



भारत सरकार

Government of India

अपर निदेशक का कार्यालय, कोलकाता जोन-1

Office of the Additional Director, Kolkata Zone-I

प्रवर्तन निदेशालय/ENFORCEMENT DIRECTORATE

सी.जी.ओ.कॉम्प्लेक्स, तृतीय एम.एम.ओ. भवन, छठा तल, डी. एफ. ब्लॉक, साल्ट लेक, कोलकाता - 700064,

CGO Complex, 3rd MSO Building, 6th Floor, DF Block, Salt Lake, Kolkata - 700 064

मिसिल सं./ File No. A-40/13/ Kol/2016/Vol-III / 5751

दिनांक/Date-08.12.2021

प्रवर्तन निदेशालय, कोलकाता, सिलीगुड़ी और गंगटोक में अनुबंध आधार पर विभिन्न श्रम सेवाओं के बहिर्शतन (आउटसोर्सिंग) हेतु दो बोली प्रणाली में निविदा आमंत्रण सूचना।



क्रम सं.	पद	श्रेणी	कोलकाता हेतु	सिलीगुड़ी हेतु	गंगटोक हेतु
01.	आशुलिपिक (स्टेनो)	अति कुशल	03	--	--
02.	डाटा एंट्री ऑपरेटर	कुशल	13	--	01
03.	सुरक्षा गार्ड (बिना हथियार के)	कुशल	05	--	03
04.	परिचारक/सहायक/सफाईकर्मी	अर्ध कुशल/ अकुशल	13	02	03
TOTAL			34	02	07

निविदा प्रक्रिया	तिथि
निविदा दस्तावेज प्राप्त करने/डाउनलोड करने की प्रारंभिक तिथि और समय	दिनांक 10.12.2021 को अपराह्न 03 बजे से
निविदा जमा करने की प्रारंभिक तिथि और समय	11.12.2021 को पूर्वाह्न 11 बजे से
निविदा जमा करने की अंतिम तिथि और समय	10.01.2022 को अपराह्न 03 बजे तक
तकनीकी निविदा खोलने की तिथि और समय	10.01.2022 को अपराह्न 03.30 बजे

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निविदा दस्तावेज, देखने/डाउनलोड करने हेतु, सी.पी.पी. पोर्टल यानी <http://eprocure.gov.in> और प्रवर्तन निदेशालय की विभागीय वेबसाइट यानी <http://www.enforcementdirectorates.gov.in> पर उपलब्ध होंगे।

1. **निविदा जमा करना:** निविदा दस्तावेज सामान्य कार्यालयीन समय के दौरान अथवा स्पीड पोस्ट के माध्यम से इस कार्यालय के पते पर जमा की जा सकती है। निविदाकर्ताओं को सलाह दी जाती है कि वे निविदा के नियमों और शर्तों का पालन करें तथा दिए गए निर्देशों को ध्यान में रखें।

2. **अनुबंध की अवधि:** अनुबंध की अवधि, सफल निविदाकर्ता के साथ अनुबंध पर हस्ताक्षर किए जाने की तिथि से एक वर्ष की अवधि के लिए होगा, जिसे संतोषजनक प्रदर्शन के आधार पर तीन साल (प्रत्येक वर्ष काम के मूल्यांकन के बाद) तक के लिए बढ़ाया जा सकता है। प्रवर्तन निदेशालय, कोलकाता के पास अनुबंध की अवधि को बढ़ाने या कम करने का अधिकार सुरक्षित है। प्रवर्तन निदेशालय, कोलकाता द्वारा आपातकालीन प्रशासनिक कारणों / नियमों और शर्तों के उल्लंघन की स्थिति में अनुबंध को किसी भी समय, एक महीने की पूर्व सूचना देकर समाप्त किया जा सकता है।

3. **निविदा दो भागों में प्रस्तुत की जाएगी अर्थात् तकनीकी निविदा और वित्तीय निविदा।** प्रस्तुत की गई निविदा के सभी पृष्ठ विधिवत रूप से भरे हुए और हस्ताक्षरित होने चाहिए। जमा की गई निविदा दस्तावेज के सभी पृष्ठ, चाहे वे किसी भी प्रकृति के हों, पर पृष्ठ संख्या अंकित की जानी चाहिए। टेलीग्राम/फैक्स/ईमेल आदि द्वारा प्रस्तुत निविदा पर विचार नहीं किया जाएगा। निविदा के संबंध में अलग से किए गए किसी भी प्रकार के पत्राचार पर विचार नहीं किया जाएगा।

