



**NATIONAL BIODIVERSITY AUTHORITY  
GOVERNMENT OF INDIA  
Chennai – 600 113.**

**NOTIFICATION INVITING OPEN TENDER FOR PROVIDING PERSONNEL ON  
OUTSOURCING BASIS**

The National Biodiversity Authority (NBA), Chennai, a statutory body established under the Biological Diversity Act, 2002, requires services of Personnel in locations at Chennai, New Delhi and Hyderabad. Sealed bids are invited from reputed Firm/Organizations at Chennai subject to the Terms & Conditions as mentioned in the tender document. The last date for receipt of tender documents is 20<sup>th</sup> June, 2016 upto 15:00hours.

Tender Notification No.	: NBA/2/124/ADMN/OS/16-17/
Name of the Work	: Providing Personnel for engagement on Outsourcing Basis
Service Location	: Chennai, New Delhi and Hyderabad.
Estimated Cost of work	: Rs.1, 40, 00,000/- per annum (approximate)
Earnest Money Deposit Amount	: Rs. 4, 20,000/-
Period of Contract	: 1 year
Last date / Time of submission	: 20 <sup>th</sup> June, 2016 upto 15:00hours
Address for submission of Bids	: The Secretary, National Biodiversity Authority, 5 <sup>th</sup> Floor, TICEL Bio Park, CSIR Road, Taramani, Chennai – 600 113.

1. Interested bidders should ensure that their organization fulfils all the terms and conditions mentioned in the tender before sending their bids.

2. NBA reserves the right to modify, expand, restrict, scrap, refloat or cancel in whole/part, the tender process at any stage without assigning any reasons and decision of NBA in this regard shall be final and binding. Delivery of the responses along with documents at the prescribed address will be the sole responsibility of the responding bidder.

3. Interested bidder/s may fill in the tender forms and send in two separate covers – One cover superscribed as “Technical bid” containing Annexure I, II, III, IV & EMD and other supporting documents and second cover superscribed as “Financial bid” containing

Annexure V and envelope containing both the covers should be superscribed as “Open Tender for Providing Personnel for engagement on Outsourcing Basis” and addressed to the Secretary, National Biodiversity Authority, 5th Floor, Tisel Biopark, CSIR Road, Taramani, Chennai – 600 113. The EMD should not be put in the cover containing “Financial Bid – Envelope B”.

4. The last date/time for the receipt of sealed tenders document shall be 20<sup>th</sup> June, 2016 upto 15:00hours. The technical bids will be opened on 20<sup>th</sup> June, 2016 at 17:00 hours in the presence of the bidders or their authorized agents who may choose to be present. If the office happens to be closed on the last date of receipt of the tender as specified, the tenders will be received and opened on the next working day at the same time and venue. The opening of financial bids will be done at a later date. If any clarification is required with regard to technical/financial bid they may seek the clarification in writing on or before 31<sup>st</sup> May, 2016. The reply will be updated in the website.

**Administrative Officer  
National Biodiversity Authority, Chennai.**

## ANNEXURE I

### GENERAL CONDITIONS OF THE TENDER AND SCOPE OF SERVICE

#### Introduction

The National Biodiversity Authority (NBA), Chennai, a statutory body established under the Biological Diversity Act, 2002, requires services of Personnel in the following categories on outsourcing

#### **1. SCOPE OF SERVICE**

1.1. The tentative numbers of outsourcing persons required are given below

##### **I - AT CHENNAI**

1. Senior Executive – 5 nos. - Retired as Superintendent / Section officer from Govt. Service
2. Executive Grade I – 12 nos.
3. Executive Grade II – 3 nos.
4. Executive Grade III – 8 nos.
5. Assistant Executive – 3 nos.
6. Computer Assistant – 7 nos.
7. Senior System Administrator – 1 no.
8. System Administrator – 1 no.
9. Librarian – 1 no.
10. Driver – 1 no.
11. Office Attendant – 8 nos.
12. Housekeeping Assistant – 3 nos.

##### **II. AT NEW DELHI**

13. Senior Executive – Administration – 1no.
14. Computer Assistant – 3 nos.
15. Office Attendant – 1no.

##### **III. AT HYDERABAD**

16. Office cum Computer Assistant – 1 no.
17. Office Attendant – 1 no.

1.2 NBA reserves the right to change the designation, the remuneration/wages component and criteria of qualification/age and experience for any post. New category of posts may be added and existing category of posts may also be deleted at the discretion of NBA.

1.3 In performing the terms and conditions of the Contract, the Manpower Agency / Service agency shall at all times act as an Independent Manpower Agency /Service agency. The contract does not in any way create a relationship of principal and agent between NBA and the Manpower Agency /Service agency. The Manpower Agency /Service agency shall not act or attempt or represent itself as an agent of NBA. It is clearly understood and accepted by both parties that this contract between the parties is on a Principal to Principal basis and nothing herein contained shall be construed or

understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The employment shall be strictly on outsourcing basis. The employees of the Manpower Agency /Service agency shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the NBA. There will no employer-employee relationship between NBA and the persons engaged through the contractor.

1.4 The Manpower Agency / Service agency shall provide a substitute immediately if any of employees appointed through them quits service.

1.5 The service provider shall be responsible for recovering employee's share of contributions towards Provident Fund, Employees State Insurance and other statutory payments / Liabilities etc. wherever applicable. The Contribution towards bonus payable as per minimum limits determine by the government from time to time will be made by NBA every month. The service provider shall pay the bonus amount to the employees with interest on the accumulated contributions by NBA at the time decided by NBA Administration.

