

Two bid Tender Document
For
ANNUAL CONTRACT FOR MAN POWER OUTSOURCING
OF
NATIONAL TIGER CONSERVATION AUTHORITY
(A Statutory Body under the Ministry of Environment, Forest and Climate
Change, Govt. of India)

(No. No. 15-14/2012-NTCA)

Last Date of selling the Tender Document:	14 th February 2019 up to 1500 hrs
Last Date & Time of Submission of Tender Document (Technical/ Financial):	18 th February 2019 up to 1400 hrs
Date & Time of Opening of the Tender Document	18 th February 2019 at 1600 hrs

Nishat Vora
23/1/19

Notice Inviting Tenders

NATIONAL TIGER CONSERVATION AUTHORITY
(A Statutory Body under the Ministry of Environment and Forest and
Climate Change, Govt. of India)

B-1 Wing, 7th Floor,
Pt. DeenDayal Antyodaya Bhavan
CGO Complex, Lodhi Road,
New Delhi-110003

BIDDING DOCUMENT **Instructions to Bidders**

Tenders are invited from the reputed firms for "Annual Contract for Man Power Outsourcing of National Tiger Conservation Authority:

Item No.	Name of assignment
1.	To provide manpower on contract basis for working in the office of the National Tiger Conservation Authority (Hq) at New Delhi, Regional Offices at Bengaluru, Nagpur and Guwahati.

The details of the above items and other Terms and Conditions, etc. are available in the Tender Documents. The tender forms and specifications are available at web site <http://projecttiger.nic.in> and CPPP site <https://eprocure.gov.in/eprocure/app>

N. Phat V. 23/1/19
Head of Office, NTCA/ Authorised Officer, NTCA

Dated: 23rd January 2019

Terms and Conditions:

1. INSTRUCTIONS TO THE BIDDERS

- a. **TECHNICAL BID:** All documents as mentioned at 2.1 shall be submitted which are mandatory in nature and without these documents bidding shall not be considered.
- b. **FINANCIAL BID:** Rates quoted shall be inclusive of EPF, ESI and all taxes payable as per extant Rules. The minimum monthly emoluments for various categories of personnel are given in Annexure-V (B). The bidder quoting rates below the minimum emoluments/ wages for various kinds of personnel will be **REJECTED** summarily.
- c. **Opening of Tenders:** Technical bids will be opened in the presence of representatives of the firm (if they wish to be present), on the scheduled date and time of opening of technical bids. The person attending the technical bid meeting will be required to produce an authorization letter from the agency. All tenders received without EMD and also if the same will not comply to our tendered specifications shall be summarily rejected. The Financial Bids of the technically qualified/ successful bidders i.e. who will technically qualify the tendered specifications will be considered for opening of their financial bids at a later date, which will be communicated to concerned tenderers before opening of their Financial Bids. Unopened Price bids of the technically disqualified bidders shall be returned to them.
- d. Tenders received after the specified time and date of opening will be treated as "Late" while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as "Delayed". Such tender shall not be opened at all and be returned to the bidders in their original envelope without opening.
- e. **The tender shall be submitted in two parts, viz., Technical Bid and Price Bid. Both envelopes must be sealed separately.** All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents. The offer submitted by Fax/Email/Online shall not be considered. No correspondence will be entertained in this matter.
- f. The bidder should be a duly registered company under Companies Act/ a duly constituted proprietary firm to be authenticated by certified copies of registration under companies Act, 1956/ Memorandum and Article of Association of the Company/ Partnership Deed as the case may be.

