



भारत सरकार
Government Of India
प्रवर्तन निदेशालय
ENFORCEMENT DIRECTORATE

वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Department of Revenue

११५-११६, हरिओम आवास बंगलो, वैलेंटाईन मल्टीप्लेक्स के पास, डुमस रोड,
सूरत-३९५००७ दूरभाष सं. - फैक्स : (०२६१) २७२००८०, ८१, ८२, ८३
115-116, Hari Om Awas Bungalow, Nr. Valentine Multiplex,
Dumas Road, Surat-395007 Tel. Nos. - Fax : (0261) 2720080, 81, 82, 83

F. No. D-41/STSZO/2017/2065

Surat, Dated: - 14.11.2017

विभिन्न सेवाओं के बहिः स्रोतन आउटसोर्सिंग हेतु संक्षिप्त निविदा सूचना

LIMITED TENDER NOTICE FOR OUTSOURCING OF VARIOUS SERVICES

प्रवर्तन निदेशालय, सूरत उपक्षेत्रीय कार्यालय में संविदा के तहत "लिपिक, रोजाना सफाई ग्रुह प्रबंधन, डाटा एंट्री ऑपरेटर एवं टंकक तथा अकाउंटन्ट की सेवाएं" मुहैया करवाने हेतु एक वर्ष के अनुबंध आधार पर मोहरबंध निविदाएं आमंत्रित की जाती हैं, जो कि संतोषजनक प्रदर्शन के आधार पर तीन वर्षों के लिए बढ़ाया जा सकता है।

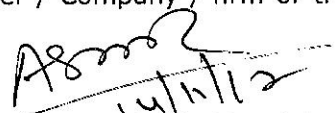
Sealed tenders are invited for the outsourcing of manpower Service of "**CLERICAL STAFF**", **Unskilled Workers for HOUSE KEEPING WORK**"; "**DATA ENTRY OPERATORS CUM TYPIST (English/ Hindi/ Gujarati)**" and "**ACCOUNTANT**" ON CONTRACT BASIS for Directorate of Enforcement, Surat Sub-Zonal for the period of one year which can be extended for three years on the basis of satisfactory performance.

आवेदन पत्र / विस्तृत जानकारी कार्यालय से या ऑनलाईन दिनांक 14.11.2017 से 27.11.2017 (अपराहन 5:00 बजे तक) शनिवार व रविवार छोड़कर, के दौरान प्राप्त किए जा सकते हैं तथा दिनांक 28.11.2017 अपराहन 3:00 बजे तक जमा भी किए जा सकते हैं।

Detailed information / forms may be collected from this office / online from 14.11.2017 to 27.11.2017 (5:00 P.M.) excepted Saturday & Sunday and may also be submitted on / till 28.11.2017 up to 3:00 P.M.

टेंडर कागजात जमा करने कि अंतिम तिथि 28.11.2017 (अपराहन 3:00 बजे तक) है। Last date of depositing Tender documents, in this office if 28.11.2017 (up to 1500 Hrs).

यह टेंडर दिनांक 28.11.2017 को अपराहन 4:00 बजे खोली जाएगी। इच्छुक बिडर/कंपनी/फर्म/संस्था या उनके प्राधिकृत व्यक्ति उक्त समय में वहाँ उपस्थित रह सकते हैं। Tender will be opened on 28.11.2017 at 4 P.M. interested bidder / Company / firm or their authorised person may remain present at said time.


(डॉ. आकाश श्रीखंडे / Dr. Akash Shrikhande)
उप निदेशक / Deputy Director

Copy to: -

1. Notice Board of this office.
2. Computer Cell for uploaded www.tender.gov.in and forwarding the H.O. New Delhi for necessary upload to H.O.'s site.
3. Copy to the Joint Director, Enforcement Directorate, Zonal office, Ahmedabad, for information.

Sealed tenders are invited from registered Agency / Contractor / Manpower Service Providers to provided **"CLERICAL STAFF", Unskilled Workers for HOUSE KEEPING WORK "; " DATA ENTRY OPERATORS CUM TYPIST (English/ Hindi/ Gujarati)" and "ACCOUNTANT"** on contract basis, for the office of Directorate of Enforcement, Surat Sub-Zonal office, initially for a period of one year likely to be extended for further three years on satisfactory performances on monthly review basis.

The technical and financial terms and conditions shall be as follows:

