



भारत सरकार

Government of India

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय

Ministry of Environment, Forest & Climate Change



## केंद्रीय चिड़ियाघर प्राधिकरण

### Central Zoo Authority

मि. सं. 5-1/2019- के. चि. प्रा. 24/4/2020

दिनांक: 12.03.2020

#### NOTICE INVITING TENDERS

**Sub: Tender for outsourcing of Legal/Scientific/Technical/secretarial/ administrative work in the Central Zoo Authority.**

The Central Zoo Authority, Ministry of Environment, Forest and Climate Change invites sealed tenders for supply of manpower for Legal/ Scientific/ Technical / Secretarial/ Administrative work in the Central Zoo Authority (HQ) at New Delhi on outsourced basis, as per terms and conditions detailed in the following paragraphs from interested service extendable further, subject to satisfactory compliance of terms & conditions at **Annexure-I**.

1. The name of the post together with qualification, experience and payments against each category of manpower are enclosed with the Tender Document at **Annexure-A**.
2. Tenders will be received during office hours by Speed Post/Registered Post/Courier Services only in sealed cover superscribing "**Tender for outsourcing of manpower for Legal/ Scientific/ Technical / Secretarial/ Administrative work in the Central Zoo Authority**" and be addressed to **the Member Secretary, Central Zoo Authority, B-1 Wing, 6<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003**. Last date of submission of tenders is **27.03.2020 upto 3.00 PM**. Tenders received after the aforesaid date/time shall be rejected. The Central Zoo Authority will not be responsible for any postal delay etc. **The date of opening of tender shall be communicated separately**. Tenderers, if desired, may remain present at the time of opening of tenders.
3. Tenders should be submitted in two separate covers, in two parts as detailed below:  
Part I: Pre Qualification to be kept in first sealed cover marked "Pre Qualification Bid" as per Annexure-II  
Part II: Commercial & Financial bid to be kept in second sealed cover marked "Commercial & Financial Bid" as per Annexure-III.

Note: Tenders submitted without following two bid system procedures as mentioned above will be summarily rejected.

**Pre - Qualifying Criteria:** Only registered and *bonafide* service providers registered with the Registrar of Societies/ Firms or Director General of Re-settlement or Registrar of Companies having adequate experience of at least two years in the relevant field of providing the above services to the Ministries/ Departments/ Government Organizations/ PSUs/ Corporate Sector/ Labour Department etc., and with a minimum annual turnover of **Rs. 1.50 crore (Rupees one crore fifty lakh only)** each during the last two years in this line of services, need only apply. While submitting the tender, the intending tenderers shall have to furnish to this Authority the proof of experience especially any contract entered into with any Government Department earlier or presently, financial standing, turnover, income tax/ service tax/ any other applicable tax clearance certificate for the last two years and documents pertaining to registration of firm/ society/ company registration with ESIC/ EPFO/ Service Tax Department/ Labour Department and any other relevant statutory authority. A service provider having any legal suit/ criminal case pending against its proprietor or any of its Directors (in the case of Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force, shall not be eligible.

Contd...2/-

**Commercial & Financial Bid:** The Commercial & Financial bid shall contain only the rates offered by the bidders for providing the personnel against each post with Service Charge & GST and other provisions like EPF/ESI etc.

The Pre-Qualification Bid will be opened first and eligible bidders meeting all requirements will be short-listed. Thereafter, the Commercial & Financial Bids of only short listed bidders will be opened and the lowest bidder may be selected.

Tender document can be downloaded from the website [www.cza.nic.in](http://www.cza.nic.in).

#### **4. Settlement of Disputes**

In the event of any disputes between the parties regarding the terms and conditions of the provision of the work being awarded, the matter shall be referred to an Arbitrator(s) as may be decided by the Member Secretary, CZA for arbitration under the Arbitration & Conciliation Act, 1986. The service provider shall not question the decision of the arbitrator(s) on the ground that the Arbitrator(s) is/ are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the Parties. Dispute, if any, shall be settled between the service provider and the Authority and not individually with the persons provided by the Service Provider.