1.6 The person signing the tender or any documents forming part of the tender on behalf of the Manpower Agency / Service agency shall be responsible to produce authority letter duly executed in his/her favour, stating that he/she has the authority to bind such other person or the agency as the case may be, in all matters pertaining to the tender. If the person so signing the tender fails to produce the said authority letter, his/her tender shall be liable to summary rejection without prejudice to any other right of NBA under the law. The tender shall be filled in by the agency neatly and accurately. Any corrections or overwriting should be attested by the authorized person. Conditional offers/ offers which are not in the prescribed format will be summarily rejected. The tender document should be duly signed on every page including annexures, and other relevant documents such as photocopy of IT returns, PAN card, Work Orders, Registration certificate etc. to be submitted by the bidder (pages 1 to 29).

1.7 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will render the bid ineligible.

1.8 The submission of tender will bind the bidder as to acceptance of all the conditions specified herein.

1.9 The bidder shall bear all costs associated with the preparation and submission of its tender, and NBA will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

## **2. TECHNICAL CRITERIA**

**The following criteria should be fulfilled for qualifying in Technical bid:**

2.1 The applicant should be a reputed firm / contractor preferably having experience in providing manpower services including security services for Central Govt. Ministries/ Departments/ PSU/Autonomous bodies/ Statutory bodies of GOI/ International agencies like World Bank, UNDP etc. (Certificate for having performed the work/ service satisfactorily in the said ministry/ dept. /organization should be attached.)

2.2 The contractor should have a valid Provident Fund registration with the Regional PF Commissioner, PAN/TAN number/ESI registration/Sales Tax/Service Tax Registration Numbers, the details of which should be provided.

2.3 Copy of IT return filed and Turnover (Profit and Loss Account) for the three financial years i.e. 2012-13, 2013-14 and 2014-15 duly audited by Chartered Accountant should be furnished. Provisional or Audited Profit and Loss Account for the year 2015-2016 should also be enclosed.

2.4 Copies of work orders/award letters showing the experience of work in the last three years i.e. 2013-14, 2014-15 and 2015-16 should be provided.

2.5 The tenderer shall provide the reference list of the organization with contact address.

2.6 The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. The firm/agency may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.

2.7 The Manpower Agency /Service agency shall furnish an Earnest Money deposit (EMD) in the form of DD drawn in favour of “National Biodiversity Authority” issued by any commercial Bank for an amount of Rs.4,20,000/- (Rupees Four Lakhs Twenty Thousand only) at the time of submission of bid. The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of opening of financial bid. The EMD of the selected Manpower Agency /Service provider will be refunded without interest after awarding of contract and on receipt of performance guarantee.

2.8 The EMD may be forfeited, if a bidder withdraws his bid during the period of bid validity, specified by the bidder in the Bid and/or on submission of false documents/ undertaking.

2.9 The Manpower Agency / Service provider agency must have its registered office or branch in Chennai. (Proof of existence such as rent agreement, certificate of incorporation etc should be furnished).

2.10 The Bidder should submit the following documents along with the technical bid along with Annexure III and Annexure IV:

(i) Demand Draft for EMD amount.

(ii) Experience certificates or work orders for providing personnel on outsourcing basis to Government organizations/ PSUs for a period of at least 3 years.

(iii) Copy of relevant registration documents certifying the bidder's entity as a proprietorship/ partnership/ company.

(iv) PAN/TAN number.

(v) Service tax registration number of the firm.

(vi) Copies of Turnover (Profit and Loss account).

(vii) The Provident Fund registration.

(viii) ESI registration.

Note: Consortium bidding to fulfill the eligibility criteria of this tender shall not be allowed at any stage.

### **3. OPENING OF TECHNICAL BID:**

3.1 The bidders may prefer to be present at the time of opening of the bid. In case any of the authorized representatives of the bidder attends the tender opening he/she must bring a letter with identity card. The bidders/their representative present there, shall sign a register evidencing their attendance.

3.2 The technical bids will be opened first in the Office of National Biodiversity Authority (NBA), 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113 on 20<sup>th</sup> June, 2016 at 17.00 hrs. In case 20<sup>th</sup> June, 2016 is declared as a holiday, then the tender will be opened at the same time / place on the next working day. The opening of financial bids will be done at a later date.

### **4. EVALUATION METHODOLOGY OF TECHNICAL BID:**

4.1 All the tenders received will be scrutinized and the technical bids will be evaluated based on the bidder's technical capabilities and experience in the field, awarding marks as illustrated in Annexure – VI.

4.2 Only qualified technical bids will be considered for opening of Financial Bid.

4.3 Notwithstanding anything stated above, NBA reserves the right to assess bidder's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NBA and decision of NBA in this regard shall be final.

### **5. OPENING & EVALUATION METHODOLOGY OF FINANCIAL BID**

5.1 The financial bids of only those bidders, who are found qualified on evaluation of the technical bids, shall be opened at a later date after intimation to technically qualified bidders. In case the date for opening of tender is declared to be a Holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day.

5.2 All the rates should be quoted in figure and also in words in Financial Bid (Annexure – V). Taxes, however, should be indicated separately. Any overwriting / Correction should be attested by the Bidder. In case, the rate quoted in figures differ from those quoted in words, the rates quoted in words will be taken for evaluation.

5.3 The evaluation methodology of financial bid is given in Annexure – VII.

### **6. FINAL EVALUATION**

6.1 Final Evaluation will be made based on the Maximum scores obtained in technical and financial bids. For this purpose, 60 % weightage for technical qualification and 40 % for financial bid will taken into consideration as shown in Annexure - VIII.

6.2 If more than one bidder scores the same as L1, the L1 will be considered based on the marks scored on technical bid.

## **7. TERMS & CONDITIONS OF THE CONTRACT**

7.1 An agreement with detailed terms and conditions shall be made with the selected contractor.

7.2 All the terms and conditions as stated in the TENDER documents, Annexures and award of contract will constitute the contract between the Contractor and NBA.

7.3 The offer shall remain valid for a period of 90 days from the last date of submission of tender documents.

7.4 The selected agency is expected to commence the Assignment on the date and at the location i.e Chennai / New Delhi/ Hyderabad to be specified in the award of contract to be issued by NBA as per its requirement & on the terms and conditions specified.