(A) TECHNICAL: -

1. The Agency providing the services should be in business of providing Manpower Services to Government / PSU offices for at least three years (Requisite documents to support this claim to be produced for verification).
2. The Agency should be registered with Goods & Service Tax Department and should submit a copy of GST Registration Number (If, applicable) and PAN.
3. The registration certificate of the agency along with the address of the Office & Telephone No. to be furnished.
4. The Agency should have all the requisite permissions/license issued by the concerned authorities in respect of their work.
5. The agencies/contractor/service providers who are providing **"CLERICAL STAFF", Unskilled Workers for HOUSE KEEPING WORK "; " DATA ENTRY OPERATORS CUM TYPIST (English/ Hindi/ Gujarati)" and "ACCOUNTANT"** in any Govt. Office/PSU for last three years are eligible to participate for this purpose.
6. Bid should be accompanied by an earnest money amount of Rs. 5,000/- (Rupees five thousand only) in the form of Bank Draft in favour of Directorate of Enforcement, Ahmedabad Zonal Office, Ahmedabad, payable at Ahmedabad. **Bid received without earnest money shall be summarily rejected without assigning any reason thereof and the agency shall have no right to represent against it, even if, his quotation happens to be lowest.** Earnest money received from the agencies except the successful bidder/agency, will be returned without interest after the process of selection of bid/quotation is over and successful bidder will receive it after agreement & deposit of Security Money as prescribed. A successful bidder, receiving the contract, has to deposit 5% of total tender value in full in the name of "Directorate of Enforcement, Ahmedabad" as a Security deposit in form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank having the validity period of sixty days beyond the date of completion of all contractual obligations, which may be forfeited on refusal/breach of the contract from his/her side.
7. The performance of the manpower provided by the contractor will be monitored to assess the quality of work. Only the agency & its manpower meeting the above technical terms and conditions should submit their quotations in sealed cover. **Technical bid shall include documentary proof in respect of each of the above points of Technical terms & conditions. Financial bids of Agencies, failing to fulfill the above conditions, will not be considered.**
8. The Technical Bid may be quoted in the Proforma placed at Annexure -I.


उप निदेशक Deputy Director

(B). FINANCIAL:

1. The Agency shall mention the rate/ per month wages as fixed by Central Govt. (minimum wages) for normal working hour / area of said etc.
2. The rates may be quoted in the Proforma placed at **Annexure- I & II.**

(C). Scope of Work:

(A) Agency/Contractor will provide **four (4)** un-skilled workers for Housekeeping Services in Office premises for Sweeping, Dusting & Mopping of all areas in office premises, including Chair, Tables & other furniture, window-glass, door, entrance and Almirahs, Rack etc. and washing of bathrooms & Toilets, Keeping them dry & clean. Regular maintenance and upkeep of Office premises, any other work entrusted by office.

(B) Agency/Contractor will provide **Five (5)** Data Entry Operators cum typist (English/ Hindi/ Gujarati)

(C) Agency/Contractor will provide **One (1)** Clerical Staff

(D) Agency/ Contractor will provide **One (1)** Accountant

(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 subject to review of performance **every three months** and will be extendable at the discretion of this department after expiry of contract.
2. The outsourced personnel engaged for the work should not have a past criminal record. 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.
3. The person provided by the manpower Provider should submit Educational testimonials & Character Certificate etc.
4. The outsourced personnel should be above 18 years of age and he /she should be physically and mentally fit. The Directorate of Enforcement, Surat Sub-Zonal Office reserves the right to select suitable candidates from the persons suggested by the Agency.
5. The engagement of the personnel for the said job will be made by the agency / contractor. The engaged personnel will not have any claim 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.
6. The persons engaged by the contractor shall be the contractor's own employee and he will claim no privilege from the Directorate of Enforcement Authorities. The contractor will be directly responsible for the administration, general discipline and courteous behaviour of outsourced employee.
7. The payment will be made directly to the agency / contractor on monthly bill. Accordingly, the offer/bid should also be on the monthly basis.
8. On absence from the office the monthly bill shall be deducted on pro-rata basis i.e. the monthly compensation shall be divided by the numbers of working days of that month.



9. 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.
10. The service provider will be wholly and exclusively responsible for payment of salary to the service personnel. He will also be responsible for compliance of all statutes like Minimum Wages Act, Employees Provident Fund, ESI Act, Labour Law, Contract Law and other applicable statutory obligations etc. No personnel deployed in this office will claim any regular employment in this office or any other Government Office.
11. The Contractor should specifically note that the procurement of the service provided 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 "OUTSOURCEDSERVICES / MANPOWER ON CONTRACT" so deployed by the Service Provider on the basis of which the cost of service will be paid.
13. The Service Personnel/Service Provider will not take out of the Directorate of Enforcement premises any articles or stores without a Gate-Pass to be issued by the competent Authorities.
14. The engaged personnel as well as Contractor will be liable for penal action under IPC, Cr. PC or any other relevant provisions besides action for breach of contract.
15. The Directorate of Enforcement security/Staff shall have the right to search the Service Provider's Manpower at any time while going out of the office premises and there shall be no grievance expressed/felt on this account either by the Service Provider or his employee.
16. In case of failure to provide the requisite manpower within the time related for the purpose, the Department would be free to engage manpower from any other agency.
17. In case the Department has to pay more than it would have paid in case the work had been carried out by the Agency/ contractor, the difference shall be recovered from the agency from the unpaid bills etc. or by any other means if no such bills are outstanding.
18. The firm/contractor shall not assign or further outsource contract to any other persons or party without having first obtaining permission in writing of Directorate of Enforcement, Ahmedabad.
19. The agency / contractor should with all the statutory regulations that are in force and that may come in force from time to time.
20. The TDS will be deducted by Agency as per the provision of Income Tax Acts / Rules issued from time to time from the payment to be made to service provider and a certificate to this effect will be issued by the them.
21. In case of any dispute, the decision of the Deputy Director, Directorate of Enforcement, Surat Sub Zonal Office, Surat, shall be final and binding on all the parties concerned.
22. 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.