4. निविदा प्रपत्र और अन्य विवरण सी.पी.पी.पी. पोर्टल की वेबसाइट <http://www.eprocure.gov.in> और विभाग की वेबसाइट <http://www.enforcementdirectorates.gov.in> से प्राप्त किए जा सकते हैं।

5. सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (Central Public Procurement Portal) (सीपीपीपी) की वेबसाइट <http://www.eprocure.gov.in> और विभाग की वेबसाइट <http://www.enforcementdirectorates.gov.in> से डाउनलोड किए गए टेंडर में निविदाकर्ता किसी भी प्रकार की छेड़छाड़/संशोधन नहीं करेंगे। यदि इसमें किसी भी प्रकार की छेड़छाड़/संशोधन पाया जाता है, तो निविदा को सरसरी तौर पर निरस्त कर दिया जाएगा और बयाना (earnest money) को जब्त कर लिया जाएगा। साथ ही निविदाकर्ता को निविदा में भाग लेने से भी प्रतिबंधित किया जा सकता है।

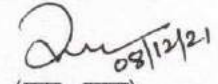
6. इस टेंडर से संबंधित किसी भी प्रकार की शुद्धिपत्र/परिशिष्ट/संशोधन की सूचना सीपीपीपी की वेबसाइट <http://www.eprocure.gov.in> और विभाग की वेबसाइट <http://www.enforcementdirectorates.gov.in> पर दी जाएगी। निविदाकर्ताओं को सलाह दी जाती है कि निविदा जमा करने की अंतिम तिथि तक वे उक्त वेबसाइटों का नियमित रूप से अनुसरण करते रहें।

7. प्रत्येक श्रेणी में, दी गई श्रमिकों की संख्या सांकेतिक है और इसमें आवश्यकतानुसार परिवर्तन किया जा सकता है।

8. आपस में व्यापारिक संबंध रखने वाले निविदाकर्ताओं द्वारा एक से अधिक निविदा स्वीकार नहीं की जाएगी। किसी भी परिस्थिति में पिता और उनके पुत्र (पुत्रों) या अन्य निकट संबंधियों, जिनका एक दूसरे के साथ व्यावसायिक संबंध हैं [अर्थात एक या अधिक भागीदार/निदेशक समान हों] को एक ही अनुबंध के लिए अलग-अलग प्रतिस्पर्धी के रूप में निविदा में भाग लेने की अनुमति नहीं दी जाएगी। उल्लंघन के मामले में दोनों पक्षों की निविदाएं अस्वीकृत की जा सकती हैं।

9. उपर्युक्त वर्णित तिथियों में से कोई भी तिथि यदि बाद में अवकाश/बंद घोषित हो जाती है, तो निविदाएं अगले कार्य दिवस के दिन निर्धारित समय पर खोली जाएंगी।

10. किसी भी प्रकार की सूचना/ स्पष्टीकरण हेतु निविदाकर्ता श्री मुकेश कुमार यादव, प्रवर्तन अधिकारी (प्रशासन), प्रवर्तन निदेशालय, छठी मंजिल, तीसरी एमएसओ बिल्डिंग, डीएफ ब्लॉक, साल्ट लेक, कोलकाता से किसी भी कार्य दिवस पर सुबह 11.00 बजे से शाम 05:00 बजे के बीच संपर्क किया जा सकता है।


(एस. साव)

सहायक निदेशक (प्रशासन)
प्रवर्तन निदेशालय

फा. सं/F. NO. A-40/13/Kol/2016/Vol-III/

दिनांक/DATED- 08 .12 .2021

प्रति प्रेषित:-

1. सी.पी.पी.पी. पोर्टल की वेबसाइट <http://www.eprocure.gov.in> और विभाग की वेबसाइट <http://www.enforcementdirectorates.gov.in>
2. उपनिदेशक (प्रशासन), प्रवर्तन निदेशालय (मुख्यालय), नई दिल्ली, प्रवर्तन निदेशालय की आधिकारिक वेबसाइट पर अपलोड करने हेतु।
3. सूचना पट्ट, प्रवर्तन निदेशालय, कोलकाता।



