



National Horticulture Board
Ministry of Agriculture, Government of India,
Plot No.85, Sector 18, Institutional Area,
Gurgaon - 122 015 (Haryana)
Ph. 0124-2342992, Fax: 2342991, 2341225
Website: www.nhb.gov.in

NHB/Pers./Manpower/2013

Regd. post

Dated: 29.10.2013

M/s Bedi & Bedi Associates
F-34, 1st Floor, D.B. Gupta Market
Karol Bagh
New Delhi - 110 005

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Sir,

This is with reference to your quotations dated 17.9.2013 in response to our Tender Notice in the Times of India on 24.8.2013 for supply of manpower in the National Horticulture Board, Gurgaon on contract basis.

I am directed to inform you that your quotations dated 17.9.2013 have been shortlisted as L-1 and to convey the approval of Competent Authority of the Board for engagement of your agency for providing the services of manpower on contract basis, as per details mentioned in the tender notice on the following terms and conditions initially for a period of one year w.e.f. 1.11.2013:

1. Service charges payable to you will be @ 0.35% on the actual wages of the staff as quoted by you in your quotations,
2. The details of number of initial requirement of manpower on contract basis (which can be increased/decreased as per requirement) with their wages per month along with their educational qualifications and experience are given below:

S. No.	Name of Post	Remuneration per month (Rs.)	Educational qualifications and experience	Tentative requirement
1	Receptionist	15000/-	Graduate with one year experience in the relevant field and knowledge in computer application	1
2	DEO	11616/-	Graduate with one year experience in computer application, data entry operation, MS-Office applications.	26
3	Driver	10000/-	Middle Pass having valid license with at least one year experience of driving light vehicles.	1
4	Cook	11616/-	Middle Pass having experience of cooking North Indian food hygienically.	1
5	Messenger	7292/-	Middle Pass with knowledge reading/ writing local language.	7
6	Mali	7292/-	Middle Pass. Should have at least one year experience of working as Gardner/ Mali	4
7	Sweeper	7292/-	Knowledge of Hindi/local language.	8

In addition, one Horticulturist with monthly remuneration of Rs.15000/- with the following qualifications may also be provided:

M.Sc.(Hort.) with one year experience in the nursery development work.

[Handwritten signature]
29/10/13

3. The agency will submit bio-data along with a photograph of each employee to this office at the time of engagement of the employee after police verification only.
4. NHB shall bear the share i.e. Employer's share towards statutory payments like PF, ESI etc.
5. The agency will make payment of wages to each employee after deducting employee's share towards statutory payments like PF, ESI from their wages each month,
6. The agency shall be responsible for timely payment of statutory benefits like PF, ESI to the concerned department, as applicable and produce documentary proof of it to NHB every month along with monthly wages bill,
7. The payment of wages to the contractual manpower would be paid by the Agency through A/c Payee cheque or NEFT Transfer in the account of the contractual employee. The agency shall be required to produce a certificate along with documentary proof that they have paid the wages as per rules as approved, to all the manpower on contract basis engaged by them,
8. The agency shall itself be responsible for any kind of dispute/litigation between them and their employees. The persons deployed through the agency shall not claim any benefit/compensation/absorption/regularization of service with the Board under the provisions of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the agency to this effect will be required to be submitted to the Board,
9. During the course of contract and or after the expiry of contract, any sort of financial liability arising out of any statutory reasons, shall be the sole responsibility of the Agency and NHB shall not be held responsible for the same,
10. The wages shall be paid by the agency to the employees engaged in NHB by 7th of every month positively otherwise action will be taken against the agency as per rules of the Govt.
11. The payment will be released to the agency by NHB within 7 days subject to submission of complete bill along with duly certified attendance by the agency by 1st of every month,
12. It shall be the responsibility of the Agency to get the police verification of each employee done, if not already done and submit the same to the office within one month from the joining of the employee,
13. The EMD of Rs.25000/- deposited with NHB in respect of providing manpower on contract basis as per the tender notice, shall be refunded to the Agency after termination/completion of the contract/agreement with NHB, after deducting amount of wages etc. payable to any employee by the agency,
14. The agency will have to enter into an agreement with NHB on the stamp paper of Rs.100/- for the above said contract as mentioned in the tender document.