7.5 The service provider will provide the required personnel for a shorter period also, in case of any exigency as per the requirement of the organization.

7.6 The service provider shall be contractible at all times and message sent by phone/ E-mail/ Fax/ Special Messenger from the organization to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instruction issued by the organization in fulfilment of the contract from time to time.

7.7 NBA may consider fixing higher initial remuneration/wages than the indicated figures, where a candidate possesses adequate experience in biodiversity related matters. This enhancement could be 5 to 6% of the indicated remuneration/wages for each category. However, this cannot be claimed as a matter of right.

7.8 The outsourcing staff are eligible for an annual increase of 3 to 5% in the monthly remuneration/wages.

7.9 The engaged persons need to be paid by 4th of every month, the remuneration/wages should be paid by cheque/crediting in personal bank a/c only along with necessary detailed slip of salary. No cash disbursement of remuneration/wages shall be allowed. The date of payment of salary to each outsourcing staff should be mentioned by the contractor in the bill submitted to NBA for reimbursement. The contractor shall strictly follow the payment schedule. If any undue delay in payment of Salary beyond the prescribed date is noticed by NBA in the bill submitted by the contractor for five consecutive months and also on receipt of complaints from the outsourced staff, NBA shall cancel the contract / blacklist the contractor.

7.10 The contractor shall provide Identity cards. The cost of the ID cards will be reimbursed by NBA. The ID cards are to be constantly displayed and their loss reported immediately. A copy of the appointment letter issued to the candidate for carrying out the work shall be provided to NBA.

7.11 The Manpower Agency /Service agency will be engaged for one year from the date of issuance

of award of contract and which may be extended for further periods on mutual consent.

7.12 The agreement can be terminated by either party by giving three months notice in advance. If the agency fails to give three months notice in writing for termination of the agreement any amount due to the agency from this organization including performance security shall be forfeited and also this organization shall have the right of cancellation of contract without assigning any reason.

7.13 NBA does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract.

7.14 For the purposes of this Contract, "Force majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. The obligations of NBA and the Manpower Providing Agency/Service provider agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control. The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.

(a) Has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and

(b) Has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 60 days.

7.15 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

7.16 The Manpower Agency /Service provider agency is entitled to the payments for the service provided before the happening of any event constituting force Majeure culminating in termination of contract. Decision of NBA in this regard will be final and binding upon the contractor / firm.

## **8. INDEMNITY**

8.1 The contractor hereby agrees to keep indemnified, hold harmless NBA against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the contractor or any of the persons deployed by it pursuant hereto or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or outside the premises.

## **9. CONDITIONS OF ENGAGEMENT**

9.1 Services to be provided on all working days (five days a week) during the normal duty hours from 09.15 am to 05.45 p.m. with half an hour lunch break. Persons so engaged, may be called on Saturday



/ Sunday / Holidays as per requirement. The outsourcing staff engaged can avail leave at the rate of one day per month which can be accumulated upto the end of the calendar year. However, they are not eligible to encash the leave accumulated or carry it forward to the subsequent calendar year. The contractor shall ensure that these leave benefits are available to the outsourcing staff and there should be no occasion for any complaint from the staff.

9.2 The contractor shall employ only good and reliable persons with robust health, sound mind and clean record to carry out the job contract.

9.3 The Outsourcing contractor shall be responsible for any commissions or omissions of the persons employed through him.

9.4 In case of loss or damage done to the property / vehicle of the NBA by the personnel provided by the contractor, full damages will be recovered from the contractor and decision of the competent authority of NBA shall be binding on him.

#### **9.5 Driver(s) engaged through the contractor:**

a) In case of Drivers, their service may be required on holidays and Sundays, and in that case, prior information would be given to the Contractor or to the Driver engaged by him and on receiving such information it shall be ensured that chauffeur service is provided on such days for which additional charges would be paid. The contractor shall note that chauffeurs engaged by him have to perform duty for outstation trips also at short notice.

b) The contractor shall ensure that driver engaged by him drives the vehicle smoothly and as per the instructions issued by NBA from time to time. The vehicles should be utilized only for the official purposes as instructed by NBA and shall not be misused.

c) The contractor shall ensure that chauffeurs engaged by him possess valid driving license to drive the Light Motor vehicles and are in the age group of 21 – 55 years.

d) The driver must possess valid driving license to drive Light Motor Vehicles and with at least 3 years experience in driving Light Vehicles and shall always carry all the necessary documents with him. The driver should wear full uniform with cap/ shoes etc., and behave well with pleasing manners and should have fair knowledge of Tamil/English and knowledge of Hindi will be an advantage. In case any of the personnel so engaged by the firm/agency is not found suitable by the NBA, the NBA shall have the right to ask for replacement without giving any reason thereof and the firm/agency shall on receipt of a written communication in this regard will have to replace such persons immediately. Driver should be familiar with all important routes in Chennai and outstations.

e) The contractor shall ensure that chauffeur engaged by him take utmost care to maintain the vehicle in good condition.

f) The contractor is wholly responsible for any compensation payable due to the accidents caused by the drivers engaged by him. He shall keep NBA fully indemnified against any claims in this regard.

g) The contractor shall ensure that chauffeur engaged by him is conversant with and follow, all the traffic rules and regulations and comply with the statutory law in force with regards to Motor vehicle. Any penalty imposed for traffic violation etc by the traffic police Transport Dept Officer/agency will be charged to the firm's account and NBA will not reimburse the same under any circumstances. The driver of the car provided must strictly follow traffic rules and other regulations prescribed by the Govt. from time to time. He should be instructed to follow all safety norms like wearing seat belt/ observing Traffic Cautions, etc., while on duty.

h) The contractor or chauffeur driver engaged by him shall maintain records in trip sheet/log book provided for the vehicle on day to day basis and make available the same for verification by NBA whenever so required.

