



प्रवर्तननिदेशालय

भारतसरकार

ENFORCEMENT DIRECTORATE

मुंबईक्षेत्रीयकार्यालय-II

MUMBAI ZONAL OFFICE-II

Government of India

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

☎ 022-22719921

Fax: 022-22631541

D - 4/01/MBZO-II/MISC/2017

Date 02/04/2018

**REVISED TENDER NOTICE NO. 03/2018 DATED 02/04/2018**

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

For and on behalf of President of India, sealed tenders are invited for outsourcing of 9 **Data Entry Operators** for office of the Directorate of Enforcement (Zonal office - II), Ground 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 26/04/2018. The last date for submission of bids is 26.04.2018 till 13.00 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 Ground floor, Kaiser I Hind Building, Ballard Estate, Curiumbhoy Marg, Mumbai-01 shall be submitted before 26<sup>th</sup> 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 26.04.2018 by 13.00 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 26.04.2018 at 16.00 hours.**

  
Prakash B. Jadhav  
DEPUTY DIRECTOR (ADMN)

ANNEXURE - I

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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/quotation or to withdraw the same, without assigning any reason thereof.
4. The Contractors are required to submit the complete rates/quotation 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/quotation 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/quotation 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/quotation, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be ascertained unless specifically mentioned by the contractor in the rates/quotation 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, terminate 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/ables/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 \_\_\_\_\_

ANNEXURE -II

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- 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 Words/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 said 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 5<sup>th</sup> 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 of office, operation process, 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 Gazetted 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 month 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.

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**ANNEXURE - III**

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|-----|---|--|
| 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 filled.

**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.