#### **5. Specific Conditions**

- (i) The numbers of personnel's mentioned in **Annexure –A** may vary from time to time and as per requirement.
- (ii) The Tender should reach to the Authority within the specified time frame. No tender shall be accepted after scheduled time and date fixed for receiving of the tender.
- (iii) The Tender should be submitted as per the terms and conditions as laid down in the Tender document. If any Tender is found faulty, it shall be liable to be summarily rejected.
- (iv) Earnest money of Rs. 20,000/- (Rupees twenty thousand only) through a demand draft of any scheduled bank in Delhi drawn in favour of Member Secretary, Central Zoo Authority must accompany the quotation (Qualifying bid).
- (v) TDS and other taxes as applicable will be deducted from each bill at the time of making payment by the Authority to the Service Provider.
- (vi) The successful bidder shall have to remit within five days of award of contract, a security deposit or performance guarantee of a nationalized bank of an amount equivalent to 5% of the total contract value for a year, based on the minimum salary for the post. The security deposit shall be in the form of Bank Guarantee of a nationalized bank issued in favour of Member Secretary, Central Zoo Authority and will be for a period upto two months beyond the period of engagement of the Agency by the Authority.
- (vii) No representation shall be accepted after opening of Tenders.
- (viii) The Member Secretary, Central Zoo Authority also reserves the right to accept, reject or cancel tender without assigning any reason.
- (ix) The provision of manpower shall have to be made on requisition. Any undue in the matter will be considered as breach of contract and will be dealt with accordingly. In case, on requisition, manpower is not provided within a period of two days, an amount of Rs.500/- per day per vacancy will be deducted from the amount payable to the service provider.
- (x) The services shall be made available between 9.00 AM to 5.30 PM on all working days. No overtime allowance will be paid to the service provider in respect of manpower provided for stay beyond office hours in normal circumstances.

- (xi) The Authority at its sole discretion depending upon the workload may at any point of time extend or curtail the contract.
- (xii) The manpower provided by the service provider shall not be construed as regular employees of the Authority. Their employer will be the service provider only.
- (xiii) Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the Authority. The security deposit shall also be forfeited.
- (xiv) The service provider shall deposit the employee's and employer's contribution towards EPF and ESI as also any statutory deduction, with concerned authorities, if applicable, and shall furnish a certificate to this effect to the Authority every month along with their monthly bill for payment. Any liability towards statutory compliance or otherwise for any of the personnel engaged by the service provider will lie totally with the service provider and will in no way be the concern of the CZA.
- (xv) The successful bidder will enter into an agreement with this Authority for supply of suitable and qualified manpower as per requirement of this Authority on these terms and conditions

#### **6. Amendment of Bid Documents**

- (i) At any time, prior to the date of submission of bids, the Central Zoo Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.
- (ii) The amendments shall be notified in the website of the Central Zoo Authority [cza@nic.in](mailto:cza@nic.in) and these amendments will be binding on them.
- (iii) In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their bids, the Central Zoo Authority may, at its discretion, extend the deadline for the submission of Bids suitably.

#### **Note:**

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure-II & III enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted they should be written in figures and words as well. The quoted prices should also include the overheads. Annexures should also be signed and stamped by the Service provider through their authorized signatory.