- g. The bidder should be registered for EPF and ESI and should have a valid License under the Contract Labor (Regulation and abolition) Act, 1970. Besides this, the bidder should not be forbidden/ barred from participating in the tender process, under the laws of the land.
- h. The bidder should have minimum financial turnover of Rs. 1.00 Crore (Rupees One crore) only per annum during each of the last three years.
- i. The bidder should have experience of providing similar services during the last three years.
- j. A bidder blacklisted by NTCA or MoEF&CC or any Govt. Agency against whom a penal action had been taken up by NTCA/ MoEF&CC/ or any Govt. Agency for failure on the part of the Service Provider in providing satisfactory services cannot participate in the bid.
- k. Any suppression of facts or providing incorrect information or discrepancy in this respect will lead to disqualification of the tender.
- l. The Tenderer will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of Minimum Wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Tenderer shall maintain all the statutory registers under the law. The Tenderer shall produce the same on demand to NTCA authority or any other authority under law. In case, the previous month's challan pertaining to ESI and EPF having been deposited do not accompany the bill as a documentary proof, a requisite portion/ or whole of bill amount shall be held up till such proof is produced and furnished, at the discretion of the NTCA. The Tenderer will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. In case the Tenderer fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the NTCA is put to any loss or obligation, monetary or otherwise, the NTCA will be entitled to get itself reimbursed out of the bills or the security deposit of the Tenderer, to the extent of the loss or obligation in monetary terms.
- m. Normal office hour shall be from 9.00 am to 5.30 pm for five working days from Monday through Friday. When a worker works in an employment for more than eight hours on any day or for more than forty hours in any provisions for **overtime** according to the Minimum Wages (Central) (Amendment) Rules, 1954 vide Notification No. S.R.O. 3304, dt. 2.10.1954. A register of overtime shall be maintained by every employer in Form IV in which entries under the columns specified therein shall be made as and when overtime is worked in any establishment. The register shall be kept at the work-spot and maintained up-to-date. Where no overtime has been worked in any wage period, a 'nil' entry shall be made across the body of the register

at the end of the wage-period indicating also in precise terms the wage period to which the 'nil' entry relates.

Office remains closed on Saturday/ Sunday/ Gazetted Holidays. Outsourced Staffs if called on these days, will be entitled to avail Compensatory Leave. The engaged contractual staff shall be entitled to leave entitled as per Government of India/Government of NCT rules/norms thereof.

- n. The rates quoted & accepted will remain in force for a period of one year from the date of sanction. The Member Secretary, NTCA reserves the right to terminate the contract at any time by issuing one-month advance notice or extend it further at the same rates & remuneration by issuing an advance formal intimation.

Initially, agreement will be signed for one year. Upon satisfactory performance, it can be extended for maximum of three years subject to one year at a time, on the mutually agreed upon terms and condition and revision of Consolidated emoluments/ wages as per the extant Variable Dearness Allowance of the region.

- o. The bidder/ Service Provider shall also pay other benefits entitled to contractual staff as per their eligibility under Govt. of India/ Govt. of NCT Delhi rules/ norms and as per the approval of the competent authority of NTCA that are applicable thereof.

2.1 Technical Bid

The NTCA, New Delhi will shortlist technically qualified agencies on the basis of following technical parameters. The following documents should be attached with the Technical Bid; failing which their offer will not be considered:

- i. **Tender fee:** The tender form downloaded from above websites must includes Rs. 500/- by crossed Demand Draft in favour of DDO, NTCA, New Delhi as tender fee along with the tenders submitted.
- ii. Earnest Money Deposit (**EMD**) of Rs. 2.00 Lakh should be submitted as crossed Demand Draft (DD) in favour of DDO, NTCA, New Delhi. Cheques are not acceptable as EMD under any circumstances. The EMD of unsuccessful bidders will be refunded without interest, soon after placing the work order with the successful bidder.
- iii. Profile and details of tendering firm in the format given in **Annexure-I**.
- iv. Letter of acceptance of tender conditions in the format given in **Annexure-II**.
- v. The agency should be registered under the provisions of EPF, ESI and Service Tax Registration. An attested copy of such registration

certificate should be attached with the Technical Bid. The agency must have EPF, ESI registration code/ sub code at New Delhi.