In case you are willing, you may send your acceptance by 30.10.2013, otherwise, it shall be presumed that you are not interested in the contract.

Yours faithfully


(D.P. Singh)
Joint Director/Incharge (Pers.)

Copy for information to:

1. Director
2. JD(F&A)
3. All Area Officers
4. PS to MD
5. PE to AMD

National Horticulture Board
Ministry of Agriculture, Govt. of India,
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Website : www.nhb.gov.in

NHB/Admn./ Security/2010-11/

August 30, 2012

To,

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M/s Sutlaj Security & Allied Services,
Office No.- 63, Kishan Bhawan,
Asshand Road,
Panipat-132103.

Sir,

I am directed to refer letter No. 2112/SA/NHB/2455/2627/2650 /EMP dated 23.06.2012 from the office of DGR sponsoring the name of your agency for providing manpower for security services to the Board and your subsequent quotation/bid dated 31.07.2012 and to convey the approval of the Competent Authority for providing the manpower w.e.f. 01.10.2012 initially for a period of two years as per details given below:

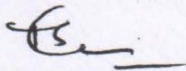
1. Supervisor - One
2. Security Guards - Six

- (i) ✓ The wages for Supervisor/Security staff will be paid at the rates approved by DGR from time to time. The details of the wages to be paid at present as quoted by you in your quotation/bid are given in **Annexure-1**.
- (ii) You will produce following papers/ documents along with your monthly claim bill and the payment will be released by A/c payee cheque.
 - (a) An attested copy of Provident Fund Receipt ESI, Service taxes deposited by you with the respective authorities for the previous month in proof of your claim from the Board.
 - (b) An Attendance Report duly signed/authenticated by you.
 - (c) A list of all the engaged staff stating their PF Account No./ESI No. by name.
- (iii) You will be solely responsible to comply with all kinds of statutory requirements and ensure to remit the statutory payments in time.
- (iv) You will be solely responsible to take legal action as required for the recovery of the property or any belongings to the NHB in case of theft and loss of assets and indemnity the NHB for the same.
- (v) You will deploy a group of 2 Nos. of security guards round the clock per shift excluding the supervisor.
- (vi) The Agency shall be responsible to ensure availability of services of the given numbers of personnel to the Board on day basis. In case of short deployment and absence of staff, proportionate amount shall be deducted from the wages monthly bill. The agency shall maintain an attendance register for all the three shifts.

- (vii) In case the services provided by you are not found satisfactory and compliance of above terms & conditions is not found in order, the Board may terminate the contract with the agency at any time without serving any notice.
- (viii) The Board shall not be responsible for any kind of over – time payment, compensation under the Labour Law, any other facility to the manpower provided by you.
- (ix) The Agency shall be required to take over the charge of security from the present agency in the forenoon of 01.10.2012 positively.
- (x) The agency shall be required to execute an agreement on the non judicial stamp paper of appropriate value immediately after taking over the charge.
- (xi) The Agency will ensure the payment to the manpower engaged through you in the Board by 7th of next month positively.

In case, the above terms & conditions are acceptable to you, please furnish your acceptance by 15th September 2012 positively, otherwise it will be presumed that you are no more interested in the awarded work and the offer issued will automatically be stand cancelled.

Yours faithfully,



For Managing Director

CC: DD(F&A)- for information and necessary action.

राष्ट्रीय बागवानी बोर्ड
National Horticulture Board
कृषि मंत्रालय, भारत सरकार

Ministry of Agriculture, Govt. of India,
85, इंस्टीट्यूशनल एरिया, सेक्टर-18, गुडगांव-122015 (हरियाणा)
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NHB/Admn./photocopy/2010-11/ ५५४

June 14,2012

M/s Satya Copiers,
51, EMCA Chambers,
Shop No. 103,
Darya Gang,
New Delhi-110002.

Sub:- Award of photocopy work.