## **10. Statutory Obligations:**

10.1 In case the contractor does not carry out the Contractual/Statutory obligations or the services rendered by him are found to be unsatisfactory, NBA shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days time failing which, NBA reserves the right to terminate the contract. In such an event, no compensation will be payable to the contractor.

10.2 All the records relating to the payment of wages by him to his employees shall be preserved for a period of at least 3 years by the contractor and should be made available even after the contract period is over, for any verification by the statutory authorities / NBA authorities / Vigilance/ Govt.

10.3 The contractor shall be wholly responsible for regular and prompt payment of remuneration/wages to the persons engaged by it in compliance of all the statutory obligation under all related legislation as applicable to it viz., Employees Provident Fund, ESI Act etc., as amended from time to time and the organization shall not have any liability on account of the failure of the manpower agency. However, the employers contribution towards EPF and ESI will be borne by this organization.

## **11. SCOPE OF WORK AND RELATED DETAILS ARE IN ANNEXURE – II.**

## **12. OTHER TERMS AND CONDITIONS**

12.1 Offered rates should be valid for one year from the date of commencement of contract.

12.2 Manpower will be supplied by the Contractor as per actual requirement (fresh requirement other than replacement), which will be informed to the contractor generally with a notice period of three days. The contractor is bound to supply the required manpower within a maximum of a week's time. In case of leave/absence of manpower, alternate arrangement will be made by the contractor. However this time limit of a week's time will not be applicable to drivers and Contractor is bound to give immediate replacement.

12.3 The Contractor may provide NBA with a list of candidates along with CV/Biodata for each position requisitioned and interview may be conducted by NBA if required to select a suitable candidate for the position. Preference may be given for the persons with work experience in

NBA/Central Government/State Government offices. The contractor is bound to supply the services of the person selected by NBA.

12.4 Payment to the Contractor will be subject to provision of satisfactory service which may be certified by the Officers / Sectional Heads, where ever the persons have been engaged. The Contractor is bound to supply suitable replacement, wherever necessary, within a week. In case the contractor fails to supply suitable replacement within a week a penalty of Rs. 1000/- (Rupees One thousand only) for each person shall be recovered from the bill of the service provider.

12.5 Deduction of statutory dues from the payments to the staff provided and timely remittance thereof would be the sole responsibility of the Contractor.

12.6 The manpower supplied at no time will perform any such act that would lower the dignity of the NBA

12.7 All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the Contractor. The NBA shall not be liable, in any case and an undertaking to this effect should be furnished by the contractor. NBA shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract labourer/worker in case of any accident/ mis-happening taking place at NBA premises.

12.8 Persons employed through the manpower agency/ service agency will have to be notified by the manpower agency/ service agency that before quitting service from NBA voluntarily they should give either 15 days prior notice or wages/remuneration in lieu of notice period.

### **13. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT, EFFECTIVENESS OF CONTRACT.**

#### **13.1 Commencement of Services**

This Contract shall come into effect from the date of award of contract by NBA. The selected contractor is expected to commence the Assignment on the date and at the location i.e at Chennai / New Delhi / Hyderabad to be specified in the award of contract to be issued by NBA as per its requirement. If the contractor fails to commence the assignment within the specified date as per award of contract, the contract shall be liable to be terminated.

#### **13.2 Expiration of Contract**

Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified. However, the contract may be extended for a further period on mutual consent.

#### **13.3 Modification**

After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

#### **13.4 Subletting**

The contractor shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the contractor contravening this condition, NBA shall be entitled to terminate the contract

and get the work done through other party at the risk & cost of the contractor. In such case the EMD of the selected contractor, will be forfeited.

### **13.5 Termination**

#### **(i) By NBA**

NBA may terminate this Contract, by not less than thirty (30) days written notice of termination to the contractor, to be given after the occurrence of any of the events specified below:

- (i) If the contractor commits breach of contract or do not remedy / rectify a failure in the performance of their obligations under the Contract.
- (ii) If the contractor become insolvent or bankrupt;
- (iii) If NBA, in its sole discretion, decides to terminate this Contract.

### **14. PERFORMANCE GUARANTEE**

- (i) The successful bidders will have to submit performance security to ensure due performance of providing timely and efficient manpower as the contractor to an amount of Rs.10,50,000/- (Rupees Ten lakhs and Fifty Thousand only) in the form of a Demand Draft / Bank Guarantee from a commercial bank in favour of National Biodiversity Authority.
- (ii) A performance security deposit of Rs.10.50 lakhs will be forfeited in case of non compliance of the terms of the agreement by the service provider.
- (iii) The performance security will be valid for a period of 60 days beyond the validity of the contract.

### **15. PAYMENT**

15.1. The agency shall raise the bill in duplicate duly certifying that the payment has been made along with the attendance sheet in the first/second week of the succeeding month. The payment will be made within two weeks from the date of receipt of the bill which is complete in all aspects after deduction of taxes, deductible at source under the laws in force.

15.2. The service provider shall submit separate bill for EPF and ESI along with EPF & ESI statements of each individuals for each month individually and only after that the amount of EPF & ESI is to be released, payment of EPF & ESI and service tax amount is subject to the details furnished by the firm.

15.3 No advance payment in part or full shall be made by NBA.

### **16. ARBITRATION**

In the event of any dispute arising amongst the Parties, the Parties agree to make their best efforts to attempt to resolve all disputes with promptness, in equity and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English and the venue of arbitration shall be in Chennai. The sole arbitrator will be appointed by Chairman, NBA whose decision in this regard will be final & binding.

## **17. JURISDICTION**

The parties hereby irrevocably consent to the sole jurisdiction of the Courts at Chennai only in connection with any actions or proceedings arising out or in relation to this TENDER.

## **18. REJECTION**

18.1 Tenders received after the stipulated date will be rejected.

18.2 Tender is liable to be rejected if complete information is not provided as required.

18.3 Tenders which are not accompanied with the prescribed documents will be summarily rejected.

18.4 Tenders/rates quoted in other than the prescribed proforma shall be rejected.

18.5 Furnishing of any miscalculation in the financial bid (Annexure V) shall be at the bidder's risk and the cost and the bid may be liable for rejection.

