



प्रवर्तननिदेशालय

भारतसरकार

ENFORCEMENT DIRECTORATE

मुंबईक्षेत्रीयकार्यालय-I

MUMBAI ZONAL OFFICE-I

Government of India

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

☎ 022-2271 9924

Fax: 022- 22622284

DATE: 07/03/2018

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

**TENDER NOTICE NO. 02/2018 DATED 07/03/2018**  
**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 officeboy & 2 cleaners)** in the above mentioned office (MBZO-I) for a period of one year from the date of commencement of the contract (01.04.2018) 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 26.03.2018**. 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. 022-22719900.
- 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 26.03.2018 at 15.00 hours. Tender will be opened at 16.00 hours on 26.03.2018. 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)

  
(UJJWALKUMAR CHAVHAN)  
DEPUTY DIRECTOR (ADMN)

## 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.:

4

**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)	
	<b>Grand Total (for one labour per day)</b>	

\*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 2<sup>nd</sup> 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 5<sup>th</sup> 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

- 11
- 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

2  
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):