



Pollution Control Board, Assam
Bamunimaidam, Guwahati-21

No. WB/G-1271/21-22/34

2007

Dated Guwahati, the 10th March, 2022

NOTICE INVITING TENDER

The Pollution Control Board, Assam (PCBA) invites tenders from reputed and experienced Placement Agency for 'Placement of Man Power' in various posts, such as – Trainee Engineer, Data Entry Operator, Stenographer, Project Assistant, Account Assistant, Driver, etc. in PCBA. The sealed tenders shall be submitted in hard copy by dropping in the tender box kept in the Head Office building of the Board at Bamunimaidam, Guwahati - 21. The last date and time of submission of tenders is 14.00 Hrs. on 24-03-2022. The tenders will be opened at 12.00 Hrs. on 25-03-2022. For details of tender documents visit website of the Board – www.pcbassam.org

(Shantanu Kr. Dutta)
Member Secretary

Memo No. WB/G-1271/21-22/34-A

2007

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Copy to:

1. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman
2. The HoIT, IT Section, PCBA for uploading the tender documents in the official website of the Board.
3. Notice Board, Head Office, PCBA

শান্তনু ক্র. দত্ত
(Shantanu Kr. Dutta)
Member Secretary



Pollution Control Board, Assam
Bamunimaidam, Guwahati-21

NOTICE INVITING TENDER

The Pollution Control Board, Assam (PCBA) invites tenders from the reputed and experienced firm for "Providing Trainee Engineer, Data Entry Operator, Stenographers, Project Assistants etc. in Pollution Control Board, Assam, Bamunimaidam, Guwahati-781021.

1. The tender shall be submitted in hard copy in sealed envelope by dropping in the tender box kept at 2nd Floor of the Board Head Office at Baminimaidam, Guwahati - 21.
2. The last date and time of submission of tender is 14.00 Hrs. on 24.03.2022. Late submission of bids shall not be accepted. The bids will be opened at 12.00 Hrs. on 25.03.2022.
3. The Pollution Control Board, Assam reserves the right to cancel the tender notice.
4. Earnest money, amounting to Rs. 20,000/- (Rupees Twenty Thousand only) as Demand Draft in favour of the Member Secretary, Pollution Control Board, Assam, payable at Guwahati and the same must be dropped in hard copy (Original) alongwith the forwarding letter in the tender box kept at 2nd Floor on or before 14.00 hrs on 24.03.2022.
5. The Tenderer/Contractor, whose tender is accepted will be required to furnish security deposit of Rs. 50,000/- (Rs. Fifty Thousand only) for the fulfilment of his contract.
6. The right of acceptance of a tender rests with the PCBA, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or remain incomplete in any respect shall liable to be rejected
7. Canvassing in any form in connection with tender is strictly prohibited and the tenders submitted by the tenderers/contractors who resort to canvassing shall be liable for rejection.
8. All rates should be quoted in the proper format as attached in the tender.
9. On acceptance of the tender, the name of the accredited representative (s) of the tenderer/contractor who would be responsible for taking instructions from PCBA shall be communicated.
10. The tender for works shall remain open for acceptance for a period of 03 months from the date of opening of tenders.
11. It will be obligatory on the part of the tenderer/contractor to sign the tender documents on each page.
12. The tenderers/contractors should acquaint themselves with the work and working conditions of the Board and no claim will be entertained later on this issue.


(Shantanu Kr. Dutta)
Member Secretary



Pollution Control Board, Assam
Bamunimaidam, Guwahati-21

TECHNICAL BID

Member Secretary, Pollution Control Board, Assam (PCBA), invites tenders from registered and authorized contractors/agencies having experience and expertise in 'Providing manpower to various post, such as – Trainee Engineer, Data Entry Operator, Stenographers, Project Assistants etc.' to Central Govt., State Govt., PSU and large Pvt. Companies, for a period of one year extendable for a further period of one or more years on mutual consent and similar terms & conditions.

1. Place of work

Trainee Engineer, Data Entry Operator, Stenographers, Project Assistants etc. are to work in the Head Office of Pollution Control Board, Assam, at Bamunimaidam, Guwahati – 21.