18.6 NBA reserves the right to reject any or all tenders or cancel/withdraw the notice inviting tender without assigning any reason whatsoever and in such case no applicant shall have any claim arising out of such action.

**ANNEXURE – II**  
**SCOPE OF WORK AND RELATED DETAILS**

**I - AT CHENNAI**

**a) SENIOR EXECUTIVE – (FIXED REMUNERATION/WAGES - Rs. 28000) - 5 NOS. - RETIRED AS SUPERINTENDENT / SECTION OFFICER FROM GOVT. SERVICE.**

- (i) The person shall assist the Administrative officer/Accounts Officer/ Technical Officer / Advisor (law) in carrying out day to day work.
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (iii) He/ she shall keep absolute secrecy of the matters dealt with by him.
- (iv) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

**Qualifications of persons to be engaged**

- (i) Retired Government staff / officers with 20 years of service and who have worked as superintendent / section officer and above and drawing pension are eligible.
- (ii) The persons employed should possess a minimum educational qualification of any Degree from Recognized University with computer knowledge.

**b) EXECUTIVE GRADE I – (FIXED REMUNERATION/WAGES – Rs. 26000) - 12 NOS.**

- (i) The person shall assist the Administrative officer/Accounts Officer/ Technical Officer / Advisor (law) in carrying out day to day work and the works are time bound in nature.
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (iii) He/ she shall keep absolute secrecy of the matters dealt with by him.
- (iv) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

**Qualifications of persons to be engaged**

- (i) Well experienced persons who have retired from Central Government employment below the age of 65 years are preferred.
- (ii) The persons employed should possess the following:
  - a) For Administration Section - M.A/M.Com/MBA or Any PG degree with atleast 5 years of experience / liaison / Public relations experience or Any UG degree with post-qualification experience of atleast 8 years.
  - b) For Technical section - The candidate must hold a M.Phil/ Ph.D. graduates or Master Degree in Life Sciences (Botany /Zoology / Microbiology / Agriculture / Biotechnology / Genetics) with 5 years of post-qualification experience
  - c) For Accounts section - CA or M.Com/ MBA (Finance) and experience in Tally & Tax or Retired Government staff with experience in Accounts (Tally & Tax) with 5 years of post-qualification experience.

d) For Legal section - Masters Degree in Law with 5 years experience or Bachelor Degree in Law with 8 years of post-qualification experience.

**c) EXECUTIVE GRADE II – (FIXED REMUNERATION/WAGES – Rs. 22000) - 3 NOS.**

- (i) The person shall assist the Administrative officer/Accounts Officer/ Technical Officer / Advisor (law) in carrying out day to day work and the works are time bound in nature.
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (iii) He/ she shall keep absolute secrecy of the matters dealt with by him.
- (iv) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

**Qualifications of persons to be engaged**

- (i) Well experienced persons who have retired from Central Government employment below the age of 65 years are preferred.
- (ii) The persons employed should possess the following:
  - a) For Administration Section - M.A/M.Com/MBA or Any PG degree with atleast 4 years of experience / liaison / Public relations experience or Any UG degree with post-qualification experience of atleast 6 years.
  - b) For Technical section - The candidate must hold a M.Phil/ Ph.D. graduates or Master Degree in Life Sciences (Botany/ Zoology/ Microbiology/ Agriculture/ Biotechnology/ Genetics) with 4 years of post-qualification experience
  - c) For Accounts section - CA or M.Com/ MBA (Finance) and experience in Tally & Tax or Retired Government staff with experience in Accounts (Tally & Tax) with 4 years of post-qualification experience.
  - d) For Legal section - Masters Degree in Law with 4 years experience or Bachelor Degree in Law with 6 years of post-qualification experience.

**d) EXECUTIVE GRADE III – (FIXED REMUNERATION/WAGES – Rs. 20000) - 8 NOS.**

- (i) The person shall assist the Administrative officer/Accounts Officer/ Technical Officer / Advisor (law) in carrying out day to day work and also carry out logistics / hospitality arrangements / public relations work. The person shall attend to telephone calls, guide the visitors and assist the controlling officers in Misc. Office work.
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer and shall liaise with various agencies / individuals;
- (iii) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

**Qualifications of persons to be engaged**

- (i) Persons employed shall be in the age group of 25 to 65 years.
- (ii) The persons employed should possess the following:

- a) For Administration Section - M.A/M.Com/MBA or Any PG degree with atleast 2 years of experience / liaison / Public relations experience or Any UG degree with post-qualification experience of atleast 4 years.
- b) For Technical section - Master Degree in Life Sciences (Botany/Zoology/Microbiology/Agriculture/Biotechnology/Genetics) with atleast 2 years of post-qualification experience or Any UG degree (in Biological sciences) with post-qualification experience of atleast 4 years
- c) For Accounts section - M.Com/ MBA(Finance) / CA / ICWA with 2 years of post qualification experience or B.Com / BBA / BBM degree with atleast 4 years of post-qualification experience in Accounts or Retired Government staff with experience in Accounts work. Diploma in Accounting Package/Computer Applications is an added advantage.
- d) For Legal section - Masters Degree in Law with 2 years experience or Bachelor Degree in Law with 4 years of post-qualification experience. Retired Government staff / officers are preferred. Working knowledge of Computer is a must.

(iii)The remuneration/wages may commensurate with the post of similar post in Government/Private Organizations.

(iv)Working knowledge of computer / related software/ computer applications.

**e) ASSISTANT EXECUTIVE / COMPUTER ASSISTANT – (FIXED REMUNERATION/WAGES – Rs. 17000) - 10 NOS.**

- (i) The person shall assist the Administrative officer/Accounts Officer/ Technical Officer / Advisor (law) in carrying out day to day work.
- (ii) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.
- (iii)The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (iv)He/ she shall keep absolute secrecy of the matters dealt with by him.

