

No: V-11011(11)/14/2020-CPCSEA-DADF
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
O/o Committee for the purpose of Control and Supervision of Experiments on Animals

Krishi Bhawan, New Delhi-110001
Dated: 10.11.2020

E-Tender Notice

Subject: Tender for selection of agency to provide the services of Consultants in the office of CPCSEA, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying.

Online bids are hereby invited under **Single Bid System** from the reputed, experienced and financial sound Agencies to provide the services of Consultants in the office of CPCSEA, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying. The interested firms are advised to submit their bids "on-line" by visiting the Government of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in>. The bids will be accepted as e-tender only i.e. the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in> are pre-requisite for e-tendering.

1. The critical date for the subject tender is as under:

| | | |
|-------|---|---|
| i. | Tender No. | V-11011(11)/14/2020-CPCSEA-DADF |
| ii. | Name of organization | CPCSEA, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying |
| iii. | Start date and time for view/ downloading the tender document | 10.11.2020 at 1100 hrs |
| iv. | Start date and time for submission of bid | 10.11.2020 at 1200 hrs |
| v. | Last date and time for downloading tender document | 01.12.2020 at 1100 hrs |
| vi. | Last date and time for online submission of bid & submission of EMD in original | 01.12.2020 at 1430 hrs |
| vii. | Date & Time for opening of Technical Bid | 01.12.2020 at 1500 hrs |
| viii. | Address for communication | Joint Commissioner (Animal Welfare) & Member Secretary (CPCSEA), Room No. 334, 3 rd floor, Krishi Bhawan, New Delhi-110001 |

2. The Department of Animal Husbandry & Dairying intends to undergo for selection of agency to provide the services of Consultants in the office of CPCSEA, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying.
3. The contract is likely to commence from the date of award of contract and would continue for a period of one year. The period of the contract may be further extended for a period of one year after the completion of contract as per the requirement of the Ministry or may be curtailed/ terminated before the contract period owing to deficiency in service. The Department, however, reserves right to terminate this initial contract at any time after giving one week notice to the awardee firm.
4. The tender document also can be downloaded from the Department's website (www.dahd.nic.in) and also from CPP portal (<http://eprocure.gov.in>) of Government of India.
5. The interested firms are required to deposit **demand draft of Rs. 1.00 lakh (Rupees One lakh only) as Earnest Money Deposit (EMD)** in favour of **PAO (Sectt.-I) Department of Animal Husbandry and Dairying, New Delhi**, valid for a period of 90 day superscribing the envelope "**Annual contract to provide the services of Consultants in the office of CPCSEA, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying**". Offer not accompanied by EMD of the requisite amount or without proper validity will summarily be rejected.
6. The e-tenders have been invited under single bid systems as per **Annexure-I and II**. The interested firms are advised to submit their bids "**on-line**" by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in>. The bids will be accepted as e-tender only i.e. the tenders will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in> are pre-requisite for e-tendering.
7. The scanned copy of the **demand draft of Rs. 1.00 lakh (Rupees One lakh only) as Earnest Money Deposit (EMD)** must be uploaded with the Bid and original EMD has to be dropped in the Tender Box **placed in Room No. 334, 3rd floor, Krishi Bhawan, New Delhi-110001** latest by the last date of bid submission superscribing the envelope "**Annual contract to provide the services of Consultants in the office of CPCSEA, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying**" latest by **1430 hrs on 01.12.2020**. The tenders received without the prescribed EMD and Tender Fee will not be entertained and cancelled. The EMD of unsuccessful tenderers shall be returned after finalization of the contract.
8. The security deposit or performance guarantee should be 10% of the total contract value. The approximate cost of tender is Rs. 42 lakh (Rupees forty two lakh only) annually. The successful **tenderer shall have to deposit Rs. 4,20,000/- (Rupee four lakh twenty thousand only) as performance security** as per current contract value by means of Fixed Deposit Receipt/ Bank Guarantee from a Nationalized/ Public Sector Commercial Bank which shall be in favour of **PAO (Sectt. I) Department of Animal Husbandry and Dairying, New Delhi**. The Department reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm.
9. The firms who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2017. Copies of relevant orders/ documents regarding such exemption should be submitted along with the bid.

