

# TENDER DOCUMENT

For Providing Consultant (Assistant Registrar), Section Officers, Assistant Judicial, Stenographers and Drivers, on Outsourcing basis to the National Green Tribunal, Principal Bench, New Delhi.

Name & Address of the Tenderer

Email:

Contact Number:

Last Date of Receipt of Tender : 30.09.2016 at 03.00 PM

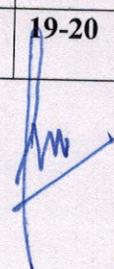
Opening of Technical Bid : 03.10.2016 at 03.00 PM

Opening of Financial Bid : 07.10.2016 at 03.00PM



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**I. Tender Notice for Providing Consultant (Assistant Registrar), Section Officers, Assistant Judicial, Stenographers and Drivers on Outsource basis to the National Green Tribunal, Principal Bench.**

1. **The National Green Tribunal, Principal Bench** located at New Delhi require the services of reputed, well established and financially sound Manpower Service Providers to provide **Consultant(Assistant Registrar), Section Officers, Assistant Judicial, Stenographers and Drivers**, on outsourcing basis.

Complete Tender Documents can be downloaded from the website [www.greentribunal.gov.in](http://www.greentribunal.gov.in) on or after the date of publication of this Tender notice. The last date for receipt of the filled in Tender document is 30.09.2016 at 03:00 pm.

2. The interested Manpower Companies/Firms/Agencies can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.10,000/-and other requisite documents till 15.00 Hrs on 30.09.2016. No tenders shall be entertained after this deadline under any circumstances whatsoever.

3. The bids will be opened on the specified date & time in the presence of the firm or their representative.

4. The right to accept the tender will rest with the Competent Authority of the National Green Tribunal, Principal Bench, New Delhi who does not bind himself to accept the lowest tender and reserves the right to reject any or all of the tenders received without assigning any reasons whatsoever.

5. Wherever the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning any reasons. No correspondence in this regard shall be entertained.

6. Conditional bids shall not be considered and will be out-rightly rejected at first instance.

7. All entries in the Tender form should be clearly and legibly filled. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be filled. No overwriting/cutting is permitted in the Financial Bid Form. In such case, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid application must be initialed by the person authorized to sign the tender bid.

8. The Tender document (except Financial Bid at Page No.10) and all other requisite documents mentioned in Page no.7-9. should be submitted in a separate cover superscribed as **COVER -A, TECHNICAL BID**

9. The financial bid with rates offered should be submitted in the format prescribed in this tender document in a separate sealed cover superscribed as '**COVER- B- Financial Bid**'.



10. The various crucial dates related to Tender for providing manpower services to National Green Tribunal are cited as under:

- a) Date and time for submission of Tender (Technical & Financial): up to 15.00 hrs on **30.09.2016**.
- b) Date and time for opening Technical Bids: **15.00** hrs on **03.10.2016**
- c) Date of opening of Financial Bids: **15.00 hrs on 07.10.2016**

Ld. Registrar General



*[Faint, mirrored text from the reverse side of the page, including phrases like 'The various crucial dates related to Tender for providing manpower services to National Green Tribunal are cited as under:', 'a) Date and time for submission of Tender (Technical & Financial): up to 15.00 hrs on 30.09.2016.', 'b) Date and time for opening Technical Bids: 15.00 hrs on 03.10.2016', 'c) Date of opening of Financial Bids: 15.00 hrs on 07.10.2016', and 'Ld. Registrar General']*



