



प्रवर्तननिदेशालय

भारतसरकार

ENFORCEMENT DIRECTORATE

मुंबईक्षेत्रीयकार्यालय-II

MUMBAI ZONAL OFFICE-II

Government of India

Kaiser - I - Hind, Fourth Floor, Currimbhoy Road,
Ballard Estate, Mumbai - 400 001.

☎ 022-22719924

Fax: 022- 226622284

D - 42/01/MBZO-I/M/2009

Date 04/04/2018

REVISED TENDER NOTICE NO. 04/2018 DATED 04/04/2018

INVITATION OF TENDER FOR OUTSOURCING OF DATA ENTRY OPERATOR FOR OFFICE OF DIRECTORATE OF ENFORCEMENT, MUMBAI ZONE -I.

For and on behalf of President of India, sealed tenders are invited for outsourcing of 15 **Data Entry Operators** for office of the Directorate of Enforcement (Zonal office - I), fourth floor, Kaiser I Hind building, Ballard Estate, Curiumbhoy Marg, Mumbai - 400 001, The detailed terms and conditions along with technical and financial bid forms may be procured from Deputy Director (Admin) of this office on any working day during office hours up to 25/04/2018. The last date for submission of bids is 25.04.2018 till 15.00 hours, by dropping the sealed envelopes in the tender Box kept in this office.

Mode of submission of bids.

Quotation in sealed envelopes superimposed with words

“QUOTATION FOR HIRING OF DATA ENTRY OPERATOR” addressed to the Deputy Director, Directorate of Enforcement, Ministry of Finance first floor, Kaiser I Hind Building, Ballard Estate, Curiumbhoy marg. Mumbai-01 shall be submitted before 25th April, 2018.

Bids received later than the stipulated date will not be considered under any circumstance, This office reserves the right to accept or reject any tender even the lowest one, without assigning any reasons thereof any enquiry/details regarding the work can be obtained from the Deputy Director (Admin), Directorate of Enforcement, Ground floor, Kaiser I Hind building, Ballard Estate, Mumbai super scribing on the envelope **'Quotation for hiring a DATA ENTRY OPERATER' so as to reach this office on or before 25.04.2018 by 15.00 hours. The parties who wish to be present at the time of opening of tenders any present themselves or their authorized representative with an authority letter for the said purpose. The tender will be open on 25.04.2018 at 16.00 hours.**

D. D. Nair
10/4/18
(D.D.NAIR)

ASSISTANT DIRECTOR (ADMN)

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ANNEXURE – I

1. The tenders are asked to quote their rate only on per persons per month to be deployed.
2. The deduction towards PF and ESI etc. be factored in rates being quoted on per person per month basis and the same would not be payable over and above the rates thus quoted.
3. The Directorate of Enforcement reserves the right to postpone and /or extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reason thereof.
4. The Contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the annexure enclosed.
5. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
6. Rates/quotations should be submitted and signed by the firm with its current business address.
7. The rates shall be valid for a period of at least one year from the date of opening or till the stipulated period of the end of the contract whichever is later.
8. The contractor should satisfy themselves before submissions of rates/quotations to Directorate of Enforcement that they meet the qualifying criteria and capability as laid down in the annexure.
9. The Contractor must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the contractor in the rates/quotations and accepted by Directorate of Enforcement.
10. In case of any default by the contractor in any of terms and conditions (whether general or special), Directorate of Enforcement may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminates the contract, in whole or part, by giving 15 days notice in writing to the contractor.
11. Notwithstanding anything contained herein, Directorate of Enforcement also reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reasons and without incurring and financial liability whatsoever to contractor
12. The contractor shall take insurance cover protecting the agency against all claims applicable under the workmen's compensation Act, 1948. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. The Directorate of Enforcement shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on the Directorate of enforcement, the same shall be reimbursed/indemnified by the contractor.
13. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
14. The present requirement for Data Entry operator for five persons.
15. No other persons except contractor's authorized representative shall be allowed to enter in the Directorate of Enforcement premises.
16. Within the premises of Directorate of Enforcement, the contractor's personnel's shall not do any private work than their normal duties.
17. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the Directorate of Enforcement, Mumbai indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
18. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel's that might become applicable under Act or Order of the Govt. Directorate of Enforcement, Mumbai shall have no liability whatsoever in this regard and the Contractor shall indemnify this Directorate of Enforcement against any/all claims which may arise under the provisions of various Acts, Govt.'s orders etc.
19. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
20. Contractor shall ensure that the persons sent to Directorate of Enforcement wear neat and clean uniform every day while on duty and free from communicable diseases.

