

National Green Tribunal
Central Zone Bench
IIIrd Floor, State Information Commission Building
Bhopal – 462011

No. NGT/CZB/57/2013/251

Date : 17th May, 2017

To,

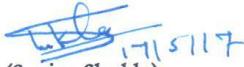
The Registrar General,
National Green Tribunal,
Principal Bench,
Faridkot House
Copernicus Marg
New Delhi-110001

Sub : Publishing of Notice Inviting Tender at official website of NGT for Outsource of services : Gardener and Safaiwala at NGT,CZB,Bhopal – reg.

As directed by Hon^{ble} Judicial Member of this Bench, looking to the need of urgency outsource of services may be sought from service providers for gardener and safaiwala in terms of Rule 197 and 198 of GFR 2017.

Therefore , you are requested to kindly published the enclosed notice inviting on official web site of NGT for advertisement.

Encl: As stated


(Sanjay Shukla)
Registrar,
National Green Tribunal
Central Zone Bench, Bhopal

National Green Tribunal
Central Zone Bench
IIIrd Floor, State Information Commission Building
Bhopal – 462011

No. NGT/CZB/57/2017/251

Date : 17th May 2017

Notice Inviting Tender

Sub : Tender for Outsource of services : Gardener and Safaiwala for allotted Bunglows of NGT,CZB,Bhopal – reg.

(1)National Green Tribunal , Central Zone Bench invites sealed tenders from interested Service Providers having requisite experience, annual turnover, etc. for undertaking routine **Gardener and Safaiwala** work services in bungalow B-5(Char Imli),C-27(Shivaji Nagar) and DX-B5(Char Imli),Bhopal , as per terms and conditions detailed in the following paragraphs, for a period of one year, extendable further, subject to satisfactory compliance of terms and conditions of contract.

A. Qualifying Criteria

Only bonafide Service Providers registered with the Registrar of Societies/Firms or Director General of Re-settlement or Registrar of Companies, having experience of at least three years in the relevant field of providing the above-mentioned services to the Union/State Ministries/Departments/ PSUs/Government Organizations, State Government can apply. The Service Provider should also have sufficient outsourced staff on its roll. While submitting the tender, the intending tenderers shall have to furnish the proof of experience especially any contract entered into with any Government Department earlier or presently, financial standing, turnover, income tax/service tax any other applicable tax, clearance certificate for the last three years and documents pertaining to registration of firm/society/company, registration with ESIC/EPFO/Service Tax Department ,Labour Department and any other relevant statutory authority. The Service Provider will have to submit documents substantiating the claim that remittances to the Employees Provident Fund have been made on regular basis in respect of all employees at the disposal of Service Provider during the last three years.

A service provider having any legal suit or criminal case pending against its proprietor or any of its Directors (in the case of Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force, shall not be eligible. The tender is liable to be terminated with immediate effect if information regarding any criminal case etc., as mentioned herein is brought to the notice of Govt. even after award of the tender.

B. Quality of Manpower

The bench marks such as educational qualifications, professional qualifications, experience, etc., have been mentioned in para-3(i) below in respect of the manpower to be engaged by the service provider who shall be suitable for successful execution of the lob.

C. Office Decorum and Dress

The service provider shall ensure that the manpower provided should maintain proper office decorum and conduct themselves well. They should be appropriately dressed and should not come to work place in casual wear including footwear.



D. Identification Badges

The Service Provider shall provide identification badges with Company name/Logo to all the personnel deputed to the Ministry, and advise them suitably to wear them during duty hours.

E. Settlement of Disputes

In the event of any disputes between the parties regarding the terms and conditions of the provision of the work being awarded decision of Hon'ble Judicial Member of Central Zone Bench, Bhopal shall be final.

F. The brief terms and conditions and deliverables shall be as follows:-

(i) The outsourcing of services will be based on the premise that the agency will be responsible for completing the deliverables as mentioned below by providing the necessary personnel and the department will not be associated in the exercise of selection of the personnel, the numbers thereof, or any other issue associated with their control, etc. for administrative services.

(ii) The services need to be provided daily during office hours from 9.30 AM to 5.00 PM on all days in bungalow B-5(Char Imli),C-27(Shivaji Nagar) and DX-B5(Char Imli),Bhopal. There should be no time lag between the requirement and the execution of the job. All necessary equipment will be made available by the service provider. The agency to which the services are outsourced is to ensure quality work on real time basis.

(iii) Once the service is outsourced, the department will be concerned only with the timely delivery of quality output and it will be the responsibility of the agency to ensure the same through the manpower, which is provided by them. The agency will be required to follow and strictly comply with the various laws governing such contracts. It will also be the responsibility of the agency to take all necessary precautions from the security point of view while executing such works of the Government of India.

(iv) Personnel, with the following qualifications, experience would be required to perform the nature of jobs intended to be outsourced:-

(a) For Gardener:

Experience
Non-skilled, Semi-skilled

(b) For Safaiwala:

Experience
Non-skilled

2(a) The services shall be made available without any default. No overtime allowance will be paid in respect of manpower provided for stay beyond stipulated hours in normal circumstances.

(b) The NGT, CZB at its sole discretion depending upon the workload may at any point of time extend or curtail the contract.

(c) The manpower provided by the service provider shall not be construed as regular employees of the NGT. Their employer will be the service provider only.

