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National Tiger Conservation Authority

**Tender Document for supplying manpower  
to  
National Tiger Conservation Authority (NTCA)  
on  
Annual Contract Basis**

Date of Publishing: 11<sup>th</sup> November 2020



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National Tiger Conservation Authority

Two bid E-Tender Document

For

Providing manpower on contract basis for working in the office of the National Tiger Conservation Authority (Hqrs.) at New Delhi, Regional Offices at Bengaluru, Nagpur and Guwahati.

(No. 15-14/2012-NTCA)

Dated: 11-11-2020

Last Date & Time of Submission of Tender Document (Technical/ Financial):	11 <sup>th</sup> December, 2020; 17:30 hrs
Date & Time of Opening of the Tender Document	14 <sup>th</sup> December, 2020, Time: 11:00 hrs.

**NATIONAL TIGER CONSERVATION AUTHORITY (NTCA)**

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



National Tiger Conservation Authority

## NOTICE INVITING TENDER

**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

E-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 office of the National Tiger Conservation Authority (Hqrs.) 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 <https://moefcc.euniwizarde.com>, <https://ntca.gov.in/>, <http://envfor.nic.in/> and CPPP site <https://eprocure.gov.in/eprocure/app>

Head of Office, NTCA/ Authorized Officer, NTCA

Dated:



## **BID INFORMATION SHEET**

<b>SI No</b>	<b>Reference</b>	<b>Description</b>
1	Tender Number and Issuing Authority	<b>No. 15-14/2012-NTCA,</b> Head of Office, National Tiger Conservation Authority, New Delhi
2	Date of publishing of RFP	
3	Tender requirement	To provide manpower on contract basis for working in the office of the National Tiger Conservation Authority (Hqrs.) at New Delhi, Regional Offices at Bengaluru, Nagpur and Guwahati.
4	Method of selection	Two stage process comprising: 1) Technical bid 2) Financial bid
5	Availability of tender document	The tender document will be available at following websites: <a href="https://moefcc.euniwizarde.com">https://moefcc.euniwizarde.com</a> , <a href="https://ntca.gov.in/">https://ntca.gov.in/</a> , <a href="https://envfor.nic.in/">https://envfor.nic.in/</a> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
6	Last date for bid submission	11 <sup>th</sup> December, 2020 ; 17:30 hrs.
7	Currency	The bidder will state all costs in Indian Rupees only.
8	Earnest Money Deposit	The Bidders shall submit, along with their bids, a Bid security/ Earnest Money Deposit (EMD) as per the details specified in point 2.1 (ii) of tender document. Original EMD in the form and as listed hereunder shall be submitted manually to NTCA and a scan copy of the Original to be uploaded online/ CPP Portal along with the proposal. Bid will be rejected by NTCA in case of



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		<p>non-receipt of original EMD with the submitted bid.</p> <p>Please follow all rules and regulations issued by GoI and respective State Government related to COVID-19 containment.</p>
9	Date, Time and Venue for opening of Technical bids all bidders	14 <sup>th</sup> December, 2020, Time: 11:00 hrs.
10	Tentative date, time and venue for opening of financial / price bid (of only those bidders whose bids qualify in the technical evaluation stage)	14 <sup>th</sup> December, 2020, Time: 16:00 hrs.
11	Date, Time of announcement of the selected bidder.	14 <sup>th</sup> December, 2020, Time: 17:00 hrs.



## DISCLAIMER

The information contained in this Tender Document or subsequently provided to the Bidders, whether verbally or in documentary or in any other form by or on behalf of the Purchaser or any of its employees or advisors, is provided to the Bidders on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This Tender Document is not an Agreement and is neither an offer nor an invitation by the Purchaser to the Bidders or any other person. The purpose of this Tender Document is to provide interested parties with information that may be useful to them in the formulation of their Proposals.

The information contained in this Tender Document has been provided to the best of knowledge and in good faith. However, the information may not be complete and accurate in all respects and may not be exhaustive. Specifically, the information regarding business processes provided in this Tender Document is based on the interim decisions taken by the National Tiger Conservation Authority (NTCA) and may undergo changes in future. This Tender Document includes statements which reflect various assumptions and assessments arrived at by NTCA in relation to the proposed manpower outsourcing work. Information provided in this Tender Document is on a wide range of matters, some of which depends on the interpretation of law. The information is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

While reasonable care has been taken in providing information in this Tender Document, the Bidders are advised not to rely on this information only but also carry out their independent due diligence and risk assessments before submitting their response to this Tender Document. Further, the Bidders are advised to conduct their own analysis of the information contained in this Tender Document, carry out their own investigations about the project, the regulatory regime which applies thereto and all matters pertaining to NTCA and to seek their own professional advice on the legal, financial and regulatory consequences of entering into an agreement or arrangement relating to this Tender Document.