2. Brief description of works:

The contractor shall provide efficient persons to handle the works as may be assigned by the PCBA. A brief note on the nature of work are as follows -

- Trainee Engineers are to handle works pertaining to the technical section and under different projects etc.
- Data entry operators are to handle the work of entering data of different nature, compilation of report both in English and Assamese, preparing of orders etc.
- The Stenographers are to take the dictation as shall be given by Hon'bel Chairman, Member Secretary or by other senior officers of the Board both in English and Assamese and accordingly prepare notes and orders.
- Project Assistant shall be engaged in different projects/activities under – engineering section, scientific section, wastes management cell etc., of the Board.
- Any other works other than the above mentioned as may be assigned by the Board from time to time.

The standard working hours shall be 9.30 AM to 5.00 PM. However, working hours may vary as per need of the situation and urgency of work.

The Agency/Contractor shall ensure the placement of person with high integrity and work ethics. The attendance of the persons deputed will be marked through 'Face Detection Machine' installed in the Building. The tenderers must get themselves fully acquainted with the location of office before submission of tender.

3. Educational qualification and experience of personals:

The minimum required qualification and desired qualification/experience of the personals to be placed at PCBA in each category are as follows –

Category of Post	Required Minimum Qualification	Desired qualification	Any other qualification
(1) Trainee Engineer	B.E, B. Tech/AMIE in Chemical/ Civil/ Environmental Engineering.		As the case may be
(2) Data Entry Operator	(i) Bachelor degree in any discipline. (ii) DOEAC “O” level certificate/BCA from any recognised institution with data entry skill in both English and Assamese.	Minimum 2 years of work experience in the similar work.	As the case may be
(3) Stenographer	(i) Bachelor degree in any discipline. (ii) Certificate in stenography from any recognised institution. (iii) Stenography skill in both English and Assamese.	Minimum 2 years of work experience in the similar work.	As the case may be
(4) Project Assistant	Bachelor degree in Science/ Engineering	As the case may be	As the case may be

4. Volume of work:

1. Supply of Data Entry Operator, Stenographer and Project Assistant.
2. The instruction to be followed for submitting the tender are set out below:-

(a) Information about Tenderer:- The Tenderer must furnish full, precise and accurate details in respect of information asked for as in **Appendix-I**.

(b) Signing of Tenders:-

Person or persons signing the tender shall state in what capacity he is or they are signing the tender e.g. as sole proprietor to a firm or a Secretary /Manager /Managing Director, etc. of a limited company.

5. EARNEST MONEY:

Each tender must be accompanied by an earnest money of Rs 20,000/- (Rs. Twenty Thousand only) in the form of Demand draft of Scheduled Bank in favour of “Member Secretary, Pollution Control Board, Assam payable at Guwahati”. Bid not accompanied by earnest money shall be summarily rejected.

The earnest money shall be liable to forfeitable if the Tenderer after submitting his tender modifies his offer and or the terms & conditions thereof in any manner. The earnest money also liable to be forfeited in the event of tenderers fails to furnish the requisite security deposit or start the work by the due date without prejudice to any other rights and remedies of the PCBA under contract and law. The earnest money will be returned to all unsuccessful tenderers without interest in due time, after decision on tenders and their successful tenderer furnished a security deposit. No interest shall be payable on the amount of earnest money in any case.

6. SECURITY DEPOSIT:

(a) The successful tenderer shall furnish within a week of the acceptance of his tender a security deposit of Rs. 50,000/- (Rs. Fifty Thousand only).

(b) i) The Security shall be deposited in the form of Demand Draft/Bank Guarantee in favour of 'Member Secretary, Pollution Control Board, Assam payable at Guwahati.'

ii) The PCBA will not be liable for payment of any interest on the security deposit or any depreciation thereof.

iii) If the successful tenderer had previously held any contract and furnished security deposit, the same shall not be adjusted against this tender and a fresh security deposit will be required to be furnished.

7. DOCUMENTS REQUIRED TO BE ATTACHED WITH THE TECHNICAL BID and same has to be uploaded in case of online submission:

A) Self attested copies of the following documents are to be annexed A to-F

Document – I: Valid license for running of Placement Agency and requisite registration certificate under various statutory provisions of labour Rules & Acts.

Document – II: The Bidder should have successfully executed at least 03 similar type of contracts – supplied atleast 30 personals in the said three categories, for a minimum 2 (Two) years duration with any Government departments /undertakings/private sectors in the last five years and atleast one similar nature of work in hand or completed in the current financial year. The firm/agency should have been continuously operating/executing contracts with reputed firms without break for the last five years to provide personals of similar category. Documentary proof has to be enclosed.

