

Zoological Survey of India High Altitude Regional Centre

Ministry of Environment, Forest and Climate Change, Govt of India
Sapruon, Solan (HP)-173211

No.11-1/2015-General/ 817

Dated: 16-11-2018

To,

M/S _____

NOTICE INVITING TENDER

Sealed Tenders are invited from Registered/Reputed Agencies for providing Contractual professional services on contractual basis in the HARC, ZSI, Solan. Interested Agencies may collect the tender documents.

- (a) Personally from the office of the HARC, ZSI, Solan between **11.00AM to 4.00 PM** on all working days w.e.f **19-11-2018**.

Or

- (b) By downloading from websites of Zoological Survey of India (www.zsi.gov.in)

Last date for submitting tender 10-12-2018 up to 02.00PM (Instruction mentioned in tender documents)

Opening date: 4.00PM on the same day 10-12-2018

Chishu
16/11/2018
Dr. Avtar Kaur Sidhu
Scientist-D and Officer-in-Charge

Free of Cost

TENDER DOCUMENT

For

PROVIDING OUTSOURCING SERVICES ON
CONTRACT BASIS

At

HARC, ZSI, Solan

Zoological Survey of India
High Altitude Regional Centre
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**Sub: Notice inviting Tender for Outsourcing services on contractual basis
at HARC, ZSI, Solan**

(Closing date: 02:00PM, 10-12-2018)

Scaled tenders are invited by the Director, Zoological Survey of India, Kolkata from registered and reputed agencies for providing the following Outsourcing services on contract basis for the HARC, ZSI, Solan for a period of one year. The details of posts, emoluments, qualifications etc. are given below.

Sl.No.	Name of post/designation	Emoluments	Educational qualifications
1	Assist in Library (01 number) Skilled	As per Central Govt rate vide order No. 1/13 (1)/2017-LS-II dated 20-04-2017 , Ministry of Labour and Employment, Office of Chief labour Commissioner, New Delhi	Graduate with knowledge of computer application and experience in handling Library.
2	Motor Driver (01 number) Skilled	-do-	Matriculation with valid driving Licence
3	Hindi typist (01 number) Skilled	-do-	10+2 with Knowledge of Computer application & good typing speed in Hindi
4	Sorter (01 number) Semi- Skilled	-do-	Matriculation with knowledge of animal life specially Insects.

5	Chowkidar (03 number) Un-Skilled	-do-	Middle and Physically fit person and not below the age 18 years old & not above 50 years..
6	Safai Karmachari (02 number) Un-Skilled	- do-	Experience in Safai work

Note: The maximum payable amount in respect of each position is as per Central Govt rate and will remain valid for the entire period of contract. The intended agencies are required to quote their service charges as per the **Annexure-III** in both in figure as well as in words.

1. If a firm quotes "Nil" Charge/consideration, the bid shall be treated as unresponsive and will not be considered.
2. **Period:** Initially contract for a period of one year which may be further extendable upto three years on year to year basis on mutually agreed terms or till the posts are filled up on regular basis whichever is earlier.
3. **Security consideration:** The persons supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.
4. **Period within which the manpower is to be supplied:** within 10 days of award of contract.
5. **Terms & Conditions:** As at **Annexure-I**
6. The technical bid should contain the document/information as per **Annexure-II** and financial bid should be in the format as given in **Annexure-III**. The agencies should quote only the supervision charges. Supervision charges and service tax will be paid extra. The emoluments are as per Central Govt rate. These posts in different designation may be filled up on outsourcing basis for day to day official work at HARC, ZSI, Solan. **Technical and financial bid should be sealed in separate covers and both the sealed covers are to be placed in one envelop sealed and super scribed "Quotation for providing Outsourcing services on contract basis at HARC, ZSI, Solan."** The firm should furnish Earnest Money Deposit (EMD) amounting to **Rs.1000/- (Rupees One thousand only)** in form of DD/Pay order in favour of **DDO. ZSI, Solan** along with quotation. Tender documents may also be downloaded from websites of Zoological Survey of India (www.zsi.gov.in)