भारत सरकार
Government of India
अपर निदेशक का कार्यालय, ज़ोन-1
Office of the Additional Director, Zone I
प्रवर्तन निदेशालय/ENFORCEMENT DIRECTORATE
सी.जी.ओकॉम्प्लेक्स, तृतीयएम.एस.ओ. भवन, छठा तल, डी.एफ. ब्लॉक
CGO Complex, 3rd MSO Building, 6th Floor, DF Block,
साल्ट लेक, कोलकाता – 700064 Salt Lake, Kolkata – 700 064
दूरभाष सं०/Tel.No.: 23219210, 23219236 फैक्स/Fax : 23378346:
E-mail: ddklzo1-ed@gov.in

फा. सं/F. NO. A-40/13/Kol/2016/Vol-III/ 5751 दिनांक/DATED- 08.12.2021

**NOTICE INVITING TENDER IN TWO BIDS SYSTEM FOR OUTSOURCING OF VARIOUS
MANPOWER SERVICES ON CONTRACT BASIS FOR ENFORCEMENT DIRECTORATE, KOLKATA,
SILIGURI AND GANGTOK.**

Sealed Tenders are invited for out sourcing of various manpower services under following category/work ON CONTRACT BASIS for the office of Enforcement Directorate, Kolkata for a period of one year which can be extended upto three years on the basis of satisfactory performance.



Sl. No.	Post	Category	For Kolkata	For Siliguri	For Gangtok
01.	Steno	Highly Skilled	03	--	--
02.	Data Entry Operator	Skilled	13	--	01
03.	Security (without arms)	Skilled	05	--	03
04.	Attendant/ Helper/ House Keeping Staff	Semiskilled/Unskilled	13	02	03
TOTAL			34	02	07

Important Dates

Procedure of Bid	Dates
Bid Document Collection/Download Start Date & Time	10.12.2021 from 03:00 pm onwards
Bid Submission Start Date & Time	11.12.2021 from 11:00 am
Bid Submission End Date & Time	10.01.2022 at 03:00 pm
Date & Time of Opening of Technical Bid	10.01.2022 at 03.30 pm

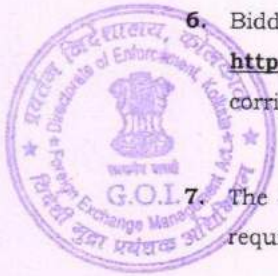
The tender documents will be available for viewing / downloading on CPP portal i.e. <http://eprocure.gov.in> and departmental website of Enforcement Directorate i.e. <http://www.enforcementdirectorate.gov.in>.

- Bid Submission:** Bids shall be submitted in physical copy at this office address during normal office hours or vide Speed Post. Bidders are advised to follow the instructions and note the Terms and conditions of this contract.
- Period of Contract:** The contract will be for a period of one year from date of signing of contract with successful bidder(s) which may be extended further upto three years(after evaluation of work each year) on satisfactory performance. Directorate of Enforcement, Kolkata reserves the right to extend or reduce the period of time. It can terminate the contract in case of emergency administrative reasons/breach of terms & conditions by giving one month prior notice.

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3. The tender shall be submitted in **two parts viz. Technical bid and financial bid**. All the pages of bid being submitted must be duly filled and signed. All relevant papers should be sequentially numbered by the bidder irrespective of nature of content of the documents before submitting. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.
4. The bid forms and other details can be obtained from the CPPP Portal website <http://www.eprocure.gov.in> and department website <http://www.enforcementdirectorates.gov.in>.
5. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <http://www.eprocure.gov.in> and department website <http://www.enforcementdirectorates.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be summarily rejected and EMD would be forfeited and bidder is liable to be banned.
6. Bidders are advised to visit CPPP website <http://www.eprocure.gov.in> and department website <http://www.enforcementdirectorates.gov.in> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
7. The aforementioned number of manpower in each category is indicative and it may vary based on requirement.
8. Not more than one tender shall be submitted by bidders having business relationship among themselves. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another [i.e. when one or more partner(s)/director(s) are common] be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
9. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.
10. The Bidder should clarify any doubt/query. if any, from **Shri Mukesh Kumar Yadav, Enforcement Officer (Admin.)**, Enforcement Directorate, 6th Floor, 3rd MSO Building, DF Block, Salt Lake, Kolkata on any working day between 11.00 A.M.to 05:00 P.M.