10. Qualifying Criteria/ Technical Bid

Only registered and bonafide firms having experience of minimum three years for providing at least 50 manpower in the relevant field of providing manpower on outsourcing basis to Government Ministries/Departments/Government organizations etc need apply. While submitting the tender, the intending tenderer shall have to submit self attested copies of following certificates/documents:

- I. The intending tenderers shall have to furnish, proof of executing order for supply of manpower etc. worth Rs.1 Crore (Rupees one Crore only) for the last two financial years, proof of experience, proof of payment of income tax/service tax/any other applicable tax for the last three 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. The experience certificates should be issued by officers at the level of Section Officer and above.
 - II. Turnover certificate dully certified by Chartered Accountant for an amount of Rs.1 Crore (Rupees one Crore only) in the last two financial years.
 - III. The bidder should enclose a satisfactory certificate issued by any organisation to whom man power being provided. The order value of such contract should not be less than the 50% of thistender value.
 - IV. 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.
 - V. Scanned copy of Earnest Money Deposit (EMD).
 - VI. Scanned copy of PAN Card.
 - VII. Scanned copy of GST registration no.
 - VIII. Scanned copy of IT return filed for the last 3 financial years only.
 - IX. Details of the firm/company in case of Partnership Firm, dully attested by notary.
 - X. An undertaking that the firm has not been blacklisted by any Ministry/ Deptt./Govt. Agency/ PSU/ Autonomous Institutions etc.
 - XI. An office of the Service Provider must be located in New Delhi.
 - XII. The bidder must have ISO 9001 certification.
11. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance.
12. The bidder shall quote their bids only as per details enclosed at annexure II.

13. Financial Bids

- (i) Financial bids of the technically qualified bidders will be considered.
- (ii) Financial bid should include:- service charge and other information as indicated in **annexure -II**
- (iii) No documents/ explanation shall be accepted after closing date & time.

14. Quality of Manpower:

The bench marks such as educational qualifications, professional qualifications, experience, etc. of manpower have been mentioned in **para-17(II)**. The manpower will be hired after the screening by the Department.

15. Office Decorum and Dress:

The service provider shall ensure that the manpower provided should maintain proper office decorum and conduct themselves well. They should be appropriately dressed and should not come to office in casual wear including footwear.

16. Settlement of Disputes:

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Secretary, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of Department of Animal Husbandry and Dairying or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Department of Animal Husbandry and Dairying employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1986, or any statutory modification re-enactment thereof or any rules made thereof.

The venue of Arbitration proceeding shall be office of Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying at New Delhi or such other place as the arbitrator may decide.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1986 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The courts of Delhi only shall have the jurisdiction to decide any dispute that may arise in relation to the contract.

17. The brief terms and conditions shall be as follows:-

I.

- i. The services need to be provided daily during office hours from 9.00 AM to 5.30 PM on all working days. All necessary equipment will be made available by the Ministry itself. The agency to which the services are outsourced is to ensure quality work on real time basis.
- ii. Once the service is outsourced, the department will concern only with the timely delivery of quality output and it will be the responsibility of the agency to ensure the same through the manpower, which is provided by them. The agency will be required to follow and strictly comply with the various laws governing and obtain necessary clearness/ licences as required for such contracts.