Sir,

I am directed to refer your quotation dated 04.06.2012 and convey the approval of the Competent Authority for award of photocopy work, Colour photocopy spiral binding, Hard binding, Raxine binding, lamination and Saprater card etc. on the following terms and conditions:

The rates of different the items will be as under:-

S No.	Name of the work	Rate
1.	Photostat rate per copy single side	Rs. 0.60/-
2.	Photostat rate per copy back to back	Rs. 0.50/-
3.	Colour Photocopy per page	Rs. 18/-
4.	Spiral binding A-4	Rs. 30/-
5.	Spiral binding A-3	Rs. 60/-
6.	Hard binding A-4	Rs. 55/-
7.	Raxine binding A-4	Rs. 105/-
8.	Hard binding A-3	Rs. 95/-
9.	Raxine binding A-3	Rs. 180/-
10.	i) Lamination A-4 size 40 micron ii) Lamination A-4 size 60 micron iii) Lamination A-4 size 150 micron iv) Identity card 250 micron	Rs. 15/- Rs. 20/- Rs. 28/- Rs. 10/-
11.	Separator card 1-10 1-15 Separator plastic 1-10 1-15	Rs. 25/- Rs. 35/- Rs. 35/- Rs. 50/-

- i) You will install two photo copy machines in good working condition and provide the services of operators to operate them.
- ii) All the repair of photo copy machine/spare parts/toner etc. will be the responsibility of your firm.
- iii) In case of any major fault in machine, you will be required to provide stand-by Photo copy machine.
- iv) The Board will issue requisition slip duly signed by the NHB officers/ officials to you for getting the photo copy work done. You will maintain the record of the requisition slips. All these slips are to be attached by you together with the bill to be raised on monthly basis.
- v) The payment will be released by A/c payee cheque only.
- vi) The rate will not be revised at any cost during the period of contact, which is for a period of one year w.e.f. 01-07-2012.
- vii) In case your firm intends to terminate the contract, one month's notice will have to be given to the Board.
- viii) The Board reserve the right to terminate this arrangement at any time without assigning any reason / notice if the services provided by you are not found satisfactory.

Yours faithfully,



For Managing Director



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Website: www.nhb.gov.in

NHB/Admn-Computer AMC/2013 2586 10/31 July, 2013

Fax-0180-6941000

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Shri Varender Singh
M/s Universal Network of Infotech (Panipat)
7-D, sukhdev Nagar
Behind Bus Stand
Panipat-132103 (Haryana)

Subject Award of Annual Maintenance Contract for Computer Hardware, LAN and Networking equipment.

Sir,

I am directed to refer your quotation/tender dated 22.04.2013 on the subject and to convey the approval of the Competent authority for award of Annual Maintenance Contract for Computer Hardware, LAN and Networkign equipment of the Board at a total cost of Rs. 1,79,670/- (Rs. One lakh seventy nine thousand six hundred seventy only) inclusive of all taxes/vat/service tax etc. whatsoever on the following terms & conditions:

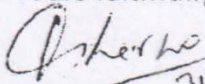
Sl. No.	Description of Items	Nos of Units	Amount Per unit (Rs.)	Total Amount (Rs)
01	HP Proliant ML 350 Server	1	5199/-	5199/-
02	PC(P-4) HP/Compaq/HCL allongwith all accessories	57	999/-	56943/-
03	HP Printers (Colors/LaserJet)	49	999/-	48951/-
04	Fax Machines (Samsung/HP all in one)	10	1199/-	11990/-
05	Notebook (P-4) (Lenovo/HP)	2	5199/-	10398/-
06	Switches & hubs (24/16/8 Ports)	9	999/-	8991/-
07	Sony LCD Projector	1	5199/-	5199/-
08	NSA 240 Sonicwall firewall	1	31999/	31999/-
Grand Total				179670/-

1. The Agency will be responsible for total Network maintenance and support of LAN(60) Nodes and to provide remedial steps for the upkeep of the entire network to achieve the network performance at the optimum level by the fine tuning various parameter of different software and hardware.
2. The firm will have to provide a highly qualified Certified Resident Engineer having experience of about 3-4 years for maintenance of hardware & LAN on regular basis at its Head Quarter at Gurgaon.