## II. MINIMUM ELIGIBILITY CRITERIA FOR MANPOWER SERVICE PROVIDER

The NGT has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal

S.NO.	Criteria	Supporting Document
1.	The Registered Office or one of the Branch Offices should be located either in Delhi / New Delhi or in National Capital Region for <i>at least last 2 years</i> .	Self Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed supporting the address at Delhi / New Delhi or in National Capital Region.
2.	The firm should be registered with the appropriate registration authority and should be in existence for not less than three years before 31/03/2016.	Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act.
3.	Income/Revenue* from Recruitment (Man Power Services) of the firm should not be less than Rs. Twenty crores. *Revenue from other business will not be considered	Copies of audited balance sheet/CA Certificate should be attached for the last three financial years-2013-14, 2014-15, 2015-16 Attested copy of the latest IT return filed by agency
4.	Should have served for minimum of 8 No. of clients as Man Power Service Provider out of which minimum 5 No. of clients should be of Govt/PSUs.	Certified documents in support of past contracts with Govt. /PSUs
5.	They should have at least three years' experience in providing Manpower Services to Government Departments, Private Companies, Public Sector Companies/ Banks, etc;	Certified documents in support of past contracts with Govt /PSU/ Other reputed companies for Man Power Services confirming year and area of activity.
6.	They should have their own Bank Account;	Certified extracts of the Bank Account containing transactions during last three years of the bidder in relation to manpower services.
7.	They should be registered with Income Tax and Service Tax departments;	Attested copy of PAN/GIR Card; Attested copy of Service Tax registration certificate in respect of Manpower Services
8.	They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act).	Attested copy of the Employee Provident Fund registration letter / certificate. Attested copy of the Labour License under the Contract Labour (Regulation & Abolition) Act. Attested copy of the Employee State Insurance registration letter / certificate.
9.	The agency or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.	Self-Declaration in the format in Annexure-I.

### III. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. National Green Tribunal, Principal Bench, New Delhi requires the services of reputed, well established and financially sound Manpower Companies / Firms / Agencies to provide manpower in Principal Bench for the posts of Consultant(Assistant Registrar), Section Officers/ Consultants, Assistant Judicial, Stenographers and Drivers, for day to day Office works.

#### 2. PERIOD OF CONTRACT

The contract is for a period of one year or two years as may be approved by the Competent Authority. The National Green Tribunal, Principal Bench, New Delhi however, reserves the right to terminate this initial contract at any time after giving one month notice to the selected service providing Manpower Companies/ Firms/Agencies.

#### 3. COVER-A & COVER -B (Technical Bid & Financial Bid)

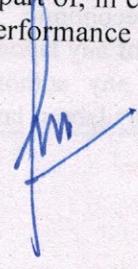
The tenders have been invited under two bid system i.e., Technical Bid and Financial Bid. The interested agencies are advised to submit **two separate sealed envelopes** superscribing, COVER-A- Technical Bids and COVER -B- Financial Bid. Both sealed envelopes should be kept in a third sealed envelope superscribing 'Tender for providing Manpower to The National Green Tribunal, Principal Bench, New Delhi.

#### 4. EARNEST MONEY DEPOSIT

The Earnest Money Deposit (EMD) of Rs.10,000/-(Rupees Ten Thousand Only), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft drawn in favour of The Registrar, National Green Tribunal failing which the tender shall be rejected summarily. The date of Demand Draft should be on or after the date of publication of this Tender notification.

#### 5. PERFORMANCE SECURITY

The successful bidder will be required to furnish a FDR in the name of The Registrar, National Green Tribunal for 10% of the total value of the contract (total amount payable for 12 months) as a Performance Security before commencing the work under the contract. The performance security will remain with the Accounts Section, NGT, PB, New Delhi as long as the contract is in force and will be remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security amount is liable to be forfeited fully or in part of, in case of breach of any of the conditions mentioned in the contract agreement. The performance security deposit is refundable on successful completion of the contract.



**IV. COVER 'A'-TECHNICAL BID**

The tendering Manpower Companies / Firms / Agencies should fulfill the following technical specification.

- a) The tendering Manpower Companies / Firms / Agencies are required to enclose photocopies of the following documents as per the order given below along with the Technical Bid failing which their bids shall be summarily/ out-rightly rejected and will not be considered any further.
  - 1. Tender document duly filled and signed with company seal in all pages.
  - 2. Copy of Labour license
  - 3. Copy of PAN Card
  - 4. Copy of IT Return filed for the last three financial years (2013-2014,2014-2015,2015-2016)
  - 5. Copy of EPF Registration Certificate
  - 6. Copy of ESIC Registration Certificate
  - 7. Copy of the Service Tax Registration Certificate
  - 8. Copy of certified Annual Turn Over which shall be submitted in **Annexure II**
  - 9. Copy of Experience Certificate for minimum 3 years
  - 10. Copy of Company Profile
- b) The Companies/Firms/Agencies should have at least three years of experience in providing similar services to the Central Govt. Ministries/ Departments/ PSU/Autonomous bodies/ Statutory bodies of GOI etc. (Certificate for having performed the work/ service satisfactorily in the said ministry/ dept./organization should be attached.)
- c) Copy of work orders/award letters showing the experience of work in the last three years i.e. 2013-2014, 2014-2015, 2015-2016 should be provided.