- vi. EPF and ESI Challan Certificate for the year 2017-18 deposited in Delhi region code/ sub code should be submitted.
- vii. Permanent Account Number (PAN) of the agency should be submitted.
- viii. Company' balance sheet of last three financial years duly audited (Year 2015-16, 2016-17 & 2017-18) should be attached.
- ix. Company brochure showing the profile and the experience in providing engagement of staff on contract for various administrative/ computer trained posts and also in security and housekeeping services.
- x. The agency must have headquarters/ branch office located in New Delhi and must be operational for the last three years. (Address Proof of the office to be submitted viz. telephone bill/ Electricity bill etc).
- xi. Present clientele list along with strength of workers deployed.
- xii. Challan of Service Tax paid by the company during the Financial Year 2015-16, 2016-17 & 2017-18 should be enclosed as a proof, which will be checked as a proof of annual turnover.
- xiii. Signed and scanned copy of documents related to firm's relevant experience for past three years.
- xiv. All certificates should be signed along with the seal/ stamp on the letter head of the bidding firm/ organization.

Note:

1. **Agencies which do not fulfil any or all of the above technical conditions or incomplete shall be summarily rejected and will not qualify technically.**
2. **Bidders are required to attach certified copies of documents mentioned above from (v) to xiv). In case of any doubt arising, original copy shall have to be produced for clarification.**

2.2 **Financial Bid:** The financial proposal as per **annexure III** must be submitted along with Price Bid Undertaking given in **annexure IV**.

3. BID EVALUATION, WORK ORDER, PERFORMANCE BANK GUARANTEE AND AGREEMENT

The following procedure will be adopted in evaluating the bids and issue of work order etc:-

a. Opening of Technical Bid:-

The Technical Bid in respect of all bidders as received up to the specified time and date will be opened by the Bid Evaluation

Committee constituted by NTCA for the purpose. Documents submitted therein will be checked and evaluated later on. Incomplete documents or Non-submission of required documents shall lead to the rejection of bids and WILL NOT BE CONSIDERED FOR FURTHER EVALUATION. The bidders may remain present, if they wish so at that time of opening the Technical bids.

b. Evaluation procedure for Technical Bids:-

Technical evaluation will be carried out for total technical score of 100. The score obtained in the technical bid will be reckoned with for final decision for finalization of bidder. Bidders scoring 75 and above will qualify for opening financial bid.

S. No.	Parameter	Max. Marks	Marks Obtained		
			1.	2.	3.
1.	Financial turnover of bidder for last 3 year*	25			
2.	Experience of similar works	25			
3.	Total No. of Employees engaged by the bidder in the last 3 years	25			
4.	No. of contracts handled by the bidders in the last 3 years	25			
	Total (St)	100			

*25 marks will be given to bidder with highest turnover, rests are to be scored in proportion to bidder with highest turnover.

c. Evaluation procedure for Financial Bids:-

The Financial Bid of only those bidders who qualify in the technical evaluation shall be opened as per the schedule of Tender. The Financial Bid of qualified bidders shall be opened and evaluated by the Bid Evaluation Committee.

d. **Finalization of tender:** The bidder scoring with lowest quoted value (including minimum emoluments) will be given final work order.

e. The Work Order, Performance Bank Guarantee and Agreement:

Successful bidder shall be issued the Work Order giving 15 days time to sign the Agreement with the Head of Office, NTCA, New Delhi and start providing services as per the Agreement. The successful bidder shall furnish, before signing the Agreement, a Performance Bank Guarantee (PBG) issued by a Nationalized Bank in favour of DDO, NTCA, Delhi having validity of minimum six months beyond the date

of expiry of the Contract, for an amount equivalent to 10% of the total annual contract value. In case the successful bidder fails to provide the Performance Bank Guarantee, sign the agreement within 15 days and start providing the services as per the Agreement, the EMD of the bidder shall be liable to be forfeited and the tender will then be awarded to another party. The losses, if any, suffered in this regard will be payable by the defaulting party.

4. SCOPE AND SCHEDULE OF WORK

(a) Broad scope of work shall include, but not limited to, the following:

The service provider shall provide the manpower and services as per Annexure- V (A& B) during the contract period. However, the NTCA reserves the right to seek or alter manpower deployment for services any time during the contract period and the service provider shall be bound to provide the services accordingly.