II Qualification and Scope of Work for manpower is as under:

| S. No. | Name of the Post | Number | Educational qualifications | Experience (Desirable) | Age Limit | Scope of Work |
|--------|--------------------------|----------|--|---|--|--|
| 1 | Senior Consultant | 2 | Bachelor's Degree in Veterinary Science or Master's Degree in Zoology or Master's Degree in Pharmacy | 5 years of relevant experience in Central Government/ Ministries. | Between 28-60 years on the date of engagement. | <ul style="list-style-type: none"> i. Animal studies and Health related records, Analysis of Schedule-Y other regulatory guidelines and biomedical research related protocols, International status of research, Animal house inspections. ii. Processing of cases related to Registrations, Renewal of registrations and Institutional Animal Ethics Committees of animal house facilities of Biomedical establishments conducting research, breeding and trading of laboratory animals. iii. Inspection report analysis, Analysis of annual statement of large animal use. iv. Agenda preparations for the meetings of CPCSEA. Other policy matters like drafting guidelines with Committee etc. v. Identifying and training the nominees of CPCSEA related to the field of Veterinary Science, Life Sciences and Zoology. vi. Workshops and conferences in order to spread awareness about CPCSEA and laboratory animal welfare and for the purpose of tapping more number of establishments under the purview of CPCSEA. vii. To ensure implementation of CPCSEA Rules made under PCA Act, 1960 for welfare of laboratory animals, to assess the proposals of Export and Import of laboratory animals in the research protocols and synchronise with DGFT regarding that. viii. Processing of RTI matters, reply of Parliament questions, Public grievances and court cases etc. ix. Advise the division regarding welfare of laboratory animals and checking the compliance of the guidelines of CPCSEA by the establishments. |
| 2 | Junior Consultant | 3 | Bachelor's Degree in Veterinary Science or Master's Degree in Zoology or Master's Degree in Pharmacy | 2 year relevant experience in Central Government/ Ministries. | Between 25-60 years on the date of engagement. | <ul style="list-style-type: none"> i. Registrations of animal house facilities of Biomedical establishments conducting research, breeding and trading of laboratory animals. ii. Renewals of registrations with CPCSEA. iii. Constitution and reconstitution of Institutional Animal Ethics Committees of the establishments iv. Amendment in registration Revision of IAECs of the establishments. v. Allotting the Nominees for external inspections of the animal house facilities. vi. Monitor and updation of data related to establishments. vii. Will follow up with the establishments to register more number of establishments with CPCSA to ensure adherence to the CPCSEA guidelines. viii. Make efforts to tap more and more establishments housing laboratory animals and bring them under the ambit of CPCSEA. |

- III.** The services shall be made available between 09.00 AM to 05.30 PM on all working days. No overtime allowance will be paid to the service provider/ incumbent in respect of services provided beyond office hours. All the personnel(s) supplied by the contractor shall be registered themselves on Aadhar Enabled Biometric Attendance System (AEBAS) and marked their attendance on Biometric Attendance System. Their wages may be calculated as per their marked attendance.
- IV.** The manpower provided by the service provider shall be on contractual/ temporary basis and the services of an individual may be terminated at any time, assigning specific reason.
- V.** The contract may be terminated by the service provider by giving prior notice not less than three months. However, Ministry may terminate the contract at any time without assigning any reason.
- VI.** Service Provider is required to pay Salaries / wages of contracted staff on their own and then claim payment from the department alongwith the bank statement of payment done to staff.
- VII.** TDS and other taxes as applicable shall be deducted from each bill. The documents as per the prevailing laws (like GST) shall be submitted in time.
- VIII. Leave applicable to manpower:**
- a. The personnel shall be eligible for 8 days leave in a year of contract.
 - b. The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
 - c. Pro-rata amount will be deducted for the periods of absence of engaged personnel, from the total amount payable to the service provider in case of his/her absence beyond 8 days in a year.
 - d. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not to be counted against the 8 leaves.
- IX.** The rates quoted shall be valid for a period of 180 days.
- X.** Tender application without complete documents/ information shall not be considered and liable to be rejected.
- XI.** L-I for the purpose of contract shall be decided on the basis of minimum cost to the Government. The bid proposal which contain NIL service charge will be rejected.
- XII.** No negotiation shall be undertaken with any tenderer except L-I bidder.
- XIII.** The contractor shall enter into an agreement with the DAHD in non-judicial stamp paper of Rs.100/- for providing the service after conveying the decision of award of the contract.
- XIV.** Validity of the contract for providing manpower on outsourcing basis in the Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying shall

be initially for one year which will extendable by one more year subject to satisfactory performance of the firm/ service provider.