**Qualifications of persons to be engaged**

- (i) Persons employed shall be in the age group of 24 to 50 years.
- (ii) The persons employed should possess the following:

- a) For Administration / Technical / Legal Section - Any UG degree with post-qualification experience of atleast 3 years and knowledge in computer. Retired Government staff / officers will be given preference.
- b) For Accounts section - The persons employed should possess a minimum education qualification of M.Com/ MBA (Finance) or B.Com degree with atleast 3 years of post-qualification experience in Accounts or Retired Government staff with experience in Accounts work.

**f) SENIOR SYSTEM ADMINISTRATOR – (FIXED REMUNERATION/WAGES – Rs. 26000) - 1 NO.**

- (i) The person shall assist the Administrative Officer / Sectional head in carrying out the Database management; maintaining and updating NBA website; taking care of hardware and software of the desktop PCs and laptops in NBA office; any other IT related issues.



- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer and shall liaise with various agencies / individuals;
- (iii) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

#### **Qualifications of persons to be engaged**

- (i) Persons employed shall be in the age group of 25 to 40 years.
- (ii) The persons employed should possess a minimum education qualification of M.Sc. (Computer Science) with 3 years or B.Sc.(Computer Science) / Any graduation with 1 year Diploma in Computer Science or Diploma in Computer Engineering with 6 years experience.

#### **g) SYSTEM ADMINISTRATOR – (FIXED REMUNERATION/WAGES – Rs. 20000) - 1 NO.**

- (i) The person shall assist the Administrative Officer / Sectional head in assisting the System Administrator in Database management; maintaining and updating NBA website; taking care of hardware and software of the desktop PCs and laptops in NBA office; any other IT related issues.
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer and shall liaise with various agencies / individuals;
- (iii) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

#### **Qualifications of persons to be engaged**

- (i) Persons employed shall be in the age group of 23 to 35 years.
- (ii) The persons employed should possess a qualification of M.Sc. (Computer Science) or B.Sc.(Computer Science) / Any graduation with 1 year Diploma in Computer Science or Diploma in Computer Engineering with 3 years experience

#### **h) LIBRARIAN – (FIXED REMUNERATION/WAGES – Rs. 17000) - 1 NO.**

- (i) The person shall assist the Administrative Officer in maintaining the library records of books /cds/albums, subscription of periodicals / journals, purchase of books for library, maintaining stock of free distribution publication, data entry of books and other works related to printing.
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (iii) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

#### **Qualifications of persons to be engaged**

- (i) Persons employed shall be in the age group of 23 to 35 years.
- (ii) The persons employed should possess a minimum education qualification of Masters Degree in Library and Information Science with atleast 2 years experience of post qualification experience or Bachelor Degree in Library and Information Science with post qualification experience of 4 years. Knowledge in autolib software. (Retired Government Librarian is preferred).

**i) DRIVER – (FIXED REMUNERATION/WAGES – Rs. 17000) - 1 NO.**

- (i) The person shall drive the office staff car which will be used by Chairman, NBA.
- (ii) The person shall also have to undertake outstation duties and may have to put in long extra hours and perform duties as assigned by the Controlling Officer;
- (iii) The working hours shall be 10 hours per day for six days in a week. Over time will be given for more than 10 hours @ Rs.100/- per hour.
- (iv) The additional charges per day on holidays and Sundays shall be payable on hourly basis calculated on a day's salary.
- (v) The contractor shall note that chauffeurs engaged by him have to perform duty for outstation trips also at short notice and separate all inclusive bata @ Rs. 300/- per day will be paid for the same.

**Qualifications of persons to be engaged**

- (i) Minimum experience of atleast one year is preferred. Persons employed shall be in the age group of 25 to 50 years.
- (ii) The persons employed should possess a minimum education qualification of matriculation. He should possess driving license for heavy vehicles and knowledge of motor mechanism.

**j) OFFICE ATTENDANT – (FIXED REMUNERATION/WAGES – Rs. 10000) - 8 NOS.**

- (i) The person shall assist the Officers in NBA in arranging files in their cabins and perform functions as assigned by them. The person shall have to attend to telephone calls, guide the visitors meant for the Officer to whom he/she is attached. The Person may also be deputed to dispatch/receipt of letters/parcels in the office; to deliver the official dak; to deliver the files among the dealing hands and to the officers; cleaning of office furniture etc; any other duties assigned by the officer
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (iii) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

**Qualifications of persons to be engaged**

- (i) Minimum experience of atleast six months is preferred. Persons employed shall be in the age group of 18 to 50 years.
- (ii) The persons employed should possess a minimum education qualification of pass in 8<sup>th</sup> Standard. Working knowledge of Computer is an added advantage. The person must be able to write/read English.

**k) HOUSEKEEPING ASSISTANT – (FIXED REMUNERATION/WAGES – Rs. 9000) - 3 NOS.**

- (i) The work primarily involves to keep the office/Officers cabins neat and tidy. The person should assist in packing and parceling of mails, transportation of files, and carry out petty works like purchase from nearby shops, messenger service etc whenever called for. The person shall also have to assist in pantry. The person shall work as per the directions of the Controlling Officer.
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (iii) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

### **Qualifications of persons to be engaged**

- (i) Minimum experience of at least one year is preferred. Persons employed shall be in the age group of 25 to 58 years.

### **II - AT NEW DELHI**

#### **a) SENIOR EXECUTIVE – ADMINISTRATION – (FIXED REMUNERATION/WAGES – Rs. 30000) - 1 NO.**

- (i) The person shall assist the Chairman / Secretary / Administrative officer in carrying out day to day work at New Delhi.
- (ii) The person shall also have to undertake outdoor works as assigned by Chairman / Secretary / Administrative officer;
- (iii) He/ she shall keep absolute secrecy of the matters dealt with by him.
- (iv) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

### **Qualifications of persons to be engaged**

- (i) Persons employed shall be in the age group of 23 -50 years.
- (ii) The persons employed should possess a Master's degree in Arts/ Commerce/Business Administration or any PG degree with atleast 5 years of experience / liaison / public relations experience or any UG degree with post qualification experience of atleast 8 years and knowledge in computer.
- (iii) Retired Government staff / officers are preferred who have worked as superintendent / Section Officer and above and drawing pension are eligible.