5. PAYMENT TERMS

1. The Service Provider will submit bill in triplicate, after having paid the wages to the persons deployed, on or before 5th of succeeding month. The re-imbusement bill shall be settled only after payment of emolument/ wages is made by the service provider.
2. As applicable, Income Tax will be deducted at source as per Income Tax Law and the TDS certificate to this effect shall be issued to the Service provider by NTCA. The responsibility of paying the Service Tax at the prevailing rate (Govt. levy) will be of the Service Provider.
3. In case, the previous month's challan/ proof pertaining to ESI and EPF deposited, do not accompany the bill as a documentary proof, payment of bill shall be held up till such proof is produced.
4. The bill for the month shall be accompanied with the copies of return of service tax paid; EPF&ESI paid during the preceding month.

6. PENALTY, COMPENSATION, RECOVERY AND TERMINATION

- I. If it is found that due to any reason, whatsoever it may be, operation/ functions/ duties connected with the scope of work defined in the contract is not done/ discharged properly and satisfactorily, appropriate penal action shall be initiated.
- II. If at any time during the period of contract, it comes to the notice of the incorrect/ false information, which has been material in the aware of contact to him/ her, the contract shall be liable for

- termination besides other legal action which may be initiated against him/ her under the law of the land.
- III. All existing statutory regulations of both NTCA, HQrs, New Delhi and Central governments shall be adhered to and complied with by the service provider and all records maintained thereof should be available for scrutiny by NTCA. Failure by the service provider to comply with such statutory requirements and/ or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract and/ or forfeiture of the Performance Guarantee, wholly or partly.
 - IV. The ADG (PT) & MS, NTCA, New Delhi shall have the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving one month's notice in advance to the service provider in writing.
 - V. In the event of the Service provider desiring an earlier termination of the contract, he shall have to give three months advance notice in writing to the ADG (PT) & MS, NTCA, New Delhi.
 - VI. In the event of any malpractice on the part of the Service Provider or his employees, contract shall be liable to be terminated.

7. Force majeure

Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the party. Such acts shall include but not limited to acts to God, strikes, lockouts, riots, acts of war, epidemics, Government regulation superimposed after the act, communication failure, earthquakes etc.

7. ARBITRATION

- I. Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the contract or after the completion or abandonment thereof shall be referred to a sole arbitrator to be appointed by the ADG (PT) & MS, NTCA, New Delhi at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of NTCA, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as employee of NTCA, or government servant,

he had expressed views on all or any of the matters in dispute. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, shall be replaced by another person as decided by ADG (PT) & MS, NTCA, New Delhi, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is agreed that no person other than a person appointed by the NTCA should act as arbitrator. The arbitrator shall give reasons for the award.

- II. Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- III. Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by NTCA or the Service provider shall be withheld on account of such proceedings unless such payments are the direct subject matter of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.
- IV. Any dispute arising out of this agreement will be settled under the jurisdiction of New Delhi Court only.

Nishat Vora 23/1/19
Head of Office, NTCA/ Authorised Officer,
NTCA

Dated: 23rd January 2019

PROFILE AND DETAILS OF THE TENDERING AGENCY

1. Name of the Bidder/ Firms/ Organization:
2. a. Complete Postal Address:
b. Name of the Contact person (s) with Address:
c. Name, Designation and Address of the person (s) authorized to sign on behalf of and responsible to the bidding firm herein after referred as bidder).
3. Other information:
 - a. Telegraphic address of the Bidder
 - b. Telephone Number registered in the name of the Bidder (kindly enclose copy of the latest paid bill)
 - c. Mobile Number
 - d. Fax Number
 - e. E-mail ID
 - f. Website Address, if any
4. Sample signature of bidder

 (1)

 (2)

 (3)

5. a. Place of headquarters of the Bidder:
b. Local/ Delhi Branch Office Address:
c. Date of Establishment of the firm
6. Date of firms Registration of Firm/ company of the Bidder with Government and Registration Number if any.
7. Profile and detailed Set-up of the Bidder: (Attach also the brochure, booklet etc. of the Company, if available).
8. Name and Qualification (Including Professional Qualifications) and Experience of Senior Executives, Advisors and Consultants of the Bidder.