We agree to the above terms and conditions.

Signature with Date

Name of the Firm

Seal

ANNEXURE -II

- 1) The monthly charges payable shall be all inclusive i.e. basic, D.A., HRA, PF and any other incidental expenses.
- 2) The Data Entry Operator should be well versed with computer operations, preparing power point presentation, excel report etc. and data entry from various proposals and reports submitted by other agencies and typing speed not less than 40 Word/minute and English communication skills. The age of the candidates should be between 21-40 years.
- 3) The agency should be registered by the Central/State Government and should have at least five-year experience in providing such services to the state/Central Government. The agency should not be black-listed by and Govt. Department/Organization.
- 4) The Candidate should be 10+2 Pass but preferably be a Graduate from a recognized University or equivalent. The candidates should have at least 2 years experience of working as Data Entry Operator in an Organization. The candidates will submit copies of degrees/certificates showing academic professional degrees.
- 5) The Service provider will provide DEOs to the Ministry within 05 days of award of contract. The agency should have PAN number/TAN number & Sales Tax/Service Tax Registration number.
- 6) The person supplied by the agency should not have any criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the person whom they are recommending. The agency will also ensure that the personnel deployed are medically fit. The agency shall withdraw such employees who will not found suitable by the Ministry for any reason.
- 7) The agency shall provide DEOs as requested by the Department from time to time. The said personnel engaged by the agency shall be employees of the agency and it shall be duty of agency to pay their salary by 5th of every month & then claim reimbursement from the Department. The personnel deployed by the agency shall not claim any absorption in the Ministry in future. The DEOs shall not claim any benefit/compensation/absorption/regularization of services in the Ministry under the provisions of Industrial Dispute Act, 1947 or Contract Labour(Regulation & abolition) Act 1970. Under taking from the persons to this effect shall be required before DEOs actual deployment in the Ministry.
- 8) The DEOs shall not divulge or disclosed any person any details o office, operation proves, technical know-how, security arrangement, administrative/organizations matter of the Department. The agency shall be responsible for any act of indiscipline by DEOs.
- 9) The Department will have right to dismiss or remove/replace any person supplied by the agency. The agency shall replace immediately any of its personnel if they are unacceptable to the Department for any reason.
- 10) The working hours would be normally 9 hours per day from 9.30 A.M. to 6.30 P.M. and there shall be lunch break of half an hour during the working hour. However, in exigencies of work, they may be required to sit late and the personnel may be called on Sunday and on Gazzeted holidays, if required. They will be required to work for at least 6 days a week as per Govt. rules with Sunday being the weekly off day.
- 11) No wage/remuneration will be paid to any DEO for the days of absence from duty. The staff will as far as possible seek prior permission for any absence, in any case of any exigency keep the officer informed with whom he/she is posted with. The agency shall provide a substitute within two days if there is any probability of the person living the job due to his/her own personal reason.
- 12) If the Ministry suffers any loss or damage due to negligence, default or theft on the part of DEOs the agency shall be liable to reimburse to loss to the Department in full.
- 13) The agency shall not assign, transfer, pledge or sublet the contract without the prior written consents of the Department.
- 14) During the contract period either party can terminate the contract by giving one month notice in advance. If the agency fails to give one months notice in writing for termination of the contract any amount due the agency from the Department shall be forfeited.

16) In the event of any dispute arising in respect of any of the clauses of the agreement the matter will be referred to Arbitrator whose decision shall be binding on both the party.