Name of the Organization to which manpower supplied	Name of the Post	No. of persons supplied		
		2013	2014	2015
<b>Total manpower supplied</b>				

V. Technical Requirement for Consultant /Section Officers, Assistant Judicial, Stenographers and Drivers, to be deployed by the Successful Company/Firm/Agency to The National Green Tribunal, Principal Bench located at New Delhi.

S.NO.	NAME OF THE POST (NO. OF POSTS)	SCOPE OF WORK AND ELIGIBILITY CONDITIONS
1.	Consultants(Assistant Registrar)	Officers possessing a degree in law from recognized university and holding (a) Analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals or (b) Post in Central Government or State Government or Courts/Tribunals, with five years' experience on regular/retired basis as Assistant Registrar.
2.	Section Officers/ Consultant	Officer possessing bachelor degree from a recognized university and holding (a) Analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals or (b) Post in Central Government or State Government or Courts/Tribunals, with six years' experience on regular/retired basis as Assistant.
3.	Stenographer(PS)	Officer possessing bachelor degree from a recognized university and holding (a) Analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals or (b) Post in Central Government or State Government or Courts/Tribunals, with two years' experience on regular/retired basis as Court Master/ Stenographer Grade 'C' and possessing a speed of 100 words per minute in shorthand and 40 words per minute in type writing (English).  Essential- Computer Training course at least six months duration from a recognized Institution.  Desirable: Degree in Law.
4.	Stenographer Grade 'C' (PA)	Officer possessing bachelor degree from a recognized university and holding (a) Analogous post on regular basis in Central Government/ State Government/ Courts/ Tribunals or (b) Post in Central Government or State Government or Courts/Tribunals, with ten years' experience on regular/retired basis as Stenographer Grade 'D' or equivalent post and possessing a speed of 80 words per minute in shorthand (English/Hindi).  Essential- Computer Training course at least six months duration from a recognized Institution.

5.	Assistant Judicial	<ol style="list-style-type: none"> <li>1. LLB/Degree in law (regular course) from a university recognized by the Bar Council of India with minimum 55% marks</li> <li>2. Computer Training Course of at least 6 months duration from recognized Institution.</li> <li>3. <b>Desirable-</b> Possessing a degree with Environmental Studies/Science as one of the subjects or having 2 years work experience in the field of Environment.</li> </ol>
6.	Stenographer Grade 'D'	<ol style="list-style-type: none"> <li>1. Essential: Graduation from a recognized University with at least 55% marks.</li> <li>2. Skill test norms: Dictation: 10 mts @ 80 w.p.m Transcription: 65 mts (Eng); 75 mts (Hindi) (on manual typewriter); or 50 mts (English); 65 mts (Hindi) (on Computer)</li> <li>3. Computer Training course at least six months duration from a recognized Institution.</li> </ol>
7.	Drivers	<p>Essential :</p> <ol style="list-style-type: none"> <li>(i) Matriculation from a recognized Board</li> <li>(ii) Possession of a valid driving licence for motor cars.</li> <li>(iii) Experience of driving a motor car for three years or more; and</li> <li>(iv) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle)</li> </ol>

**Scope of work for the Posts of Consultant (Assistant Registrar), Section Officers, Assistant Judicial, Stenographers and Drivers.**

The persons viz., Consultant (Assistant Registrar), Section Officers, Assistant Judicial, Stenographers and Drivers shall assist the senior officers in carrying out day to day work.

Normally the persons shall follow the working hours/holidays of the National Green Tribunal, Principal Bench, New Delhi but he/she should ensure to complete the assigned task beyond Office hours and during closed holidays also, as and when required.

The persons shall also have to undertake outdoor works as assigned by the Controlling Officer;

He/ she shall keep absolute secrecy of the matters dealt with by him.



**VI. COVER B- FINANCIAL BID**

- a. Name of the Tendering Company/Agency/Firm:
- b. The monthly rate per person inclusive of employee contribution of EPF and ESI shall be decided by the Outsourcing Agency with mutual concurrence with the National Green Tribunal, Principal Bench, New Delhi.