(S. Shaw)
ASSISTANT DIRECTOR (ADMN.)
ENFORCEMENT DIRECTORATE

फा. सं/F. NO. A-40/13/Kol/2016/Vol-III/ दिनांक/DATED- 08 .12 .2021

Copy to: -

1. Admin Section for uploading the same on CPP Portal website.
2. The Deputy Director (Admin), ED, HO, New Delhi with request to upload the same on the official website of this Directorate.
3. Notice Board of Enforcement Directorate, Kolkata.





Sealed tenders are invited from registered bonafide Agency/Contractor/Manpower Service Providers to provide “ **Highly skilled, Skilled & Clerical, Semi-skilled, Unskilled etc.**” ON CONTRACT BASIS for Enforcement Directorate, Kolkata, Siliguri and Gangtok for the period of one year which can be extended upto three years (after evaluation of work each year) .

The Technical and Financial terms and conditions shall be as follows:-

(A) TECHNICAL:

1. The Agency/Contractor should have a trade license issued by the concerned authority.
2. The Agency/Contractor providing the services should be in business of providing Manpower Services to Government / PSU /Corporate offices at least for three years (Requisite documents to support this claim will have to be produced).
3. The Agency should be registered with Service Tax Department and should submit a copy of valid Service Tax Registration Number.
4. The Agency must submit a copy of the PAN/Income Tax Return for last three years.
5. The registration certificate of the agency along with the address of the Office & telephone number, email id etc. should be furnished.
6. The vendor shall ensure all EPF and ESI norms while hiring his staff.
7. Bid Security / Earnest Money Deposit has been relaxed as per OM No. F. 9/4/2020-PPD dated 12th November, 2020 issued by Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India. But Bid should be accompanied by an “**Bid Security Declaration**” as per format at Annexure-I accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.
8. The Successful bidder will have to furnish a Performance Security of amount equivalent to 3% of the expected annual value in the form of either a Bank Guarantee, valid for 60 days beyond the term of the contract, issued by a scheduled bank as per format at Annexure - II or a Demand Draft issued by a Scheduled Bank, favouring “DDO, Enforcement Directorate, Kolkata”. No claim shall be made against Government of India / Deputy Director (Admn.), Enforcement Directorate, Kolkata in respect of interest accrued, if any, due on the Performance Security Deposit.
9. The performance of the engaged agency will be assessed as on regular basis and the agency ready to meet terms and conditions as stipulated in NIT should submit their bids. **Technical bid shall include documentary proof in respect of each of the aforementioned points of Technical terms and conditions. Financial bids of Agencies, failing to fulfill the above conditions, will not be considered.**



10. **Declaration of bidders given in Annexure-IV must be filled in all respect and incomplete form may result into cancellation of the bid.**
11. The Technical Bid should submit in the enclosed Performa Annexure – III & IV.
(Technical)

(B) FINANCIAL:

1. The agency capable of supplying all items of services as mentioned in the tender documents and ready to bid for all items only be considered.
2. Contractor / agency should submit Technical Bid and declaration as per Annexure – III and II.
3. Bids complete in all respect will only be considered. The bid must be cost effective in totality (total payablity in terms of number of persons to be deployed). No partial evaluation will be entertained while determining the lowest bidder. Same constraints shall be used for all bidders for evaluating the tender irrespective they did not incorporate statutory obligatory charges.
4. In case, engaged agency being a successful bidder, on a later stage refuses to provide services, the bid by agency may be considered for cancellation and Performance Security will be forfeited and department may consider to take necessary action including blacklisting the said Agency/Contractor. The department reserves the right to take services from other eligible bidders by engaging them in case of breach of terms by lowest bidder.
5. The rates may be quoted in the in the Performa placed at Annexure – V **(Financial)**.
6. The Agency shall also indicate the rate of deduction per day/per hour in case of any shortfall in attendance/specified duty hour of the worker provided by them. The Agency has to provide substitute manpower in absence of regular manpower.
7. **The rate of wages payable to the personnel engaged by the contractor shall not be less than the rates prescribed for the schedule of employment under the M.W. Act, 1948. The remuneration after deduction of EPF & ESI against deployed staffs are required to be paid, if applicable, as per law on the 1st day of next month through ECS to their Bank Account positively. The photocopy of bank statement showing remuneration payment has to be submitted to the office within 15th of next month.**



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(C) SCOPE OF WORK:

1. Steno : Take dictation in shorthand of correspondence, reports and other matter and operates typewriter to transcribe dictated material.
Greeting visitors, determining nature of visits and directing visitors to appropriate persons.
If required, they will also be assigned the works of Personal Assistant to the Senior Officers.
2. Data Entry Operators : Preparation of drafts/documents, letters and tables, computer file handling.
Cataloguing, filling, maintenance of files.
Movement of files from one room to other as per instructions of the officers and staff.
In addition to the above works, other related work may also be entrusted by the office.
3. Attendant/ Helper/ House Keeping : The deployed persons will carry out sweeping, dusting and mopping of all areas in office premises including chair, tables & other furniture, window glass, door, entrance and almirah, rack etc. and cleaning of washrooms/toilets.
In addition to regular maintenance and upkeep of office premises/ regular sanitization related work may also be entrusted by the office.
4. The agency has to provide services to their respective places in the state of West Bengal as and when required. They may also be asked to provide services at different locations also on urgency.
5. Agency will ensure educational qualification/physical efficiency of the engaged personnel as **per Govt. prescribed classification of category of staff (for daily wages labour)** and accordingly applicable rate will be paid.

(D) GENERAL TERMS AND CONDITIONS:

1. The period of contract will initially be for a period of one year from the date of award of contract and subject to review of performance, the extension of the said contract will be decided based on performance of the agency on quarterly basis.
2. The outsourced personnel engaged for the work should not have any criminal antecedents. His/her antecedents should have been got verified by the agency from the local police authorities. A certificate to this effect will have to be provided by the agency to this office.
3. The persons provided by the service provider should submit educational testimonials & character certificates at the time of their deployment with their antecedents.



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4. The outsourced personnel should be above 18 years of age and he/she should be physically and mentally fit. The Directorate of Enforcement, Kolkata reserves the right to select suitable candidates from the persons provided by the agency.
5. The engagement of the personnel for the job will be made by the agency / contractor. The engaged personnel will not have any claim whatsoever with the department. The department shall not be responsible fully or partly to any other dispute that may arise between agency concerned and its staff. The personnel deployed by the agency should be on agency's payroll and an engagement certificate to this effect should be submitted by the contractor / agency.
6. The contractor will be directly responsible for the administration, general discipline and courteous behavior of outsourced personnel.
7. The payment will be made directly to the agency / contractor on monthly bill basis.
8. The agency / contractor will be fully responsible to compensate the losses caused by its person to the department such as damage caused to the office documents and/or equipments, if the staff provided by the agency are found responsible for the said loss.
9. The duty hours will be fixed by the SERVICE PROVIDER and service will be provided on holidays, if necessary. The deployment of the personnel will be on the basis of **"NO WORK, NO PAY"**.
10. The service provider will be wholly responsible for payment of salary to the service personnel. The agency will be responsible for compliance of statutory obligations such as **Minimum Wages Act, Employees Provident Fund, ESI Act, Labour Law, Contract Law** etc. as applicable. The pay of deployed staff needs to be review in accordance with pay revised by Ministry of Labour time to time and same may be reflect in subsequent bills.
11. The contractor should specifically note that the procurement of the service under this contract does not in any way confer any right on the service provider or the persons working in this office for claiming any regular employment in this office or any other Government Office.
12. The contractor will maintain an attendance cum duty register in respect of the engaged personnel for **"Outsourcing Services / Manpower on contract basis"** based on which the cost of service will be paid.
13. The service personnel /service provider will not take any article out of the Directorate of Enforcement premises without a Gate Pass to be issued by the competent authorities. For such violation, the engaged personnel/contractor will be liable for penal action under IPC or any other act in force.
14. In case of failure to provide the requisite manpower within the stipulated time frame, the department would be free to engage other agency.
15. In case department paid more than the entitled amount, differential amount would be adjusted or recovered against the future bills.
16. The agency/contractor shall not sublet the contract to any other persons or party.