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The information contained in this Tender Document is subject to update, expansion, revision and amendment prior to the last day of submission of the bids at the sole discretion of NTCA. Neither NTCA nor any of its officers, employees nor any advisors nor consultants undertakes to provide any Bidder with access to any additional information or to update the information in this Tender Document.

NTCA, its employees and advisors make no representation or warranty and shall have no liability of any nature to any person including any Bidder or Service Provider under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender Document. NTCA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in the Tender Documents.





## **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 emoluments, EPF, ESI, service charges and all taxes payable as per extant Rules. The monthly emoluments for various categories of personnel should comply with the provisions of Minimum Wages Act, other relevant labour Acts, any other directions issued by State / Central Government pertaining to wages, bonus, variable dearness allowance etc in this regard and also commensurate with qualifications & experience of the personnel.
- 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 not complying to 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 specified date, which will be communicated to tenderer concerned 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 submission shall be rejected.
- e. **The tender shall be submitted in two parts, viz., Technical Bid and Financial / 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.



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- 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 to the Government of India / Public Sector Enterprises / Autonomous / Statutory bodies of Government of India 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 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



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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. 02.10.1954 shall be paid. 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. Traveling Allowance / Dearness Allowance will be paid for official travel / on duty journey duly approved by the Competent Authority as per extant rules.
- 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 (I.e service charge) 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 mutually agreed upon terms and conditions 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 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 '**Tiger Conservation Authority Fund, 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 **Tiger Conservation Authority Fund, 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 2019-20 deposited in Delhi region code/ sub code should be submitted.
- vii. A copy of Permanent Account Number (PAN) of the agency should be submitted.
- viii. Company' balance sheet of last three financial years duly audited (Year 2017-18, 2018-19 & 2019-20) 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 2017-18, 2018-19 & 2019-20 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 fulfill any or all of the above technical conditions or incomplete applications 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 online only on <https://moefcc.euniwizarde.com> 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: -**

The bids will be evaluated based on the financial turnover, number of employees provided in the last 3 years, number of contracts handled, work experience of the bidder and capability of the bidder to provide employees with the required experience.

**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 finalization of the tender will take into account the grand total of quotation for emoluments/wages for various categories of personnel, EPF, ESI, GST, and service charges as indicated in the Annexure III – Financial bid. In case of two or more bidders quoting the same amount (grand total), preference will be given to the bidder quoting the lowest service charge.



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

Successful bidder shall be issued the Work Order giving 15 days time from the date of opening of financial bid 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 **Tiger Conservation Authority Fund, New 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 next lowest bidder. 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 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.



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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 that incorrect/ false information has been furnished then 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, the 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.

## **8. 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



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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.

Head of Office, NTCA/ Authorized Officer, NTCA

Dated: 11-11-2020



## ANNEXURE-I - PROFILE AND DETAILS OF THE BIDDER

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
  - d. E-mail ID
  - e. 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: ( please attach 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)
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2017-18	
2018-19	
2019-20	
Total	

- Addresses with Telephone Numbers of the Regional Offices of the Bidder in India (If applicable).
- Details of major Contract handled by the Bidder in the past three years in the following format:

Sl No.	Customer details with address, telephone No., Fax, E-mail etc.	Nature of Contract	Amount of Contract (In Rs. Lakhs)	Duration of Contract to	from

- 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: \_\_\_\_\_



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## ANNEXURE-II - 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-reg.**

Dear Sir,

1. I / 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. I / We have enclosed the earnest money in the form of Bank Draft amounting to Rs 200,000/- (Rupees Two lakhs only).
4. I / 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, I / we agree to furnish the same in time to your satisfaction.
5. I / 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. I / We hereby declare that my/ 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 me/ us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
8. I / 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.

Date:

Yours faithfully  
(Signature)

Name.....  
Designation.....  
Business Address: Seal.....



### ANNEXURE-III - FINANCIAL BID

Duly accepting the laid down terms and conditions, I / 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:

Sl No.	Category of personnel	Number of personnel required	MANPOWER				Total Amount (Rs) (a+b+c+d)
			Rate per personnel per month (Rs)				
			a	b	c	d	
Place	Wages	EPF	ESI				
1	Section Officer in charge (Expd.I)	1	Delhi				
2	Wildlife Biologist Grade. I	1	Bengaluru				
		1	Guwahati				
		1	Nagpur				
3	Data Analyst cum Technical Assistant	1	Delhi				
4	Data Entry Operator (Grade I)	1	Delhi				
5	Data Entry Operator (Grade II)	2	Delhi				
6	Data Entry Operator (Grade III)	1	Bengaluru				
		5	Delhi				
		1	Guwahati				
		1	Nagpur				
7	Accountant	1	Delhi				
8	Data Entry Assistant	2	Delhi				