Document- III: Self attested copy of PAN No., GST No., PF, ESIC registration no., ISO certificate, registration of Firm.

Document –IV: Earnest money deposit.

Document –V: The annual turnover of the agency/firm should not be less than 1.00 crore per annum. Documentary evidence to be enclosed. Copies of the IT Returns for the last three years shall also be enclosed.

Document –VI: The agency/firm should not have been black listed by any Govt. department. An undertaking in this regard is to be enclosed.

(B) The EMD with a covering letter should be submitted in the tender box kept at 2nd Floor on or before 14.00 hrs at 24.03.2022. The Tenderer should signed and stamped on each page of tender document for acceptance of all terms and conditions and the same should be uploaded/submitted with the technical bid.

8. Delivery of tenders:

- (a) Tenders which do not comply with these instructions shall be summarily rejected.
- (b) All credentials, documents and copies of certificate/information called for would be submitted as per tender paper with the bid.
- (c) Necessary clarification if any required by the PCBA shall be furnished by the tenderer within the time given by the PCBA for the same. The PCBA is at liberty to verify any or all documents submitted by the tenderer, even by referring to third parties.
- (d) It should be clearly understood by the tenderer that no further opportunity shall be given to them to modify or withdraw any stipulation at any stages of the contract.
- (e) The tender form shall be filled in by the tenderer clearly, neatly and accurately. Any alteration, erasers or over-writing will render the tender invalid. Alteration neatly carried out and attested over the full signature of tenderer, however, is permitted.

9. OPENING OF TENDER

The tender will be opened in the Conference Hall, at 3rd Floor of Head Office of the Board, Bamunimaidam, Guwahati, on the date and time mentioned in the tender document. The tenderers will be at liberty to be present either in person or through an authorized representative at the time of opening of the tenders.

The financial bid of only those tenderers will be opened whose technical bid are found to be acceptable.

In the event of more than one bidder becomes L1, the Competent Authority in PCBA reserves the right to select one of the L1 bidders based upon various norms like quality of work experience, number of years in operation and other credentials like work completion certificate of any Central Government / State Government Undertaking /Organisation.

10. CORRUPT PRACTICES:

Any bribe, commission advantage offered or promised by or on behalf of the tenderer to any officer or servant of the PCBA shall (in addition to any criminal liability which the tenderer may incur) debar his tender from being considered, Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

11. Settlement of Dispute and Arbitration

I. All disputes and differences arising out of or in connection with the contract and works of any nature assigned under the same (whether during the progress of the works or after their completion), determination, abandonment or breach of the contract shall be referred to a team of three men arbitrator appointed by the Chairman, PCBA. The arbitrators shall elect an umpire among them. In case of conflicting findings by the arbitrators, the decision of the umpire shall be final and binding.



II. It is also a term of the contract that if the contractor's do not make any demand for arbitration in respect of any claims in writing within 90 days of receiving the intimation from the PCBA that final bill is ready for payment, the claim of the contractor's will be deemed to have been waived and absolutely barred and the board will be discharged and released of all liabilities under the contract in respect of these claims.

III. The decision of the employer regarding the quantum of reduction as well as justification thereof in respect of rates for sub-standard work which may be decided will be final and would not be open to arbitration. Provided always that no compensation shall be payable for any loss in always that no compensation shall be payable for any loss in consequence of hostilities or war-like operation.

12. INTERVIEW AND ACCEPTANCE OF TENDER

The tenderer should be prepared to proceed to PCBA and without any obligation, if called upon to do so, for an interview by the Board. The PCBA, reserves the right to reject any or all the tenders without assigning any reason and does not bind himself to accept the lowest or any tender. The successful tenderer will be advised about the acceptance of his tender by a letter/fax or formal acceptance of tender.

Yours faithfully,


(Shantanu Kr. Dutta)
 Member Secretary

Signature of Tenderer
With stamp/seal

PRICE BID

To,

The Member Secretary
Pollution control Board, Assam
Bamunimaidam,
Guwahatii – 781021

Dear Sir,

1. I/WE, submit the sealed price bid for appointment as Contractor or Agency to supply man power at PCBA as per your requirement.
2. I/We have thoroughly examined and understood the instruction to tenders, terms & conditions of contract given in the invitation to tender and those contained in the general conditions of contract and its appendix and agree to abide by them.
3. I/We hereby offer to provide personals at the following percentage of service change on the basic minimum salary/wages as per Government Notification and as the case may be applicable at the time of award of the contract for the entire tenure of the contract. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract except revision of minimum salary/ wages.