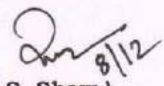
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17. The TDS will be deducted as per the provisions of Income Tax Act/Rules issued from time to time from the payment to be made to service provider and a certificate to this effect will be issued.
18. In case of any dispute, the decision of the Additional Director/Joint Director, Enforcement Directorate, Kolkata over the issue shall be final and binding on all the parties concerned.
19. In case of breach of terms and conditions mentioned above, the competent authority will have the right to cancel the contract without assigning any reason thereof and no damages will be payable by the department in that situation.
20. For termination of this agreement, two months prior notice will be required from the contractor's side in writing. The Enforcement Directorate, can however, terminate this contract on a notice of 30 days without assigning any reason whatsoever.
21. The service provider/engaged personnel shall not divulge or disclose any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters, confidential/secret information etc., if any, to any person/agency. In case of violation of the said terms & conditions, strict action including penal action will be taken, if required.
22. Interested agencies may submit their bids alongwith the requisite documents in two separate sealed cover, one super-scribed with **Technical Bid for "Outsourcing of Services"** (containing Annexure - III & IV) and another "**Financial Bid for Outsourcing of Services"** (containing Annexure - V). **The duly filled up forms, kept in these two separate envelops should be placed into a single envelop/packet and the same can be dropped on sealed tender box kept** in the office of Directorate of Enforcement, 6th Floor, C.G.O. Complex, Salt Lake - 700 064 at the earliest, but not later than **15-00 hrs on 10.01.2022** Or can be sent through Speed Post and Speed Post must arrive in the office on or before **10.01.2022** at 15:00 pm The formats for bids are given in Annexure III, IV & V. The bids will be opened on **10.01.2022 at 15-30 hours**. Bidders/parties or their authorized representatives, if any, who wish to remain present at the time of opening of tender may be allowed. **The Technical Bids will be opened first and only those agency/contractor/firm, who fulfill the technical terms and conditions, will be eligible for participating in the financial bids.**
23. The undersigned reserves the right to reject any bid without assigning any reason. Also, this office does not bind itself to accept the lowest tender. No correspondence, in this regard, will be entertained.




(S. Shaw)
ASSISTANT DIRECTOR (ADMN.)
ENFORCEMENT DIRECTORATE

A-40/13/Kol/2016/Vol-III/

Annexure- I

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

I/ We, the authorized signatory of M/s

Participating in the subject tender No. for the item / job of

..... do hereby declare:

- (i) That I/ we have availed the benefit of waiver of EMD while submitting our offer against the subject Ender and no EDM being deposited for the said tender.
- (ii) That in the event we withdraw/ modify our bid during the period of validity or I/ we fail to execute formal contract agreement within the given timeline or I /we fail to submit a performance security within the given timeline or I/ we commit any breach of Tender Conditions which attracts penal action of forfeiture of EMD and I/ we will be suspended from being eligible for bidding/ award of all future contract(s) of Enforcement Directorate, Kolkata for a period of one year from the date of committing such breach.



Signature and seal of Authorized Signatory of Bidder

Name of Authorized Singnatory.....

Company Name

ANNEXURE-II

To
The Deputy Director (Admn.)
Enforcement Directorate,
Kolkata Zonal Office-I
Kolkata

WHEREAS _____ (Name of Successful bidder) hereinafter called "Successful Bidder" has undertaken, Work Order No. _____ dated _____ 2021 to _____ (Description of Services) hereinafter called "the Contract" in pursuance of Tender Document dated _____ issued by Enforcement Directorate, Kolkata.

AND WHEREAS it is one of the terms of the tender document that the successful bidder has to submit a performance bank guarantee by a nationalized bank for entering into a contract.

AND WHEREAS it has been stipulated by you in the said contract that the successful bidder shall furnish you with a bank guarantee by a nationalized bank for the sum specified therein as security for the compliance with the successful bidder's performance obligations in accordance with the contract.

AND WHEREAS we have agreed to give unconditional and irrevocable guarantee for the successful bidder.

THEREFORE WE hereby affirm that we are guarantors and responsible to you up to a total sum of Rs.-----/Rupees _____ only) and we undertake to immediately pay you, upon your first written demand declaring the successful bidder to be in default under the contract and without demur cavil or argument, any sum or sums within the amount as aforesaid, without your needing to prove or to show the grounds or reasons for your demand or the sum specified therein.

A letter from your office that the successful bidder has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the contract shall be conclusive, final and binding on us. We further agree that you shall be the sole judge as to whether the successful bidder is in default in due and faithful performance of its obligations under the contract and your decision that he is in default shall be final and binding on us, notwithstanding any differences between you and successful bidder or any disputes between you and him pending before an Arbitrator or any other court or tribunal or authority.

In order to give effect to this guarantee you shall be entitled to act as if we are the principal debtor and any change in our constitution or that of successful bidder shall not, in any way, or manner affect our liability or obligation under this guarantee. You shall have liberty, without affecting in any manner our liability under this guarantee, to vary at any time, the terms and conditions of the contract or to extend the time or period for compliance or to postpone for any time the exercise of any of your rights or enforce or forebear from enforcing any of the terms and conditions of the contract and we shall not

be released from our liability or obligation under this guarantee by any exercise of such liberty by you or other forbearance, indulgence, act or omission on your part.