#### **b) COMPUTER ASSISTANT – (FIXED REMUNERATION/WAGES – Rs. 17000) - 3 NOS**

- (i) The person shall assist the Director in Ministry of Environment and Forests in carrying out day to day work at New Delhi.
- (ii) He/she shall maintain records as required to be kept by a personal assistant and undertake outdoor works also as assigned by the Director.;
- (iii) He/ she shall keep absolute secrecy of the matters dealt with by him.
- (iv) Normally the person shall follow the working hours/holidays of Ministry of Environment and Forests, but he/she should ensure to complete the assigned task disregard of the timings and during closed holidays also.
- (v) The place of work shall be Ministry of Environment and Forests, New Delhi or NBA Liaison Office, New Delhi or as per directions of the Director, Ministry of Environment and Forests/Chairman, NBA.
- (vi) The person shall also attend any other duties and responsibilities assigned by the Chairman / Secretary / Administrative Officer, NBA.

### **Qualifications of persons to be engaged**

- (i) Persons employed shall be in the age group of 23 -50 years.
- (ii) The persons employed should possess a Bachelor's Degree with post-qualification experience of atleast 3 years and knowledge in computer. Retired Government staff / officers will be given preference.

**c) OFFICE ATTENDANT – (FIXED REMUNERATION/WAGES – Rs. 10000) - 1NO**

- (i) The person shall assist the Officers in NBA Liaison Office, New Delhi in arranging files in their cabins and perform functions as assigned by them. The person shall have to attend to telephone calls, guide the visitors meant for the Officer to whom he/she is attached. The Person may also be deputed to dispatch/receipt of letters/parcels in the office; to deliver the official dak; to deliver the files among the dealing hands and to the officers; cleaning of office furniture etc; any other duties assigned by the officer
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (iii) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

**Qualifications of persons to be engaged**

- (i) Minimum experience of atleast six months is preferred. Persons employed shall be in the age group of 18 to 50 years.
- (ii) The persons employed should possess a minimum education qualification of pass in 8<sup>th</sup> Standard. Working knowledge of Computer is an added advantage. The person must be able to write/read English.

**III - AT HYDERABAD**

**a) OFFICE-CUM-COMPUTER ASSISTANT – (FIXED REMUNERATION/WAGES – Rs. 17000) - 1NO**

- (i) The person shall assist the Consultant in carrying out day to day work at Hyderabad.
- (ii) He/she shall maintain records as required to be kept by a personal assistant and undertake outdoor works also as assigned by the NBA;
- (iii) He/ she shall keep absolute secrecy of the matters dealt with by him.
- (iv) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task disregard of the timings and during closed holidays also.
- (v) The place of work shall be NBA Liaison Office, Hyderabad.
- (vi) The person shall also attend any other duties and responsibilities assigned by the Chairman / Secretary / Administrative Officer, NBA.

**Qualifications of persons to be engaged**

- (i) Persons employed shall be in the age group of 23 -50 years.
- (ii) The persons employed should possess a Bachelor's Degree with post-qualification experience of atleast 3 years and knowledge in computer. Retired Government staff / officers will be given preference.

**b) OFFICE ATTENDANT –(FIXED REMUNERATION/WAGES – Rs. 10000) - 1NO**

- (i) The person shall assist the Officers in NBA Liaison Office, Hyderabad in arranging files in their cabins and perform functions as assigned by them. The person shall have to attend to telephone calls, guide the visitors meant for the Officer to whom he/she is attached. The Person may also

be deputed to dispatch/receipt of letters/parcels in the office; to deliver the official dak; to deliver the files among the dealing hands and to the officers; cleaning of office furniture etc; any other duties assigned by the officer

- (iv) The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (v) Normally the person shall follow the working hours/holidays of NBA, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

### **Qualifications of persons to be engaged**

- (i) Minimum experience of atleast six months is preferred. Persons employed shall be in the age group of 18 to 50 years.
- (ii) The persons employed should possess a minimum education qualification of pass in 8<sup>th</sup> Standard. Working knowledge of Computer is an added advantage. The person must be able to write/read English.

**ANNEXURE-III**  
**TENDER FOR PROVIDING PERSONNEL ON OUTSOURCING BASIS**

**TECHNICAL BID -ACCEPTANCE LETTER**

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

From:-

To  
The Secretary,  
National Biodiversity Authority,  
5th Floor, TICEL BioPark,  
CSIR Road,  
Taramani,  
Chennai – 600 113

Sir,

1. 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 contract basis for NBA, Chennai/New Delhi/Hyderabad and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure V (in percentage) to this TENDER and I / we agree to hold this offer open till One year from the date of entering a job contract with NBA. I / we shall be bound by a communication acceptance despatched within the prescribed time.
2. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this TENDER. The documents to accompany this TENDER are at page Nos.
4. Every page so attached with this TENDER bears my signature and the official seal.
5. The Offer shall remain valid for acceptance for a period of 90 days from the last date of submission of Tender documents.

Signature & Seal of Applicant with date  
Address

Name & Signature of witness  
Address

**ANNEXURE – IV**

**TECHNICAL DETAILS (Technical Bid)**

**(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/AGENCY UNDER  
SIGNATURES OF THE AUTHORISED SIGNATORY)**

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 authorising 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. Registration Number of the firm
  
6. ESI Number of Firm
  
7. EPF Number of Firm
  
8. Registration Number under Contract Act
  
9. Service Tax Registration Number of the firm
  
10. PAN Number
  
11. Experience in Number 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)
  
12. Turnover for the last 3 years. (Chartered Accountant Certified copy of Profit & Loss account be attached) (i.e. 2012 -13, 2013-14, 2014-15). Provisional or Audited Profit and Loss Account for the year 2015-2016 should also be enclosed

(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, NBA 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.

