

Selection of Outsourcing Agency for Providing Supporting staff

Punjab Pollution Control Board, Vatavaran Bhawan, Nabha Road, Patiala (Tel. 0175-2200282) requires the services of an outsourcing agency for providing supporting staff such as Clerk-cum-Data Entry Operators, Glass Blower-cum-Store keeper, Vehicle Drivers, Librarian, Laboratory Attendant, Electrician, Peons, Field Attendants & Chowkidars etc. through outsourcing on current D.C. rates upto 31/03/2019. The services outsourced will likely to be continued beyond 31-03-2019. Approximate manpower to be outsourced by the Board is 275 to 300. Reputed firms / companies and service providers capable of supplying the above said manpower can submit their offers in a sealed cover to the office of the undersigned up to 3.00 PM on **14-11-2018** and the same will be opened at 3:30 PM on the same day. The detailed terms and conditions may be seen on the website of the Board www.ppcb.gov.in.

Member Secretary

PUNJAB POLLUTION CONTROL BOARD

TERMS & CONDITIONS

FOR HIRING AGENCY FOR PROVIDING STAFF FOR VARIOUS POSITIONS

General terms and conditions:

- i. Scope of the Work:- The works involves outsourcing of Clerk-cum-Data Entry Operators to feed data in the computers, Drivers to drive the official Vehicles, Electrician to carry out the maintenance of electric infrastructure, Peons, Field Attendants and Chowkidars to vigil over the offices / buildings of Punjab Pollution Control Board at various locations in the State of Punjab and Punjab Pollution Control Board building at Nabha Road, Patiala respectively as per terms and conditions agreed upon.
- ii. The agency shall be required to execute an agreement deed on the format provided by Punjab Pollution Control Board on Stamp paper of value of Rs. 300/-
- iii. The staff provided by the agency should be qualified as per requirement of Punjab Pollution Control Board.
- iv. The bidder shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- v. The Agency shall make payment of wages of staff on the basis of prevailing minimum wages of Punjab notified by the Labour Commissioner Punjab from time to time. As and when, Minimum wages are revised, the enhanced rates will be paid to the workers engaged. All other allowances i.e. E.S.I., E.P.F. and GST etc. will be paid accordingly.
- vi. The bidder shall abide by and comply with all the relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act 1970, EPF, ESI/Leaves etc. with regard to the personnel engaged by him for Punjab Pollution Control Board.
- vii. The GST will be paid to the contractor by the Punjab Pollution Control Board and the same has to be deposited with the concerned department by the contractor

and produce the proof of deposit of the GST to the Punjab Pollution Control Board.

- viii. The contractor will have the responsibility to strictly adhere to workmen welfare compensatory payments as per Labour Act & worker compensation Act as laid down by the Punjab Govt. and the Punjab Pollution Control Board will not be responsible in the event of any default.
- ix. The bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The bidder shall submit copies of acknowledgement evidencing filling of returns every year and shall keep the employer fully indemnified against liability of any tax, interest, penalty etc. of the Bidder in respect thereof, which may arise.
- x. The Punjab Pollution Control Board will deduct income tax / labour cess / sales tax or any other govt. liability as decided by the competent authorities at source from the Bidder at the prevailing rates of such sum.
- xi. The contractor at his own level shall get EPF and ESI Nos. allotted for the Staff engaged for the work from the RPF commissioner. The contractor will take necessary action at his own level as per Employees Provident Funds and Miscellaneous Provisions Act, 1952 amended from time to time and will furnish the EPF & ESI Nos. and proof of deposit of EPF & ESI contributions in respect of all the employees directly or indirectly engaged by him relating to services to be provided to the office of the Member Secretary, Punjab Pollution Control Board, Patiala. Further, in case of any default or liability which may arise to Punjab Pollution Control Board on this account, Member Secretary will be at liberty to deduct such amount from the outstanding payment of the contractor.
- xii. The bidder shall not hire personnel with dubious records i.e. without character verification.
- xiii. The personnel deployed by the contractor should not have any adverse police record & should have good character. The contractor & his staff will be subjected to security regulations & police verification as applicable.