  
(R. S. Rawat)  
Finance Officer

To,

1. As per list attached.
2. DPA, CZA to publish the tender notice on the website of CZA.

## Annexure-A

| Sl. | Name of Post                    | No. of Post | Qualifications & Experience  |
|-----|---------------------------------|-------------|--|
| 1.  | Evaluation & Monitoring Officer | 1           | <b>Essential:</b> (i) Master Degree in Zoology or Wildlife as a subject from a recognised University or institute;<br>(ii) having 7 years experience in dealing with Zoo management in the Central Zoo Authority or any state Govt. owned zoos.<br><br><b>Desirable:</b> Ph. D Degree in Zoology or Wildlife from a recognised University.   |
| 2.  | Scientific Officer              | 1           | <b>Essential:</b> (i) Master Degree in Zoology or Wildlife as a subject or M.V. Sc. Veterinary Science/ Biochemistry/ Biotechnology/Microbiology/ Pathology from a recognised University or Institute ;<br>(iii) having 5 years experience in dealing with Zoo management in the Central Zoo Authority or any state Govt. owned zoos.<br><br><b>Desirable:</b> Ph. D Degree in Zoology or Wildlife or Veterinary Science from a recognised University. |
| 3.  | Law Officer                     | 1           | <b>Essential :</b> (i) Holding Master's Law Degree for a recognized university<br>(ii) Having 1 year experience in Central Zoo Authority or any other Govt. organization dealing with wildlife and zoo related legal matter.   |
| 4.  | Veterinary Consultant           | 1           | <b>Essential:</b> (i) Master degree in Veterinary Science from a recognized university<br>(ii) Having 1 year experience in Central Zoo Authority or any Zoo/Wildlife related organization.   |
| 5.  | UDC                             | 1           | <b>Essential:</b> (i) Degree from a recognised University or equivalent and person should have at least 6 years experience of administration and accounts in the Central Zoo Authority or any State Govt. owned zoos.<br>(ii) Knowledge of computer applications and good typing skill.  |
| 6.  | Private Secretary               | 1           | <b>Essential:</b> (i) Graduate from a recognized University or equivalent and person should have at least 4 years experience of working in the Central Zoo Authority or any State Govt. owned zoos.<br>(ii) Knowledge of computer applications and good typing skill.  |
| 7.  | IT Assistant                    | 1           | <b>Essential:</b> Degree from a recognised University with science/Mathematics/Economics/Commerce/Statistics and Person should have at least 4 years experience of working in the Central Zoo Authority or any State Govt. owned zoos.<br>(ii) Knowledge of computer applications and good typing skill.   |
| 8.  | MTS                             | 1           | <b>Essential:</b> (i) Matriculation Passed from a recognized board and Person should have at least 3 years experience of working in the Central Zoo Authority or any State Govt. owned zoos.<br>(ii) Should have Cycling skill   |
| 9.  | Office Assistant                | 1           | Retired Govt. Servant, who is well versed in govt. rules, regulations and having good knowledge of secretarial duties.   |
| 10. | Stenographer                    | 1           | <b>Essential:</b> (i) Graduate from a recognized University or equivalent and at least 2 years experience of working in any reputed agency/Govt. organization.<br>(ii) Knowledge of computer application, good typing skill & shorthand.   |
| 11. | Driver                          | 1           | <b>Essential :</b> (i) Intermediate/Senior Secondary school passed from a recognized board<br>(ii) Possessing a valid driving LMV/HMV license.<br><b>Desirable :</b> Having 2 years work experience in CZA or any Govt. organization.  |

Age limit: Between 20-70 years on the date of the application subject to extant directions issued by the Govt. of India

**Terms and Conditions of Services**

1. All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
2. The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified from the concerned police authority by the service provider before their deployment after investigation by the local Police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certificate to this effect submitted to this authority. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
3. Every personnel recommended by the Service Provider will have to go through a screening test to be conducted by the service provider prior to engagement. Any personnel engaged after clearing the test and subsequently found not suitable by any officer to whom he/she is attached, will be replaced by a new personnel immediately and will not be transferred to any other officer.
4. The personnel shall be available for works on all office working days from 9.00 AM to 5.30 PM. However, depending upon the urgency of works, the personnel may be required to work late (beyond office hours) or on holidays, for which no additional remuneration will be paid.
5. The Central Zoo Authority at its sole discretion depending upon the workload may at any point of time extend or curtail the contract or make changes in the requirement of manpower.
6. The personnel thus engaged shall have no claims whatsoever for employment in the Authority on the basis of this assignment, other than as agreed to in the contract. All personnel so engaged shall have to furnish an undertaking to the Service Provider forsaking all claims for seeking regular employment in the Central Zoo Authority.
7. The Authority may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel if they are unacceptable to this authority because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this authority.
8. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
9. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and this Authority shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will require to provide particulars of PF, Group Insurance of its employees engaged in this Authority.
10. The service provider will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.
11. The personnel will be entitled for 8 days of Casual Leave and 2 days of restricted holidays in each calendar year.