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	(Grade I)						
9	Data Entry Assistant (Grade II)	2	Delhi				
10	Liaison officer	1	Delhi				
11	Senior Office Assistant	2	Delhi				
12	Office Assistant	1	Delhi				
13	Reception & Dispatch Assistant	1	Delhi				
14	Messenger	1	Bengaluru				
		1	Delhi				
		1	Guwahati				
		1	Nagpur				
15	Multi Tasking Staff (MTS)	2	Bengaluru				
		2	Delhi				
		1	Guwahati				
		1	Nagpur				
16	Senior Driver	1	Delhi				
17	Driver	1	Bengaluru				
		1	Delhi				
		1	Guwahati				
		1	Nagpur				
18	Sanitation worker	1	Bengaluru				
		1	Delhi				
		1	Guwahati				
		1	Nagpur				
19	Security Guard	1	Bengaluru				
		1	Guwahati				
		2	Nagpur				
						Total	
						GST (@---	
						%)	
						Service	



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						Charge (@---- %)	
						<b>Grand Total</b>	
Grand 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 bidder quoting rates below the minimum wages will be REJECTED summarily. 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





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National Tiger Conservation Authority

## **ANNEXURE-IV - PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder)

To,

Head of Office  
National Tiger Conservation Authority  
Pt Deen Dayal Antyodaya Bhawan  
7<sup>th</sup> Floor, CGO Complex, Lodhi Road  
New Delhi – 110 003.

Dear Sir/Madam,

I / We submit the price Bid for supplying manpower to NTCA on contractual basis as per the details given in the bid document.

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

I / We 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.

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)**



**ANNEXURE-V – Requirement of manpower : Tentative number of staff, place of engagement and qualification / experience required.**

S.N o.	Name of Post	No. of Post*	Place of Duty	Qualifications & experience
1	Section Officer in charge (Expd.I)	1	Delhi	Bachelor's degree from recognized University or Institute or equivalent, with twenty years' experience in administrative or parliamentary function, and knowledge of computer operation. Persons should have at least ten years' experience of working in the Project Tiger/National Tiger Conservation Authority/ Ministry of Environment, Forest & Climate Change.
2	Wildlife Biologist Grade. I	3	Guwahati-1 Bengaluru-1 Nagpur-1	Post Graduate Degree in Wildlife / Life Sciences / Zoology /Botany with at least three year experience of working in the Project Tiger /NTCA. / Ministry of Environment, Forest & Climate Change/Tiger Reserve (s).
3	Data Analyst cum Technical Assistant	1	Delhi	Bachelor's degree of a recognized university or equivalent with proficiency in computer application, word processing at least three years' experience as data analyst in any reputed agency / organizations. Experience in handling software related to online procurement, other software / hardware including networking knowledge, video conferencing handling, to coordinate with agency for website related works is preferable. Persons should have at



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				least two years' experience of working in the Project Tiger/National Tiger Conservation Authority / Ministry of Environment, Forest & Climate Change
4	Data Entry Operator (Grade I)	1	Delhi – 1	Bachelor's degree of a recognized University or equivalent, and at least 15 years' experience in any reputed agency/organization in data entry & data processing. Persons should have at least 12 years' experience of working in the Project Tiger / National Tiger Conservation Authority / Ministry of Environment, Forest & Climate Change
5	Data Entry Operator (Grade II)	1	Delhi – 1	Bachelor's degree of a recognized University or equivalent, and at least 10 years' experience in any reputed agency/organization in data entry & data processing. Persons should have at least 8 years' experience of working in the Project Tiger / National Tiger Conservation Authority / Ministry of Environment, Forest & Climate Change
6	Data Entry Operator (Grade III)	8	Delhi-5 Guwahati-1 Bengaluru-1 Nagpur-1	Bachelor's degree of a recognized University or equivalent, and at least 4 years' experience in any reputed agency/organization in data entry & data processing. Persons should have at least 2 years' experience of working in the Project Tiger / National Tiger Conservation Authority / Ministry of Environment, Forest & Climate Change
7	Accountant	1	Delhi-1	Bachelor's degree of a recognized University or equivalent, having at least 3 years' experience in handling the work of Cash & Accounts/Budget & Finance in a Govt. Deptt. Should be