Head of Payment	Data Entry Operator (Charges per month in Rs.)	Stenographer (Charges per month in Rs.)	Project Assistant (Charges per month in Rs.)	Remarks
	Per person	Per person	Per person	
Minimum salary/wages				
P.F.				
E.S.I.C.				
Bonus *				
Any other charges, if any				
GST				
Total				

* Bonus will be reimbursed as actual after submission of details of the bonus distributed to the concerned personals placed in PCBA and will be subjected to the acceptance of PCBA.

* The salary/wages for all the personals placed in PCBA shall not exceed the rate applicable as per the Rules of Government of Assam in this regards.

Any rates quoted in any other manner than the above will be summarily rejected. In case the minimum salary/wages is revised upward, the contractor is not entitled for revision of his percentage of service charges. The service charge in percentage will remain same till the contract period.

- a. I/We undertake to take responsibility of statutory liabilities such as minimum wages. P.F., ESI, Bonus etc. and will charge as per actual contribution made to concerned authorities against documentary proof and no service charges/Administration, overhead will be payable on these contribution.
- b. The total amount of salary/wages shall be calculated on monthly basis including government holidays. However, in special situation personals placed at PCBA may need to work in Sunday or any other holidays for which .no extra pay shall be made by PCBA. These shall be treated as part of their regular duty.

I/WE agree to keep the offer open for acceptance up to 03 months from the date of opening of the tender.

4. I/We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the PCBA, the offer will remain open for acceptance till the next working day.

5. As required, no document are being enclosed with price bid. Demand draft No. _____ dated _____ on the ----- for sum of Rs. _____ (Rupees _____) is enclosed with the technical bid as earnest money in the event of my tender being accepted. I/We agree to furnish a security deposit as follows (here indicate the manner in which security is deemed to be furnished).

6. I/We do hereby declare that the entries made in the tender and appendixes/schedules attached with **Technical Bid** are true and also that we shall be bound by the act of my/our duly constituted attorney, Shri _____ whose signature are appended hereto in the space as specified for the purpose and of any other person who in future may be appointed by me/us his stead to carry on the business of the concern.

Yours faithfully,

(.....)
Signature of Tenderer with seal/stamp
(Capacity in which signing)

I. Name and address of the tenderer and telegraphic address:

II. COMPOSITION OF TENDERER:

It should be state whether the tenderer is a business proprietorship concern or registered partnership firm or a Limited Company. The name and date of birth of all partners/Director, Proprietors should be given. It should be certified that there are no undisclosed partners. In the case of Limited companies, the authorized and paid up capital should be stated.

III. BUSINESS IN WHICH THE TENDERER IS EMPLOYED:

The nature of business in which the tenderer or partner of the tender's firm are engaged should be stated together with particulars of address of Head Office and Branches if any, indicating details of sister concern.

IV. EXPERIENCE OF WORKING:

Full particulars should be given if the tenderer has worked as a Placement contractor of the Central Govt. State govt. or Public/Private Companies. The period for which the work has been done should be clearly indicated. The tenderers should indicate clearly whether they are working as contractors on behalf of any departments of Central or State Governments or Railway etc. certificate of experience for preceding 3 years to be enclosed.

V. (A) Whether entered into any contract with PCBA earlier (if, give details)

(B) Whether EMD/Security deposit of the contractor has ever been forfeited by PCBA/any PSU/ State govt/Central Govt.

(C) In case, the firm is black listed by any authority of Govt. of India, the same may be intimated to the PCBA.

Note: The tenderers who's EMD/SD has been forfeited or black listed by the Govt. of India, will not be qualified.

VI. TENDERERS BANKS:

The name of the Bank or the Banks and the branches with which the tenderer has dealings and who can certify the tenderer financial status should be given and necessary certificate to this effect.

VII. Duly audited Profit & Loss Account of preceding three years.

VIII. Details of credit limit charged.

IX. Income Tax PAN No.

X. Details of immovable properties:

a) Type of properties:

b) Identification No. with address:

(c) Owned in the name of:

XI. List of participants/ Director.

**Signature of Tenderer
with stamp/seal**