9. Financial turnover* of the Bidder for the Past three years:
 *(Certified/ Attested copies of Balance Sheet, Income & Expenditure Accounts and Income Tax Returns must be attached).

Year	Amount (in Lakhs)
2016-17	
2017-18	
2018-19	
Total	

10. Addresses with Telephone Numbers of the Regional Offices of the Bidder in India (If applicable).

11. Details of major Contract handled by the Bidder in the past three years in the following format:

SI No.	Customer details with address, telephone No., Fax, E-mail etc.	Nature of Contract	Amount of Contract (In Rs. Lakhs)	Duration of Contract From To	

12. Any other information of the present or past in support of your professional capability and experience supported with documentary evidence.

Date _____ Signature of the Bidder _____

Name of Bidder _____

Place _____ Designation of Bidder _____

Name of the firm/ company _____

Address and seal: _____

Signature

LETTER OF ACCEPTANCE OF TENDER CONDITIONS

To,

The Head of Office,
National Tiger Conservation Authority,
B1 Wing, 7th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex,
New Delhi-110003.

Sub: Annual Contract for Man Power Outsourcing of National Tiger Conservation Authority, New Delhi

Dear Sir,

1. We, the undersigned Bidder (s), having read and examined in detail the tender documents in respect of Tender Notice No. 15-14/2012-NTCA dtd....., accept all the terms and conditions of the tender documents.
2. All the prices mentioned in our proposal are in accordance with the terms as specified in the tender document and in accordance to the provisions of Minimum Wages Act, 1948 and are valid for the contract period.
3. We have enclosed the earnest money in the form of Bank Draft amounting to Rs 200,000/- (Rupees Two lakhs only).
4. We confirm having submitted documents as required by you in your tender documents. In case you require any further information/ documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
5. We hereby declare that in case the contract is awarded to us, we shall submit the Performance Guarantee as per terms of tender document.
6. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true to the best of our knowledge and belief.
7. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
8. We understand that you are not bound to accept the lowest or any bid you may receive or to place part order or to reject any bid or to cancel the tender without assigning reason whatsoever.

Thanking you,

Yours faithfully
(Signature)

Date:

Name
Designation
Business Address: Seal



FINANCIAL BID

Duly accepting the laid down terms and conditions, we quote the following rates for providing the services on contractual basis at NTCA, New Delhi and its regional offices for all days of each month when contract will be in force:

A		Manpower					
S. No.	Category of personnel	Number of personnel required	Rate per personnel per month (Rs)				Total Amount (Rs) (a+b+c+d)
			a	b	c	D	
			Wages	Service Charge %	EPF %	ESI %	
1							
2							
3							
						Total	
						GST (in %)	

Grant total in words Rupees

NOTE: - Rates must be quoted against each specified item clearly. Rates quoted shall be inclusive of EPF, ESI and all taxes payable as per Rules. The minimum rate of emolument/ wages various kind of workers as per latest order from Govt. of India is Annexed-V (B). The bidder quoting rates below the minimum wages for various categories will be REJECTED summarily. The rate of wages will change as and when it is applicable as per latest order from Government of India. All the rates should be quoted in figures and in words. In case of discrepancy between the figures and words the amount in words shall be taken as final.

(Signature of the Bidder)

Name
Designation
Business Address: Seal

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

I submit the price Bid for _____ and related activities ad envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.

I offer to provide services in respect of the quoted item at the rates as indicated in the Price/Financial/Bid, **ANNEXURE III** inclusive of all applicable taxes except Service Tax.