- XV.** Failure by the firm/ 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 Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying. Beside the security deposit shall also be forfeited.
- XVI.** The Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying has the right to reject/ accept any or all the tender(s) without assigning any reasons whatsoever.
- XVII.** If service provider has/ had failed to comply with statutory requirement or terms of agreement with Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying or services found to be lacking during their previous years services, the bid of such service provider shall not be entertained.



(Dr. S. K. Dutta)

Joint Commissioner to the Government of India
23389206

Technical Bid Document

1. Name of the Firm:

2. Address with Tele No, fax No., e-mail:

3. Contact person:

4. Details of the firm/ Company in case of Partnership Firm:

5. Address of the service provider with area of premises:

6. Whether owned/rented:

7. Whether the firm has any legal suit/criminal case pending against them. (provide details, if pending).

8. Attached documents for the following:
 - a) Income Tax Returns of the last three years:
 - b) Goods and Services Tax (GST) Registration No. (15 digits):
 - c) Experience certificates:
 - d) Affidavit to the effect that there is no litigation pending in any Court:
 - e) Documents substantiating the claim that regular remittances in Employees Provident Fund, ESI and other Statutory dues have been on regular basis in respect of all employees at the disposal of Service Provider during the last three years:
 - f) Summary of turnover certified by Chartered Accountant for last two Financial Years:
 - g) Details of similar works undertaken:
 - h) Satisfactory service certificate from the present user organization.

- i) Certificate of registration with the Registrar of Societies/Firms or Directorate General of Resettlement or Registrar of Companies.
- j) Certificate of registration with EPFO
- k) Certificate of registration with ESIC
- l) Certificate of registration with Labour Department, Govt. of NCT of Delhi.
- m) Copy of TAN and PAN card.
- n) Copy of ISO 9001 certification.
- o) Scanned copy of Earnest Money Deposit (EMD).
- p) Details of Earnest Money Deposit (EMD):
 - i. Amount :
 - ii. D. D. No. & Date :
 - iii. Drawn on Bank :

Financial Bid

For providing the services of Consultants to the office of the CPCSEA, Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying to meet their requirement as per the tender process for a period of one year.

1. Name of tendering Service Provider Company / Firm/ Agency:

2. Rates quoted for manpower services (to be submitted strictly as per the format given below):

| A. Category of personnel: Senior Consultant (Two) | | |
|--|--|----------------------|
| Break-up of quoted rates(per unit) | | |
| 1. | Wages including Dearness allowance (FIXED) | Rs. 80,000/- (Fixed) |
| 2. | Service charge of the firm (In Indian Rupees) | |
| 3. | Sub-total (1 + 2) | |
| 4. | GST @ 18% of sub-total in the above Row | |
| 5. | GRAND TOTAL | |

| B. Category of personnel: Junior Consultant (Three) | | |
|--|--|----------------------|
| Break-up of quoted rates (per unit) | | |
| 1. | Wages including Dearness allowance (FIXED) | Rs. 45,000/- (Fixed) |
| 2. | Service charge of the firm (In Indian Rupees) | |
| 3. | Sub-total (1 + 2) | |
| 4. | GST @ 18% of sub-total in the above Row | |
| 5. | GRAND TOTAL | |

(Signature of Authorized Signatory)

Full Name & Designation

Place:

Seal:

Declaration

I hereby certify that the information furnished above is true and correct to the best of our knowledge. 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 Ministry in future apart from forfeiting the security deposit.

(Signature of authorized signatory with seal of the Company)