ANNEXURE – III

1.	Name of the organization/firm	
2.	Name(s) of the proprietors/directors	
3.	Register address	
4.	Telephone No. and Fax No.	
5.	Whether firm is registered and license holder under contract lab our (Regulation & Abolition) ACT.	
6	Registration No. of the firm (Copy to be enclosed)	
7	Permanent Account NO., of the firm (PAN)	
8	Copy of Income Tax Clearance Certificate (ITCC) to be attached.	
9	Provident Fund Number allotted by Regional Provident Fund Office.	
10	ESI Registration No.	
11	Total staff/worker of the firm	
12	Name(s) of public sector/Govt. organization to whom similar services have been provided by the firm during last five years.(please attach the job order/service certificate from the Govt. office/public sector).	

Signature with date

Name of the Firm

Seal

All columns must be filed.

ANNEXURE –IV

PROFORMA FOR FINANCIAL BID

1. **Rate per month per person for Data Entry Operators :**
2. EPF : As per rules
3. ESI : As per rules
4. Service Tax : As per rules
5. Service Charges :
6. Total :

The bidder should quote his service charges only.

(Signature)
Seal



प्रवर्तननिदेशालय

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ENFORCEMENT DIRECTORATE

मुंबईक्षेत्रीयकार्यालय-II

MUMBAI ZONAL OFFICE-II

Government of India

Kaiser - I - Hind, fourth Floor, Currimbhoy Road,
Ballard Estate, Mumbai - 400 001.

☎ 022-2271 9924

Fax: 022- 22622284

F.NO: D-4/01/MBZO-II/MISC /2017

DATE: 04/04/2018

REVISED TENDER NOTICE NO. 05/2018 DATED 04/04/2018
FOR PROVIDING CONTINGENT WORKER.

Office of the Joint Director, MBZO-I Directorate of Enforcement, Government of India, Kaiser I Hind Building, fourth floor, Ballard Estate, Curiumbhoy marg, Mumbai-400 01, invites sealed tender under two-bid system from experienced and eligible contractors. For deploying seven **Contingent Workers (Including 5 office boy & 2 cleaners)** in the above mentioned office (MBZO-I) for a period of one year from the date of commencement of the contract (01.05.2018) or from the actual date of acceptance of work order, whichever is later).

2) The interested agencies are required to submit the technical and Financial bids separately. The bids in sealed cover -I containing "Technical bid" and sealed cover - II containing "Financial Bid" should be placed in a third sealed cover nearing he works "Tender for contingent Worker" and should reach Joint Director, Directorate of Enforcement Government of India Ground floor, Kaiser I Hind building, Ballard Estate, Curimbhoy marg, Mumbai-400 01, **by 15.00 hours on or before 25.04.2018**. Formats for Technical bid and financial bid are available at Annexure-I and Annexure-II of this document respectively.

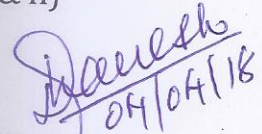
3) The scope of Work and Terms and conditions are provided at Annexure - III of this documents.

4) A complete set of tender documents along with terms and conditions can be obtained free of cost from the Deputy Director(Admin), Directorate of Enforcement, Govt. of India, Ground floor, Kaiser I Hind building, Ballard Estate, Curiumbhoy marg, Mumbai-400 01 on all working days. Soft copies of the formats at Annexure I & II in Microsoft word format are also available at the office. Any inquires in the matter may made during office working hours at Phone No. 022-22719924.

5) Tenders can also be sent by registered post/speed post or dropped in the Tender Box kept at this office. The last date for submission of tender is 25.04.2018 at 15.00 hours. Tender will be opened at 16.00 hours on 25.04.2018. Bidders may choose to remain present at the office of this Zonal Unit during the opening of the Tender box.