We undertake not to revoke this guarantee during its currency.

Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to us at above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by any of your officers that the envelope was so posted shall be conclusive.

This guarantee shall come into force with immediate effect and shall remain in force and effect for a period of two months beyond the validity of the contract or until it is released by you pursuant to the provisions of the contract.

Signed and sealed this day of 20... at

SIGNED SEALED AND DELIVERED

For and on behalf of (Name of the bank)

(Signature)

Name :

Designation:

Address:



TENDER FOR OUTSOURCING OF VARIOUS SERVICES

ANNEXURE - III (TECHNICAL)

SL. No.	Particulars	To be filled in by the Agency/Contractor
01.	Name of the Agency	
02.	Date of establishment of the agency	
03.	Office address of the Agency with office Telephone number, Fax number, email id and name of the contact person.	
04.	Whether registered with concerned Government Authorities (copies of all certificates of registration to be enclosed)	
05.	PAN (copy to be enclosed)	
06.	Service Tax Registration number (copy to be enclosed)	
07.	Registration/License No. under Contract Labour (Regulation & Abolition) Act, 1970 & others	
08.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking in this regard to be attached)	
09.	Length of experience in the field	
10.	Experience in dealing with Government Departments (indicate the names of the Departments and year of dealing with those Departments and attach copies of contract orders placed on the agency)	
11.	Whether a copy of the terms and conditions (Annexure-IV), duly signed, in token of acceptance of the same, is attached	
12.	Whether agency profile is attached	
13.	List of current clients	

**(Signature)
With date**



DECLARATION BY THE BIDDERS

(ANNEXURE - IV)

Memo No. :

Date:

To
The Deputy Director (Admn.),
Enforcement Directorate (ER),
CGO Complex, 6th Floor, DF Block,
Salt Lake, Sector - I,
Kolkata - 700 064.

I/We have carefully gone through the "Notice inviting e-Tender" bearing No. _____ dated _____ and other tender documents mentioned therein. I/We have also carefully gone through the Terms & Conditions of the above referred NIT and taking into account of all the terms & conditions of the above referred NIT, I/We are offering our Tender. If the same be accepted, I/We promise to abide by all the terms and conditions laid down in the said Tender documents and will carry out and complete the work to the satisfaction of the Enforcement Directorate, Kolkata, CGO Complex, 6th Floor, Salt Lake, Sector - I, Kolkata - 700 064.



Dated this _____ day of _____, 2021

Full Name of the Applicant: _____

Signature : _____

In the capacity of : _____

Duly authorized to sign bids

For & on behalf of (Name of the Firm) : _____

(In Block capital letter or typed)

Office Address:

Telephone No.(s) (Office) : _____

Mobile No. : _____

Fax No. : _____

E-mail ID: _____

**(Signature)
With date**

TENDER FOR OUTSOURCING OF VARIOUS SERVICES

ANNEXURE - V (FINANCIAL)

FINANCIAL BID

For providing manpower,
the name of Tendering Company/Firm/Agency: _____

For Kolkata									
Sl. No.	Category	Daily wage rates as prescribed by Central Govt. (Basic minimum wage)	EPF	ESI	Service Tax	Any other statutory liability	Contractor's (Admn./ Service charges including Dress, I-card etc)	Overtime (OTA), if permissible under Act.	Total
1.	Highly Skilled								
2.	Skilled								
3.	Semiskilled								
4.	Unskilled								
For Siliguri									
1.	Semiskilled								
2.	Unskilled								
For Gangtok									
1.	Skilled								
2.	Semiskilled								
3.	Unskilled								

Notes:

1. Rates quoted should not be less than the minimum wages prescribed under Minimum Wages Act, 1948 as applicable in the Central Govt. offices and fixed by the Chief Labour Commissioner (C), Ministry of Labour and Employment, New Delhi.
2. If the rates of any category are less than the minimum wages as prescribed by Central Govt., entire Tender will be rejected.
3. Contractor's Administration/Service charges cannot be "NIL" or "ZERO".
4. No overwriting/superscripted/white fluided text/number shall be considered.
5. If any of the statutory liability is not included as above, the tender will be rejected.

**(Signature)
With date**



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