(Signature of the Authorised person with seal)

Name and seal of the bidder

**Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the technical proposals.**



**ANNEXURE –V - FINANCIAL DETAILS**  
**(PROVIDING PERSONNEL ON OUTSOURCING BASIS)**

**FINANCIAL BID**

(TO BE SUBMITTED ON LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES OF THE AUTHORISED AGENCY)

To  
The Secretary,  
National Biodiversity Authority,  
5th Floor, TICEL BioPark,  
CSIR Road,  
Taramani,  
Chennai – 600 113.

I / we wish to submit our TENDER for providing of personnel on job contract/outsourcing basis for NBA, Chennai, on the following rates:

- a) The bid amount i.e. rate of service charge (in percentage) on actual monthly remuneration/wages payable to the employee is \_\_\_\_\_ (in words).

The rates quoted will be valid for a period of one year from the date of acceptance of the tender. We have carefully read the terms and conditions and agree to abide by these in letter and spirit.

Signature of the Authorised Signatory  
Name and seal of the bidder

Place & Date

**ANNEXURE – VI**

**TECHNICAL BID EVALUATION**

Experience in Government Sector with proof (Minimum Two years in Providing personnel on outsourcing basis)				Copy of work orders/award letters showing the experience other than column 1 in any of the last 3 years ie. 2013-14, 2014- 15, 2015-16		*Turnover of following three years ie., 2012-13, 2013-14, 2014-15.	TOTAL SCORE
Central/State Govt. Ministries	International agencies such as World Bank / UNDP etc.	PSU/Govt. undertaking	Autonomous / statutory bodies	Yes/ No	Details		
Max. Marks : 30 marks  ■ Each work orders - 5 marks.				Max. Marks : 30 marks  ■ Each work order - 5 marks		Max. Marks : 40 Marks  ■ 3 years average  ■ 1 Crore- 3 Crores 15 marks  ■ Above 3 Crores – Less than 5 Crores – 25 marks  ■ Above 5 Crores - 40 marks	100

\* Minimum Qualifying marks – 50 marks

\* Turnover will be taken from Profit and Loss account.

## ANNEXURE – VII

### FINANCIAL BID EVALUATION

#### **Bid evaluation Criteria and selection procedure**

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using **Quality cum Cost Based Selection (QCBS)** process. 60% weightage would be given to the Technical evaluation and 40% weightage would be given to the financial bid.

#### **Evaluation Criteria for Financial Proposal**

The price bids of only those Firm/Agencies who qualify technically will be opened. The proposal with the lowest cost bid will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids.

For e.g. assuming that out of technically qualified bids a firm “A” who has quoted 5% as service charge is lowest one, it will be given a financial score of 100. Other technically qualified firms who have quoted above 5% will be given the financial score as worked out in the following examples

<u>Firms</u>	<u>Bid rate</u>	<u>Financial score</u>
Firm “B” -	6% -	$5/6 \times 100 = 83.33$
Firm “C” -	7% -	$5/7 \times 100 = 71.43$
Firm “D” -	8% -	$5/8 \times 100 = 62.5$

#### **For working out the combined score, the NBA will use the following formula:**

Total points = [T (w) x T (s)] + [F (w) x F(s)] where

T (w) stands for weight of the technical proposal

T (s) stands for technical score

F (w) stands for weight of the financial proposal

F (s) stands for financial score as worked out above

For e.g. if a firm scores 50 marks in Technical bid and 70 marks in Financial bid the total points will be worked out as follows:-

$$[ T(W) \times T(s) ] + [ F(W) \times F(S) ]$$

$$[ 60/100 \times 50 ] + [ 40/100 \times 70 ]$$

$$\text{Total} = 30 + 28 = 58 \text{ points.}$$

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract.

**ANNEXURE –VIII**

**FINAL EVALUATION**

Sl.No (1)	Name of the Firm/Agency (2)	Weightage of Technical Bid ( 60% of technical scores ) (3)	Weightage of financial Bid ( 40% of financial scores ) (4)	Total Points (5)
		T(W) X T(S)	F(W) X F (S)	<b>Col(3) + Col(4)</b>
1				
2				
3				
4				
5				
6				

- (i) Evaluation will be done by clubbing the weightage assigned for both technical and financial bids and the highest mark scorer (H1) will be awarded the contract.
- (ii) If more than one bidder score the same as H1, the winning bidder will be considered based on the marks scored on technical bid.

**ANNEXURE – IX**

**CHECKLIST**

<b>Sl. No.</b>	<b>Item Description</b>	<b>To be submitted with</b>	<b>Declaration</b>
1	ANNEXURE – I, II, III & IV	Technical Bid cover	Yes
2	Earnest Money Deposit	Technical Bid cover	Yes
3	Signed copy of Tender document (each page)	Technical Bid cover	Yes
4	Experience certificates (i) (ii) (iii) (iv) (v)	Technical Bid cover	Yes
5	Registration of the firm	Technical Bid cover	Yes
6	Provident Fund registration with the <u>Regional PF Commissioner</u>	Technical Bid cover	Yes
7	<u>ESI registration</u>	Technical Bid cover	Yes
8	PAN / TAN document	Technical Bid cover	Yes
9	Service tax registration	Technical Bid cover	Yes
10	Profit & Loss Account (2012-13, 2013-14, 2014-15) & Provisional or Audited Profit and Loss Account for the year 2015-2016.	Technical Bid cover	Yes
11	IT returns (2012-13, 2013-14, 2014-15)	Technical Bid cover	Yes
12	Financial Bid (i) ANNEXURE –V (sealed cover)	Financial Bid cover	Yes