.
25. The Agency should have an experience of minimum five years for outsourcing of manpower in such work for Government/Semi-Government/Autonomous Bodies etc.
26. The agency shall be solely responsible for any act of Commission and /or omission on the part of staff deployed.

27. 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.

28. Payment norms for outsourced staff

i.) The Agency shall ensure the payment of minimum wages to outsourced staff notified from time to time as per provisions of minimum wages Act.

ii.) Payment to the staff shall be made through Bank transfer/ Cheque etc.

29. In the event of any dispute regarding contract, the decision of the NMPB will be final and binding.

Signature of the Agency
(with Rubber Stamp)