Yours faithfully,

Signature of authorized Representative

1. In case of any discrepancy/ difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
2. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

**Authorized Signatory
(Signature of the Authorized Person)**



REQUIREMENT OF MANPOWER SERVICES**A. TENTATIVE NUMBER OF STAFFS, PLACE OF ENGAGEMENT AND QUALIFICATION/ EXPERIENCE**

S.No.	Name of Post	No. of Post	Place of Duty	Qualifications & experience
1.	Finance Officer	1	Delhi	Bachelor's degree in Economics/Commerce of a recognized university or equivalent with proficiency in dealing with financial matters at least five years experience in any reputed agency/organization. Persons should have at least three years experience of working in the Project Tiger/National Tiger Conservation Authority/Ministry of Environment, Forests & Climate Change.
2.	Section Officer in charge (Expd.I)	1	Delhi	Bachelor's degree from recognized University or Institute or equivalent, with Five years' experience in administrative or parliamentary function, and knowledge of computer operation. Persons should have at least four years' experience of working in the Project Tiger/National Tiger

				Conservation Authority/ Ministry of Environment, Forests & Climate Change.
3.	Section Officer In charge (Expd.II)	1	Delhi	Bachelor's degree from recognized University or Institute or equivalent, with three year's experience in administrative or parliamentary function, and knowledge of computer operation. Persons should have at least three years' experience of working in the Project Tiger/National Tiger Conservation Authority/ Ministry of Environment, Forests & Climate Change.
4.	Assistant Section Officer In charge	1	Delhi	Bachelor's degree from recognized University or Institute or equivalent, with two year's experience in administrative or parliamentary function, and knowledge of computer operation. Persons should have at least one-year experience of working in the Project Tiger/National Tiger Conservation Authority/ Ministry of Environment, Forests & Climate Change.
5.	Data Analyst	1	Delhi	Bachelor's degree of a recognized university or equivalent with

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				<p>proficiency in computer application, word processing at least three years experience as data analyst in any reputed agency/organizations.</p> <p>Persons should have at least three years experience of working in the Project Tiger/National Tiger Conservation Authority, Ministry of Environment, Forests & Climate Change</p>
6.	Data Entry Operator	2+3=5	Delhi-2 Guwahati-1 Bengaluru-1 Nagpur-1	<p>Bachelor's degree of a recognized university or equivalent, and at least three years experience in any reputed agency/organization in data entry, data processing and diploma in computer application.</p> <p>Persons should have at least three years experience of working in the Project Tiger/National Tiger Conservation Authority, Ministry of Environment, Forests & Climate Change</p>
7.	Office Assistant	2+3=5	Delhi-2 Guwahati-1 Bengaluru-1 Nagpur-1	<p>Matriculation or equivalent from a recognized board/university with typing speed of 30 words per minute in English.</p> <p>Persons should have at least three years experience of working in the Project Tiger/National Tiger Conservation Authority/</p>

				Ministry of Environment, Forests & Climate Change.
8.	Diary/ Dispatch clerk	1	Delhi	Matriculation or equivalent from a recognized board/university with typing speed of 30 words per minute in English. Persons should have at least three years experience of working in the Project Tiger/National Tiger Conservation Authority/ Ministry of Environment, Forests & Climate Change.
9.	Peon/Messenger/ Office Boy/MTS	5+3=8	Delhi-5 Bangalore-1 Nagpur-1 Guwahati-1	Matriculation or equivalent from a recognized board/university and having experience of working in any organization. Persons should have at least three years experience of working in the Project Tiger/National Tiger Conservation Authority.
10.	Driver	3+3=6	Delhi-3 Bangalore-1 Nagpur-1 Guwahati-1	Having valid driving license with three years driving experience and acquainted with Delhi routes. Persons should have at least three years experience of working in the Project Tiger/National Tiger Conservation Authority/
11.	Safaikaramchari	1+3=4	Delhi Bangalore-1	5 th standard pass and having experience of