(d) TDS and other taxes as applicable will be deducted from each bill at the time of making payment by the Department to the Service Provider.



- (e) The NGT,CZB has the right to reject/accept any or all the tender(s) without assigning any reasons whatsoever.
- (f) Tender application without complete documents/information shall not be considered.
- (g) The NGT,CZB shall enter into a contract with the successful bidder.
- (h) Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the NGT.
- (i) The service provider shall deposit the employee's and employer's contribution towards EPF and ESI as also any statutory deduction, with concerned authorities and shall furnish a certificate to this effect to the NGT,CZB every month along with their monthly bill for payment. Any liability towards statutory compliance or otherwise for any of the personnel engaged by the service provider will lie totally with the service provider and will no way, be the concern of the NGT.
- (j) If any service provider has/had failed to comply with statutory requirement or terms of agreement with NGT or services found to be lacking during previous years, the bid of such service provider shall not be entertained.

3. Tendering Process:

The tender is invited on a two bid basis i.e. **technical bid and financial bid**. The tender form for technical bid and financial bid are at Annexure-I & II. The technical bid and financial bid, complete in all respect should be submitted in separate sealed covers super scribed as "Technical Bid- Outsourcing of **Gardener and Safaiwala** " and "Financial Bid-- Outsourcing of **Gardener and Safaiwala** ".

The bids are to be addressed to the Registrar, **National Green Tribunal , Central Zone Bench ,IIIrd floor,Soochna Bhawan,Arera Hills ,Bhopal** The tender will be opened at **11.30 A.M. on 30/05/2017**.

Incomplete bid documents will be summarily rejected and no explanation of the bidders in this regard shall be entertained. Late submission of tenders will not be accepted. NGT,CZB,Bhopal, reserves the right to reject any or all the quotations.

4. Amendment of Bid Documents:

At any time, prior to the date of submission of bids, the NGT Change may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments. The tender /amendments shall be notified in the website of National Green Tribunal www.greentribunal.gov.in

NOTE:

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure-I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted they should be written in figures and words as well. The quoted prices should



also include the overheads. Annexure should also be signed and stamped by the Service provider through their authorized signatory.



Date: Bhopal ,17th May 2017

Sanjay Shukla
17/05/17

(Sanjay Shukla)
Registrar,
National Green Tribunal
Central Zone Bench, Bhopal

Sanjay Shukla

National Green Tribunal ,
Central Zone Bench ,
IIIrd floor,Soochna Bhawan,Arera Hills ,
Bhopal

The Technical Bid Document

1. Name of the Service provider:
2. Address with Tele No, fax No., e-mail:
3. Contact person's Name:
4. Essential Details:
 - (a) Registration with Government Department:
 - (b) Income Tax Returns of the last three years:
 - (c) Service Tax Registration No. (15 digits):
 - (d) Experience certificates:
 - (e) Certificate to the effect that there is no litigation pending in any Court:
 - (f) Documents substantiating the claim that regular remittances in Employees Provident Fund have been on regular basis in respect of all employees at the disposal of Service Provider during the last three years:
5. Turnover details of last three years:
6. Details of similar works undertaken:
7. Address of the service provider with area of premises:
8. Whether owned/rented:
9. Name of the Banker:
10. Whether the firm has any legal suit/criminal case pending against it for violation of PF/ ESL, Minimum Wages Act or other laws (provide details, if pending).
11. Has the company been cleared by Income Tax Department for the last three years?
12. Kindly confirm the following enclosures (Duly attested copies) along with this format:-
 - (i) Satisfactory service certificate from the present user organization.
 - (ii) Certificate of registration with the Registrar of Societies/Firms or Directorate General of Resettlement or Registrar of Companies.
 - (i) Certificate of registration with Service Tax Deptt.
 - (ii) Certificate of registration with EPFO
 - Certificate of registration with ESIC
 - (iii) Certificate of registration with Labour Department .
 - (iv) Copy of PAN card.
 - (v) Income Tax clearance certificate for last three years.

I hereby certify that the information furnished above is true and correct to the best of our knowledge. We understand that in case of any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Ministry in future apart from forfeiting the security deposit.

(Signature of authorized signatory with seal of the Company)

Annexure-II

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing of **Gardener and Safaiwala**, to **NGT,CZB,Bhopal** as per the tender process for a period of one year

1. Name of tendering Service Provider Company / Firm/ Agency:

2. Rates are to be quoted in accordance with the Minimum wages Act, 1948 as applicable and other by laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.) and need to be revised as per revision in Minimum Wages Act, 1948 from time to time

Gardener

Monthly Rate should not be below the minimum wages as per Minimum Wages Act, 1948 as applicable as on date of submission of proposal.

Employees Provident Fund @ _____

above (Employers Contribution) 13.15%

Employees State Insurance

(Employers Contribution) @ 4.75%

other liability Contractors Administrative /Services

Charges- @ %

Total (All column)

Safaiwala:

(same as above)

4. The manpower employed by the Agency shall be required to work normally as per the NGT,CZB working days, from 9.30 A.M. to 5 30 P.M with a lunch break of /, hour from 1330 hrs to 1400 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required

Signature
Full Name

Seal:

authorized person

Date: Place:

Notes:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.

2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month.