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				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 at least one year experience of working in the Project Tiger/National Tiger Conservation Authority/ Ministry of Environment, Forest & Climate Change / Any Other Organization.
8	Data Entry Assistant (Grade I)	2	Delhi-2	12 <sup>th</sup> Pass from a recognized board / institution with at least 2 years experience of working in National Tiger Conservation Authority / Project Tiger / Ministry of Environment, Forest & Climate Change.
9	Data Entry Assistant (Grade II)	2	Delhi – 2	12 <sup>th</sup> Pass from a recognized board / institution with good proficiency in use of computers. Experience of working in National Tiger Conservation Authority / Project Tiger / Ministry of Environment, Forest & Climate Change will be preferable.
10	Liaison officer	1	Delhi -1	Graduate from a recognized university with at least 20 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, Forest & Climate Change of other ministries of Govt of India.
11	Senior Office Assistant	2	Delhi-2	Matriculation or equivalent from a recognized board/university. Persons should have at least 15 years' experience of working in the Project Tiger/National Tiger Conservation Authority/ Ministry of Environment,



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				Forest & Climate Change.
12	Office Assistant	1	Delhi-1	Matriculation or equivalent from a recognized board/university. Persons should have at least 10 years' experience of working in the Project Tiger/National Tiger Conservation Authority/ Ministry of Environment, Forest & Climate Change.
13	Reception & Dispatch Assistant	1	Delhi	Matriculation or equivalent from a recognized board/university with proficiency in use of computers. Persons should have at least 10 years' experience of working in the Project Tiger / National Tiger Conservation Authority/ Ministry of Environment, Forest & Climate Change.
14	Messenger	4	Delhi-1 Bengaluru-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 five years' experience of working in the Project Tiger / National Tiger Conservation Authority/ / Ministry of Environment, Forest & Climate Change.
15	Multi Tasking Staff (MTS)	6	Delhi-2 Bengaluru-2 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 two years' experience of working in the Project Tiger / National Tiger Conservation Authority/ / Ministry of Environment, Forest & Climate Change.
16	Senior Driver	1	Delhi-1	Having valid driving license with two years driving experience and acquainted with Govt. offices/



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				Ministeries and Delhi routes. Persons should have at least 10 years' experience of working in the Project Tiger / National Tiger Conservation Authority/ / Ministry of Environment, Forest & Climate Change.
17	Driver		Delhi-1 Bengaluru-1 Nagpur-1 Guwahati-1	Having valid driving license with two years driving experience and acquainted with Delhi/ Bengaluru/ Nagpur/ Guwahati routes. Persons having experience of working in the Project Tiger / National Tiger Conservation Authority / Ministry of Environment, Forest & Climate Change will be preferred.
18	Sanitation worker	4	Delhi-1 Bengaluru-1 Nagpur-1 Guwahati-1	5 <sup>th</sup> standard pass and having at least 5 year experience of sanitation work in Project Tiger / National Tiger Conservation Authority / Ministry of Environment, Forest & Climate Change or any organization.
19	Security Guard	4	Bengaluru-1 Nagpur-2 Guwahati-1	8 <sup>th</sup> Pass, having experience of working in a reputed firm and should have at least two years' experience of working in the Project Tiger / National Tiger Conservation Authority.

**Note\*:** The above posts are tentative and may vary during the period of contract on works' requirement basis.



## **9. INSTRUCTIONS TO BIDDERS FOR E-TENDER:**

Special Instructions for e-Tender. Submission of online Bids is mandatory for this Tender. For conducting electronic tendering, MOEFCC is using the portal <https://moefcc.euniwizarde.com> of M/s ITI Ltd, a Government of India Undertaking.

### **1.0 Tender Bidding Methodology:**

The offer should be submitted through e-tendering mode in the website <https://moefcc.euniwizarde.com> containing two e-bid viz. Technical and Financial Bid. The Bids will be uploaded along with all signed and scanned documents those are required for particular tender.

### **Digital Certificate:**

It is mandatory for all the bidders to have class-III Digital Signature Certificate – Signing + Encryption (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-tendering.

### **2.0 Registration:**

To participate in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of ITI. <https://moefcc.euniwizarde.com> to have user ID & password from M/s ITI Ltd., The Annual registration charges for vendors/suppliers are Rs.2000/+18%GST-per annum (Pay Online). The procedure for the registration is as under:

1. Go to the website <https://moefcc.euniwizarde.com>. In the home page, click on "Registration"
2. In the Vendor Registration form, vendor has to fill up the all mandatory applicant details. After submission of registration form, you will get the verification link on your registered mail id, after verification you log in your account with your user id and password and complete the all activity related to registration etc. Document uploading, paid registration fee, after completion of registration payment, you need to send your acknowledgment copy on our held desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.



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### **3.0 SEARCHING FOR ONLINE TENDER DOCUMENTS**

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee **Rs.3000/- + GST (NOT REFUNDABLE)** by Net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc.

Once you pay both fees, tenders will be moved to the respective "Register" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

- 1. Help-desk landline No: 011-49606060**
- 2. Mr. Varun Tomer +919205898229**
- 3. Mr. Birendra Kumar +919205898228**