- xiv. The bidder shall issue EPF / ESI Code Number allotted by the local ESI / EPF authorities. The bidder shall also submit regular EPF numbers of its employees before the submission of first bill for reimbursement.
- xv. **Security Deposit:** The successful agency will submit an earnest money of Rs. 2,00,000/- (Rs. Two Lakh only) in the shape of Bank Guarantee as Security. The Punjab Pollution Control Board shall have absolute rights and power to forfeit the said security deposit, in case of breach of any clause of the contract without any prior notice and no claim whatsoever of the contractor on this account shall be entertained.
- xvi. **Uniform:** The wearing of uniform by the contractual staff employed for duty shall be compulsory. Uniform will be provided by the Agency. If any person while on duty is found without uniform, penalty shall be charged @ Rs. 20/- per person per day. The penalty shall be paid by the contractor. No claim on this account will be entertained by the competent authority of the Punjab Pollution Control Board.
- xvii. **Dispute Resolution:** Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter shall be referred to the Member Secretary, Punjab Pollution Control Board. Further, if any dispute is not settled amicably, the same shall be referred to the sole arbitrator to be appointed by the Member Secretary, Punjab Pollution Control Board. The award given by the arbitrator shall be final and binding on both the parties. The venue of arbitrator shall be Head Office, Patiala.
- xviii. **Procedure for release of payment:** The bidder shall pay one month wages to its workers / workmen latest by 7th of the respective month before submitting his claim for reimbursement as per this contract agreement.
- xix. The claim must be supported by proof of bidder having deposited EPF / ESI contributions and Service Tax (or any other Govt. liabilities) relevant to the preceding month of the workers / workmen deployed by the bidder along with detail of such workers in the Performa prescribed under EPF Scheme 1952 & EPF

and Miscellaneous Provision Act 1952 in respect of whom the remittances have been made. In the absence of the details, the claim shall be considered incomplete and Service Charges of the monthly amount payable under this contract shall be withheld till the compliance of the stipulation given herein.

- xx. No request for advance payment will be entertained and offer with such conditions will not be considered.
- xxi. The payment of EPF, ESI & GST will only be released after submission of the certified copy of the CRRN / Online statement to the Punjab Pollution Control Board.

Contract Duration

Initial Duration of contract shall upto 31/03/2019. Thereafter in care of continuation of the services of the outsourced staff contract duration shall be of 12 months i.e. with effect from 01/04/2019 to 31/03/2020. However, the performance of each personnel will be reviewed half yearly by the Punjab Pollution Control Board. In case the performance of the individual is not found satisfactory as per requirements, the personnel shall be removed immediately if Punjab Pollution Control Board considers such removal necessary. In case of removal of such personnel, no claim shall be maintainable against Punjab Pollution Control Board. The agency will provide replacement within 7 days. In the event of contract renewal the initial extension financial quote will be used as a basis.

1. The Competent Authority of the Board reserved the right to reject any tender without assigning any reason.
2. The Competent Authority may in his discretion consider the case of any agency for relaxation in the norms of annual turnover/experience.

Eligibility / Qualification of the Personnel required to be outsourced.

1. Clerk-Cum-Data Entry Operators

Qualification

Graduate from a recognized University or Institution and should have qualified a test in Punjabi and English typewriting at the speed of 30 words per minutes either on computer or on manual or electronic typewriter.

Knowledge of Computer

Possesses atleast one hundred twenty hours course with hands on experience in the use of personal computer or information Technology in office productivity applications or Desktop publishing applications from a Government recognized Institution or a reputed Institution, which is ISO-9001, certified. **Or** Should possess qualification of a computer Information Technology course equivalent to O-level certificate of Department of Electronic Accreditation of Computer Course (DOEACC) of Govt. of India.

2. Glass Blower-cum-Storekeeper

Qualification

B.Sc. with atleast two years experience as Glass Blower in a Government Organisation Educational Institutional or concern of repute manufacturing laboratory glasswares. Preference will be given to person who have also experience in store keeping of laboratory chemicals and glasswares.

Knowledge of Computer

The candidate must have undergone a computer course of six months duration from a reputed institute.

3. Driver

Qualification

Middle pass with Driving License and minimum three years experience of Driving Heavy/Light Vehicles and qualified a test to be conducted by the appointing authority.

4. Electrician

Qualification

Matric with two three years National Trade Certificate/National Apprenticeship certificate in the Electrical Trade.

5. Librarian

Qualification

1st Class Bachelor's degree from a recognized university with 1st class degree in Library Science. Preference will be given to candidates having experience in Library Science in a Government Deptt. Or in affiliated / recognized Educational Institutions.

Knowledge of Computer

The Candidate must have undergone a computer course of six months duration from a reputed institute.

6. Laboratory Attendant

Qualification

Atleast matriculate with science subjects with 50% marks of equivalent from a recognized Board/Institute. Preference will be given to the candidates having an experience as attendant in any laboratory of repute.

7. Peon

Qualification

Middle Pass

8. Field Attendants

Qualification

Atleast Matric from a recognized Board Institute. Preference will be given to the candidates who posses the training /knowledge experience as electrician /technician.

9. Chowkidars

Qualification

Should be Middle Pass, preference will be given to Ex-Serviceman.