12. The provision of manpower shall have to be made on requisition. Any undue in the matter will be considered as breach of contract and will be dealt with accordingly. In case, on requisition, manpower is not provided within a period of two days, an amount of Rs.500/- per day per vacancy will be deducted from the amount payable to the service provider.
13. The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Authority.
14. The service provider shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
15. The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from this Authority to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this Authority in fulfilment of the contract from time to time.
16. This authority shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
17. This Authority will maintain an attendance register in respect of staff deployed by the agency on the basis of which payments shall be made to the service provider for the manpower supplied as per the approved rates for that particular manpower.
18. The successful bidder will enter into an agreement with this Authority for supply of suitable and qualified manpower as per requirement of this Authority on these terms and conditions. The agreement will be valid initially for a period of one year extendable to six months commencing from date of signing of such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. The contract/agreement is extendable on one year basis subject to satisfactory performance of the agency and with such amendments as may be mutually agreed to.
19. The service provider shall not assign, transfer, pledge or sub-contact the performance of service without the prior consent of this Authority.
20. However, the agreement can be terminated by either party by giving 15 days notice in advance. If the agency fails to give one month's notice in writing for terminations of the agreement then one month's wages, etc. and any amount due to the agency from this Authority shall be forfeited by the Authority.
21. That on the expiry of the agreement, as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency it shall be the entire responsibility of the agency to pay and settle the same.
22. In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Member Secretary, Central Zoo Authority whose decision shall be binding on both the parties.

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PRE QUALIFYING BID DOCUMENT

1. Name of the Service provider
2. Address with Telephone No., Fax No., E-mail
3. Contact person's Name
4. Essential Details:
  - (i) Registration with Government Department
  - (ii) Income Tax Returns of the last two years
  - (iii) Service Tax Registration No.
  - (iv) Experience certificates from the present user organizations
  - (v) Certificate to the effect that there is no litigation pending in any court
5. Turnover details of last two years
6. Details of similar works undertaken
7. Address of the service provider with area of premises
8. Whether owned/rented
9. Name of the Banker
10. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI, Minimum wages Act or other laws (provide details, if pending).
11. Has the company been cleared by Income Tax Department for the last two years?
12. Confirm the following enclosures (Duly attested copies along with this format:-
  - (i) Satisfactory service certificate from the present user organization
  - (ii) Certificate of registration with the Registrar of Societies/Firms or Directorate General of Resettlement or Registrar of Companies
  - (iii) Certificate of registration with Delhi Service Tax Department
  - (iv) Certificate of registration with EPFO
  - (v) Certificate of registration with ESIC
  - (vi) Certificate of registration with Labour Department, Government of NCT of Delhi
  - (vii) Copy of PAN card
  - (viii) Audited balance sheets/Accounts of last two years
  - (ix) Income Tax clearance certificate for last two years

**Declaration**

I/we hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Authority in future apart from the forfeiting the security deposit.

(Signature of authorized signatory)

**FINANCIAL BID**  
**(To be enclosed in a separate sealed envelope)**

Duly accepting the laid down terms and conditions, we quote the following rates for providing the services on contractual basis at Central Zoo Authority for all days of each month when contract will be in force :

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

**Grant total in words Rupees**

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

Signature of authorized person

Full Name:  
Seal