S. No.	Category of manpower	Monthly rate exclusive of employee contribution of ESI & PF	Employer contribution of ESI (as per rules)	Employer contribution of EPF (as per rules)	SERVICE Charges/ Admin Charges	Service Tax	total
1.	Consultants(Assistant Registrar)						
2.	Section Officers						
3.	Stenographer (PS)						
4.	Assistant Judicial						
5.	Stenographer Grade 'C' (PA)						
6.	Stenographer Grade 'D'						
7.	Drivers						
	<b>TOTAL</b>						

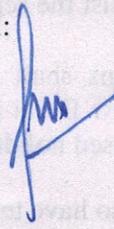
Signature of the Authorized Person

Date:

Name:

Place:

Seal:



## VII. TERMS AND CONDITIONS

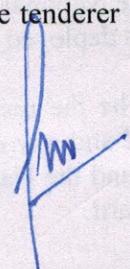
### GENERAL

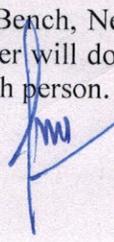
1. The contract shall be for a period of One year and shall be terminated by this Office owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the personnel etc. The contract may be extended for a further period of one year subject to approval of the Competent Authority of the National Green Tribunal.
2. The contract shall automatically expire on the completion of one year from the date of award of contract, unless extended further by the mutual consent of contracting agency and this Office.
3. The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, for a further specific period mutually agreed upon by the successful Service providing Companies/Firms/Agencies and The National Green Tribunal, Principal Bench, New Delhi.
4. The contracting Companies/Firms/Agencies shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Office.
5. The National Green Tribunal, Principal Bench, New Delhi is in requirement of skilled Manpower on urgent basis. The requirement of these Offices may increase or decrease during the period of initial contract also and the tenderer would have to provide additional Manpower, if required on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him/her to this Office, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be breach of terms of contract making him / her liable for legal action besides termination of contract.
7. The National Green Tribunal, Principal Bench, New Delhi reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency. The tenderer will not be entitled for any compensation whatsoever in respect of such termination.
8. The Contractor should keep inform this office about its authorized representative who is engaged to look after the office work.

### 9. OTHER INFORMATION

The rate quoted by the tenderer shall have the details regarding Basic wage, EPF, ESI, Service Tax, etc., as given in the format of the Financial Bid.

- a) The rate quoted should be written in figures as well as in words by the tenderer in the tender form.
- b) The tender documents are not transferable.



- c) Non-compliance of any of the conditions set-forth in the tender document is liable to result in the tender being rejected.
- d) The tenderer should enclose a list of organizations/ Departments where they provided manpower services.
10. The contracting agency shall ensure that the individual Manpower deployed in the National Green Tribunal conform to the technical specifications of age, education and skill qualification in the prescribed schedule of the Tender document & a proper interview/due selection procedure will be adopted by the Competent Authority of National Green Tribunal.
11. The contracting Companies/Firms/Agencies shall furnish the following documents in respects of the individual Manpower who will be deployed by it in this Office before commencement of work.
- List of persons deployed
  - Bio-data of persons along with their copies of certificates for proof of requisite qualifications.
  - Attested copy of matriculation containing date of birth.
  - Character certificate from the Group A or Class I offices of the Central/State Government
  - Certificate of verification of antecedents of persons by local police authority.
12. In case, the person employed by the successful Companies/Firms/Agencies commits any act omission / commission that amounts to misconduct / indiscipline / incompetence, the successful Companies/Firms/Agencies will be liable to take appropriate disciplinary action against such person, including their removal from site of work, if required by this Office.
13. The tendering Companies/Firms/Agencies shall replace immediately any of its personnel who are found unacceptable to this Office because of security risks, incompetence, conflict of interest, improper conduct etc., upon receipting within notice from this Office.
14. Services to be provided on all working days (six days a week) during the normal duty hours from 09.30 am to 05.00 p.m. with half an hour lunch break. Persons so engaged, may be called on Saturday / Sunday / Holidays as per requirement.
15. The leave of outsourcing staff will be decided as per direction of Competent Authority.
16. All the workers provided by Tenderer should not be suffering from any contagious disease. They should be hale, healthy and energetic.
17. The agency shall depute a coordinator who would be responsible for immediate interaction with the National Green Tribunal, Principal Bench, New Delhi so that optimal services of the persons deployed by the agency could be availed without any disruption.
18. It will be the responsibility of the service providing agencies to meet transportation, food medical and any other requirements in respect of the person deployed by the Agency in this Office and the National Green Tribunal, Principal Bench, New Delhi will have no liability in this regard.
19. If the Competent Authority, National Green Tribunal, Principal Bench, New Delhi decides that any person supplied by tenderer has to be replaced, the tenderer will do so immediately. Failure to do so will entail penalty of 10% of the rate quoted for such person.
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20. If any loss of property occurs, investigations will be carried out by the authorities. Tenderer shall pay compensation commensurate with the loss, if the personnel hired by the Tenderer is found to be responsible for the said loss in the investigation.
21. If any personnel engaged by the agency is found indulged/indulging in illegal and intolerable/terrorist activities he/she will be handed over to the police and any other administrative action as deemed fit against the agency will be taken including termination of the contract with immediate effect.
22. A detailed list of manpower along with their photographs attested by the agency including permanent address should be provided to the Office for record before taking over the charge.
23. The Successful tenderer shall execute an agreement on stamp paper to the value of Rs.100/- (to be paid by the tenderer) with the National Green Tribunal, Principal Bench, New Delhi within 15 days of the receipt of intimation of acceptance of the tenderer by him. The specimen form of agreement bond will be supplied by this office on mutual consent.
24. For all intents and purposes the service providing agency shall be the 'Employer' within the meaning of different Labour Legislations in respect of Manpower so employed and deployed in this Office. The persons deployed by the agency in the National Green Tribunal, Principal Bench shall not have claims of Master and Servant relations, nor have any Principal and Agent relationship with or against the National Green Tribunal, Principal Bench, New Delhi.
25. The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. This Office shall, in no way be responsible for settlement of such issues whatsoever.
26. This Office shall not be responsible for any damages, losses, claims financial or other injury to any person deployed by service providing agency in the course of their performing the functions / duties, or for payment towards any compensation.
27. The persons deployed by the Service providing Agency shall not claim, nor shall be entitled to Pay and Other facilities admissible to Regular employees of the National Green Tribunal, Principal Bench, New Delhi. The persons appointed by the Service provider shall also not be entitled to any absorption in Regular capacity in the National Green Tribunal, Principal Bench, New Delhi on expiry of the Contract.
28. The loss to the National Green Tribunal, Principal Bench, New Delhi if any, incurred on account of failure/or neglect or refusal on the part of the contractor to supply according to the terms of the agreement will be recovered from him from the security deposit.