			Nagpur-1 Guwahati-1	working in any organization.
12.	Consultant (Liaisoning)	1	Delhi -1	Graduate from a recognized university with at least 5 years of experience in liaison and field duty work. Persons should have experience of working in the Project Tiger/National Tiger Conservation Authority/Ministry of Environment, Forests & Climate Change.
13.	Wildlife Biologist Grade. I	4	Guwahati-2 Bengaluru-1 Nagpur-1	Post Graduate Degree in Wildlife/Life Sciences/Zoology /Botany with at least one year experience of working in the Project Tiger/NTCA./ Ministry of Environment, Forests & Climate Change/Tiger Reserve (s).
14.	Wildlife Biologist Grade. I	3	Guwahati-1 Bengaluru-1 Nagpur-1	Doctorate in Wildlife/Life Sciences/Zoology with experience of working in the Project Tiger/ NTCA/ Ministry of Environment, Forests & Climate Change/Tiger Reserve (s).
15.	Data Entry Assistant	4+3=6	Delhi-4 Bengaluru-1 Nagpur-1 Guwahati-1	12 th Pass from a recognized board / institution with experience of working in National Tiger Conservation Authority / Project Tiger/ Ministry of Environment, Forests & Climate Change.

				Computer knowledge is must.
16.	Accountant	1 +3=4	Delhi-1 Guwahati-1 Bengaluru-1 Nagpur-1	"12 th Pass from a recognized board/institution. Having at least 3 years experience in handling the work of Cash & Accounts/Budget & Finance in a Government Department. Should be conversant in preparation of Ledger/Schedules of Autonomous/Statutory bodies, pay, contingent, TA/DA & other Misc. Bills. Should have the basic knowledge of Computers with Tally handling". Persons should have experience of working in the Project Tiger/National Tiger Conservation Authority/Ministry of Environment, Forests & Climate Change/Any Other Organizatiior..
17.	Security Guard	3	Bengaluru-1 Nagpur-1 Guwahati-1	8 th Pass, having experience of working in a reputed firm & with good physique. Ex-Servicemen will be preferred.

Signature

B. Schedule of Works and Minimum emoluments/ wages

S.No.	NTCA Hqrs. New Delhi	Regional Offices NTCA							
				Guwahati		Nagpur		Bangalore	
		Wages	Number of posts	Wages	Number of posts	Wages	Number of posts	Wages	Number of posts
1	Finance Officer	44451/-	1	-	-	-	-	-	-
2	Field Consultant	44451/-	1	-	-	-	-	-	-
3	Account	33338/-	1	23572.00	1	-	-	-	-
4	Data Analyst	35400/-	1	-	-	-	-	-	-
5	Data Entry Operator	36672/-	1	-	-	-	-	-	-
6	S.O. In-charge	26620/-	1	-	-	-	-	-	-
7	Office Assistant	31579/-	2	-	-	-	-	-	-
8	Diary/Despatch Clerk	31579/-	1	-	-	-	-	-	-
9	Data Entry Assistant (Expd. I),	23226/-	1	-	-	-	-	-	-
10	Data Entry Operator (Delhi)	21780/-	1	-	-	-	-	-	-
11	Data Entry Assistant (Expd. II)	20308/-	1	-	-	-	-	-	-
12	Data Entry Assistant	18658/-	3	18658/-	1	18658/-	1	-	-
13	Messenger	23226/-	1	-	-	-	-	-	-
14	Peon	18099/-	1	15400/-	1	15400/-	1	15400/-	2
15	Safai Karamchari	15400/-	1	-	-	-	-	-	-
16	Sr. Driver	22411/-	1	-	-	-	-	-	-
17	Driver	20374/-	1	-	-	-	-	-	-
18	MTS	16058/-	1	-	-	-	-	-	-
19	Chowkidar	-	-	15400/-	1	-	-	-	-
20	Security Guard	-	-	-	-	15400/-	2	15400/-	1
21	Biologist	-	-	30800/-	1	-	-	-	-
	TOTAL		21 Nos.		5 Nos.		4 Nos.		3 Nos.

It is hereby certified that I/we have and understood the **schedule B** above and shall abide by these, by scope of work given in the tender and the conditions laid down.

Signature of Bidder

Place:

Name
Designation
Business