3. The AMC is comprehensive including repair, maintenance and replacement of parts. Charges for spare parts in respect of fax machine (i.e. scanner unit, paper feeder lock, power supply unit etc.), Printer (Teflon, fuswer, paper pick up roller, heater etc.) PC (RAM burn, HDD Logic card, start switch SMPs, CD ROM/writer lence etc.) are included in the AMC. The parts replaced by you should be preferably of the same make compatible or standard make.
4. The period of AMC will be initaially for a period of one year w.e.f. 05.08.2013, which would be reviewed at an interval of every three months. Further period wiould be extended only if the services are found to be satisfactory by the Board on mutual agreement of both the parties. In case, the services are not found to be satisfactory by the Board at any stage, the AMC will be terminated by the Board at any time without any notice.
5. Your agency may inspect and take over the AMC items in good working condition from the present AMC agency before this date and a certificate to this effect is to be submitted to the Board duly signed by your agency and the present AMC agency to this effect.
6. The payment will be released by A/c payee cheque/DD on quarterly basis on submission of bill from your side and satisfactory report regarding your services from concerned officer of the Board.

In case, the above terms and conditions are acceptable to you, please furnish your acceptance by 3rd August, 2013 positively, otherwise it will be presumed tha you are no more interested to undertake the AMC and the offer issued will automatically be stand cancelled.

Yours faithfully,


31/8/13

(R.K. Sharma)

Director

Cc: DD(IS)... for information
JS(F&A).. for information.

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National Horticulture Board
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Website : www.nhb.gov.in

NHB/Admn./ UPS AMC/2014/ 4097

February 6, 2014

Speed Post.

To,

M/s EECO Instapower Pvt. Ltd.,
Reg & Crop Office: Eeco House,
#627 & 648, Gali No-2,
Bhawani Enclave, Basai Road,
Gurgaon-242021.

Subject: AMC for UPS systems.

Sir,

I am directed to refer your quotation dated 16.01.2014 on the subject and to convey the approval of the Competent Authority for award of A.M.C. on the following terms & conditions:

- Description of UPS and rates approved.

1 KVA online UPS system- 27	@ Rs. 3500x27= 94500.00
1 KVA offline UPS system- 4	@ Rs.1500x4= 6000.00
3 KVA online UPS system- 4	@ Rs. 5550x4= 22200.00
2 KVA online UPS system- 4	@ Rs. 4500x1= 4500.00
600VA online UPS system- 1	@ Rs. 850x1= 850.00
Grand total	Rs. 1,28,050.00

- Inclusive all taxes.
- The contract will comprehensive excluding batteries.
- Preventive and corrective maintenance of the equipment. The company will furnish the working report of all the UPS in first week of every month.
- Service at site of NHB.
- Complaint lodged will required to be attended within 4-6 working hrs by the company.

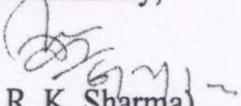
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- The payment shall be made on quarterly basis on providing satisfactory service by the company.
- The initial period of AMC will be for a period of one year which will be extended based on the satisfactory service of the Company and mutual agreement of both the parties.

In case, the above terms & conditions are acceptable to you, Kindly furnish your acceptance in writin within a perios of 3 days of issue this letter.

Yours faithfully,


(Dr. R. K. Sharma)
Director

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National Horticulture Board
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रा.बा.बो./प्रशा./पानी खरीदारी/2011/ 7501

दिनांक : 25-10-2013

मै. ओम साई ऐजंसी,
बू न. 45, सेक्टर-7, ऐक्सटेंसन,
हुडडा सोपीगं काम्पलैक्स,
गुडगांव.

विषय:- इकवाफीना पानी की सप्लाई हेतु।


महोदय,

मुझे सक्षम प्राधिकारी की स्वीकृती प्रेषित करने का निर्देश हुआ है कि 20 लिटर रू. 74/- व 13.13 प्रतिशत टैक्स प्रति बोतल न्यूनतम किम्मत के आधार पर आपकी ऐजंसी इकवाफीना पानी की आपूर्ति करें।

इस विषय में आपसे अनुरोध है कि रा. बा. बो. कार्यालय में आकर दिनांक 01-11-2013 से एक साल के लिए पानी देना सुनिश्चित करें और पानी कार्यालय खपत के हिसाब से लिया जाएगा।

धन्यवाद।

भवदीय,



(डा. आर. के. शर्मा)
निदेशक