Enclose: 1) Format for Technical bid and Financial Bid (Annexure-I & II)

2) Scope of work and terms and conditions (Annexure-III)


(D. D. NAIR)

ASSISTANT DIRECTOR (ADMN)

MBZO I

Annexure-I**TECHNICAL BID**

1.	(a)Name & Address of the Tenderer Agency with phone number (b)Name and Telephone/Mobile Number of contact person.	
2.	Experience in the work of providing services of Contingent Worker (Attach copies of work order)*. This shall cover the details of works of similar nature carried out during the last 2 years.	
3.	Name(s) of Organization with complete address and telephone numbers to whom services provided by the Tenderer Agency Number of Contingent workers supplied to each such organization	
4.	a) Is the Tenderer Agency Registered under Service Tax? If so, please provide the Service Tax Registration Number and copy of last return (please attach copy)* b) Do you have Labour license? If yes please attach copy *	
5.	Are you covered under Labour Legislations such as ESI, EPF and Gratuity act etc.? If yes please attach copy * of respective certificates	
6.	Are you governed by minimum wages rules of the Govt. of India? If yes, please give details	
7.	PAN No.(please attach copy)*	
8.	VAT No.(please attach copy)*, if applicable	
9.	Trade License No.(please attach copy)*	

* = Must attach copy of documents mentioned in Column 2, 4, 5, 7 & 9.

Declaration by the Tenderer:- This is to certify that I/We have furnished the above information accurately and truthfully. I have signed this tender after reading and fully understanding the Scope of Work and all the Terms and Conditions contained in the tender Document and undertake myself/ourselves to abide by them.

Encl: 1. Scope of Work and Terms & Conditions (**must be signed and sealed**)
2. Financial Bid.

Date:

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O)/Mobile No.:

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Annexure – II

**FINANCIAL BID
(Attach Relevant Documents)**

1. Name of the Firm/Company :
2. Address (with Telephone No. & Fax No.) :
3. Name and Address of the Proprietor / Partners/
Directors (with Mobile No.) :
4. Service Tax Registration No.

Sl.No.	Category	Rates in Rs.
1.	Wage for One Contingent worker per Day @Rs.	
2.	Service Charges	
3.	Service Tax	
4.	ESI	
5.	EPF	
6.	Any other payments/charges (specify details)	
	Grand Total (for one labour per day)	

*Rates of all Wages/Taxes/Charges should conform to the current rates prescribed/applicable under the relevant Laws. Please mention the applicable percentages / rates in the second column.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O):

Fax No:

Email Address:

Date:

Annexure - III

Scope of work to be done at the Office of the Joint Director Directorate of Enforcement, Government of India, Mittal Chamber 2nd floor, Nariman Point Mumbai – 400 021.

- I. Cleaning, sweeping, washing and wiping of floors of all the rooms in the office.
- II. Collecting / disposing of garbage.
- III. Dusting and cleaning of all furniture like table, chairs, racks, almirahs, sofa sets, fans applying liquid cleaner to telephones / fax, wiping and cleaning of wooden and glass surfaces, artificial plants, aquarium and periodic cleaning of computers and peripheral and other electronic equipments.
- IV. Preparing and serving of tea / coffee, drinking, water, refreshment etc. Bringing food items and snacks from outside /canteen as and when required.
- V. Cleaning and arranging of files, stationeries, water dispensers, teapots, kettle, dishes, crockeries and other office items, as and when required.
- VI. Cleaning of the sign board and brass letters on the sign board of the office with Brasso and other cleaning solutions provided by the office.
- VII. Opening / Unlocking and closing / locking of the office including switching on/off the power switches, air conditioners, wall clocks, room fresheners, computers etc.
- VIII. Spraying room fresheners provided by the office from time to time.
- IX. Other miscellaneous work as arises in the office from time to time
- X. To be present at the office by 9:30 AM and to remain present till 6:30 PM on all the days on which office remains open.

Terms and conditions

- 1) Bidder/s providing similar service to other government department will be given preference.
- 2) Bidder/s shall be duly registered with all the required statutory authorities, and should ensure compliance with the relevant rules & regulations as notified by the Government.
- 3) Bidder/s should at least pay minimum wages to his employees as prescribed by the Central / State government or local body as the case may be. If during the tenure of the contract such minimum wages are enhanced it will be the responsibility of the contractor to pay such/additional differential wages.
- 4) Bidders employing locals will be given preference.