## VIII. LEGAL

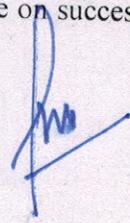
1. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund and Employees State Insurance etc., in respect of the persons deployed by it in this Office.
2. The tendering agency shall also be liable for depositing all taxes, levies, cess etc., on account of service rendered by it to the National Green Tribunal, Principal Bench, New Delhi to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
3. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand to the concerned authorities of this Office or any other authority under law.
4. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Act, as amended from time to time and agency will be responsible to issue Certificate to the employees.
5. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Office is put to any loss / obligation, monetary or otherwise, the Office shall be entitled to get the loss recovered from the Agency.

## IX. FINANCIAL

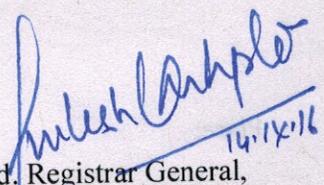
1. The Technical bid should be accompanied with Earnest Money Deposit (EMD), refundable of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft drawn in favour of The Registrar, National Green Tribunal payable at New Delhi failing which the tender shall be rejected out rightly.
2. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards the performance Security deposit. Further, if agency fails to deploy required number of Manpower against the initial requirement within 20 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.

## 3. PERFORMANCE SECURITY

The successful bidder will be required to furnish FDR in the name of The Registrar, National Green Tribunal, Principal Bench, New Delhi for 10% of the total value of the contract (total amount payable for 12 months) as a Performance Security before commencing the work under the contract. The performance security will remain with the Accounts Section of NGT, PB, New Delhi as long as the contract is in force and will remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security amount is liable to be forfeited fully or in part of, in case of breach of any of the conditions mentioned in the contract agreement. The performance security deposit is refundable on successful completion of the contract