5. Bidder should indicate the breakup of the quoted rates as per Annexure-II.
6. Bidder should not indulge in employing child labour.
7. Billing should be done on a monthly basis. Bill for the month showing all the breakups in rates should be sent within the 5th of the following month.
8. The bidder would be liable for ensuring compliance with the relevant rules and regulations as notified by the government in this regards from time to time. This includes compliance with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970.
9. Bidder should be registered under Labour Laws, Service Tax and with PF authorities and should have Trade Licence and PAN Card.
10. Bidder should issue signed Wage Slip to the Contingent Worker showing break-up of his monthly wage. The Directorate reserves the right to verify the wage slip and other documents from time to time.
11. Directorate of Enforcement (hereinafter referred to as "The Directorate") reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
12. The bidders are required to submit the complete rates / quotations only after satisfying each and every condition laid down.
13. The rates quoted must be written both in figures and in words and should indicate leviable taxes, if any. Corrections, if any, are to be made only by crossing out, initialing, dating and clearly rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
14. Rates/Quotations should be submitted and signed by the authorized person of the bidding firm with its current business address, telephone numbers and email ID (if available).
15. The bidders must comply with the rates/quotations, scope of work and all terms and conditions of this tender notice. No deviation in the Terms & Conditions and Scope of Work shall be entertained unless specifically mentioned by the bidder in the rates/quotations and accepted by the Directorate
16. The bidder should have a minimum experience of 2 years in the same field.
17. Notwithstanding anything contained herein, the Directorate reserves the right to terminate the contract by giving 1 (one) months' notice in writing without assigning any reason.
18. The Directorate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Directorate, the same shall be reimbursed/indemnified by the Contractor. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the successful

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- bidder. The successful bidder (Contractor) shall arrange necessary insurance cover for any persons deployed by him
19. Bidder shall in no case lease/transfer/sublet/appoint care taker for services agreed to be provided to the Directorate.
 20. No other person except Bidder's authorised representative shall be allowed to enter the premises of the Directorate.
 21. Bidder shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Directorate shall have no liability whatsoever in this regard and the Contractor agrees to indemnify this Directorate against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
 22. In case, on any working day, the Contingent Worker fails to be present at the office of the Directorate for any reason whatsoever, the successful bidder (Contractor) shall assign an alternate Contingent Worker under intimation to this office, failing which the quoted rate for the day will not be payable. Further 5% penal charges will be deducted for that day from the monthly payable billed amount.
 23. The Contractor should ensure that the contingent worker deployed by them should be of good moral character and should not have been convicted for any offence under the law.
 24. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deed committed by his staff and shall be liable to pay for any damage of goods arising out of the negligence of the contingent worker.
 25. All consumables and materials to be used by the contingent worker towards his discharge of duty at this Directorate shall be provided by this Directorate.
 26. It is made clear that the engagement of the Contingent Worker does not in any way confer any right to the Contractor or the persons that may be deployed by him in this office as contingent worker for claiming any regular or part time employment in this office or in any other Govt. Office.
 27. The contractor will provide his staff with the necessary identity cards at all times. The cost will be borne by the contractor.
 28. Brief Bio-Data including Photo, age, name of parent, full address and telephone number of the engaged Contingent Worker should be provided to the Directorate for records
 29. This agreement comes into effect from 01.10.2014 or from the date of acceptance of work order, whichever is later and will remain in effect for a period of one year or till such extended period as agreed upon mutually by the successful bidder (contractor) and the Directorate before the expiry of the period.
 30. Payment will only be made to the contractor through Bank Transfer by ECS. The successful bidder will have to provide their Bank Account

Number, Branch name, IFSC Code, PAN Number and a copy of their cancelled cheque to the Directorate for the purpose of making payment.

I/We hereby agree to all the Scope of Work and Terms and Conditions mentioned above.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O):