4. In case of breach of any terms and conditions attached to this contract, the performance security deposit of the agency will be liable to be forfeited by the Office besides annulment of the contract.
5. The agency shall raise the bill, in triplicate, as per the attendance sheet, and submit the same to National Green Tribunal, Principal Bench, New Delhi on the first week of the succeeding month. Salary is to be distributed to the employees deployed by the Service providing agency on or before 10 of every month without fail. Detailed salary slip showing the particulars of gross salary, statutory & other deductions and net salary should be furnished to the employees every month.
6. The claim in bills regarding Employees State Insurance, Provident Fund and Service Tax etc., should be necessarily accompanied with the documentary proof pertaining to the previous month. A requisite portion of bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Office.
7. The agency shall furnish the Annual Reports/Half yearly Reports and other statutory requirement form such as Form 5 / Form 10 in respect of Provident Fund, and Annual/Half year reports in respect of Employee State Insurance Corporation and copy of ESIC cards issued to the Manpower.
8. The amount of pre-estimated agreed liquidated damages calculated @ Rs.300/- per day per person on account of delay, if any in providing a suitable substitute for the period beyond seven working days by the agency shall be deducted from the monthly bills of the service providing Companies/Firms/Agencies in the following month.
9. The National Green Tribunal, Principal Bench, New Delhi reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

  
14/12/16  
Ld. Registrar General,  
National Green Tribunal

**SELF-DECLARATION – NO BLACKLISTING**

(Date)  
The Registrar General  
National Green Tribunal  
Principal Bench  
New Delhi

Dear Sir/Madam,

**Ref: Tender for Selection of Man Power Service Provider for NGT**

In response to the Tender Document for Selection of Manpower Service Provider for NGT, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm \_\_\_\_\_ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully

Place:

Signatures \_\_\_\_\_

Date:

Name \_\_\_\_\_

Seal of the Organization \_\_\_\_\_



ANNEXURE-II

The Annual Turnover of M/S \_\_\_\_\_ for the past three years  
 are given below and certified that the recognized Statement is true and correct.

S. No.	Year	Turnover Rs. In Lakhs
1.	2013-14	
2.	2014-15	
3.	2015-16	
TOTAL		Rs. _____ Lakhs

Average turnover per annum Rs. \_\_\_\_\_ lakhs

Signature of the Authorized Person

Date:

Name:

Place:

Seal:

**Declaration**

1. I/We enclose herewith Demand Draft for Rs. \_\_\_\_\_ towards Earnest Money Deposit.
2. I/We bind myself/ourselves to the conditions prescribed in the Tender Form.
3. I/We the Tenderers agree to have the Earnest Money forfeited to the National Green Tribunal, Principal Bench, New Delhi in case of my/our failure in full or part to undertake the contract upon the acceptance of this Tender.

Signature:

Designation:

Name of the firm and address:



**TENDER FOR PROVIDING PERSONNEL  
ON OUTSOURCING BASIS**

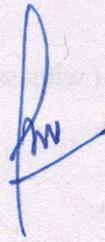
Full Name and address of the applicant in addition to address and other relevant information needed for the complete Address:-  
From.-

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

Sir,

I / we have read all the particulars regarding the general information and other terms and conditions of the contract for providing personnel for employment on job Outsourcing basis to the National Green Tribunal, Principal Bench, New Delhi. The following are the technical details related to our firm:-

1. Name of the Firm/Agency & Address (with telephone/fax e-mail/website)
2. Constitution of the Firm/ Agency
  - a) Indian Companies Act 1956
  - b) Indian Partnership Act, 1932: (please give names of partners)
  - c) Any other Act, if not, the owner
3. For partnership firms whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the TENDER.
  - ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.
  - iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.
4. Name and Full Address of their Bankers
5. Value of Solvency Certificate issued by their bankers
6. Registration Number of the firm
7. Copy of ESI Registration Certificate.



8. Copy of ESI Registration Certificate

9. Registration No. under Contract Act

10. Service Tax Registration no. of the firm

11. PAN Number

12. Experience in no. of years (Name and address of client departments may be indicated.) (Enclose copy of contract, details of satisfactory performance report/ work completion from their clients from Govt. PSUs)

13. Turnover of last 3 years. (Certified copy be attached)

(i.e. 2013-14, 2014-15, 2015-2016)

(All the above information must be accompanied with the certified copies of the documents, failing which the TENDER will be liable to be rejected.)

I/We hereby submit that the information submitted hereby are correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department/PSUs for providing manpower during last 3 years. In case of any information/documents found to be false, fake or incorrect, National Green Tribunal, Principal Bench, New Delhi is free to take action against my/our agency as deemed fit by them. I/we, do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

I/we agree to hold this offer open till one year from the date of entering a job on outsourcing basis with National Green Tribunal, Principal Bench, New Delhi. I/we shall be bound by a communication acceptance dispatched within the prescribed time.

I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

The Offer shall remain valid for acceptance for a minimum period of 60 days from the date of Technical bid (opening).

Signature & Seal of Applicant with date

Address

Name & Signature of witness

Address