23. The persons employed should work on all days except Sundays and National Holidays during the normal working hours of the office. There will be only "No Work, No Pay" mode of payment thereon.
24. For termination of this agreement two months notice will be required from the contractor's side in writing. The Directorate of Enforcement Authorities can however terminate this contract on a notice of 30 days without assigning any reason whatsoever.
25. The Service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organization matters as all are of confidential/secret nature that can attract legal action.
26. No escalation of price whatsoever would be allowed during the pendency/currency of the contract except in the event of increase in the minimum wages, if there has been increase in the wages by the statutory authority empowered to do so. The increase has to be intimated immediately to this office by the service provider.
27. Interested Agencies may submit their documents certifying the Limited bid requirements in a sealed cover, super-scribed with "Limited Bid for **"CLERICAL STAFF", "Unskilled Workers for HOUSE KEEPING WORK "; " DATA ENTRY OPERATORS CUM TYPIST (English/ Hindi/ Gujarati)" and "ACCOUNTANT"** on contract basis, along with requisite documents to the Deputy Director, Directorate of Enforcement, Surat Sub-Zonal Office, Surat and send to the undersigned at the earliest, but not later than **15.00 Hrs on 28.11.2017** the formats for Limited Bid are given in Annexure- I,& II. The quotations will be opened on the same day i.e. on **28.11.2017 at 16:00** hrs. in the presence of the Tender Committee and in the presence of the parties or their authorized representatives, if any, who wish to participate in the Office of the Directorate of Enforcement, Surat Sub-Zonal Office, Surat. The said Bid will be opened first and only those firms, who fulfil the technical terms and conditions, will be eligible for participating in the financial "Bid".
28. The undersigned reserves the right to reject any quotation without assigning any reason. Also, this office does not bind itself to accept the lowest tender. No correspondence, in this regard, whatsoever will be entertained.


14/11/12
उप निदेशक / Deputy Director

ANNEXURE-I

Limited Bid for providing services of "CLERICAL STAFF", Unskilled Workers for HOUSE KEEPING WORK"; "DATA ENTRY OPERATORS CUM TYPIST (English/ Hindi/ Gujarati)" and "ACCOUNTANT" on contract basis

1. With reference to the Notice letter No. / Advertisement in _____ dated _____ I _____ hereby offer to provide for "CLERICAL STAFF", Unskilled Workers for HOUSE KEEPING WORK"; "DATA ENTRY OPERATORS CUM TYPIST (English/ Hindi/ Gujarati)" and "ACCOUNTANT" on contract subject to the conditions as given in Annexure- I to the Ltd. Tender Notice.

2. I have deposited Earnest Money of Rs. 5000/- in Bank Draft No. _____ dated _____ attached herewith.

3. I have attached herewith self certified photocopies of all the documents mentioned in the Technical Bid for your verification.

4. I agree that in event of my bid being considered, I shall produced original documents pertaining to the "CLERICAL STAFF", Unskilled Workers for HOUSE KEEPING WORK"; "DATA ENTRY OPERATORS CUM TYPIST (English/ Hindi/ Gujarati)" and "ACCOUNTANT" and the photocopies are attached herewith.

5. I agree that in the event of the above documents, if found to be false at any stage, it would be deemed to be a breach of terms of contract making myself liable for legal action besides termination of contract.

6. I agree not to make any attempt of negotiation direct or indirect with the authority to whom I have submitted the tender or the authority who is competent finally to accept it after I have submitted my tender or to make any endeavour to secure any interest for an actual prospective tender or to influence by any means the acceptance of a particular tender. I agree that if I make any such attempt it will render my tender liable to exclusion from consideration.

Place: -

Date: -

(Signature)

Name of Agency _____

Address of Agency _____

Seal of Agency

ANNEXURE- II

**Proforma For Financial Bid
(To be given on letter head)**

To,
The Deputy Director,
Directorate of Enforcement,
Surat Sub-Zonal Office,
Surat

Sir,

Sub: - Limited Bid for providing **"CLERICAL STAFF", Unskilled Workers for HOUSE KEEPING WORK "**; **" DATA ENTRY OPERATORS CUM TYPIST (English/ Hindi/ Gujarati)"** and **"ACCOUNTANT"** on contract.

Name of the firm / Agency :

Company / Firm / Agency's
Registration No.& GST
Registration No. :
Name of the proprietor :
Address :
Contact No. :

Bid for: **"CLERICAL STAFF", Unskilled Workers for HOUSE KEEPING WORK " DATA ENTRY OPERATORS CUM TYPIST (English/ Hindi/ Gujarati)"** and **"ACCOUNTANT"**

Sr. No.	** Category of manpower	Company Rate per Staff	ESI	EPF	Admn. Charge	GST	Other Charges, if any	Total for each month (26 days)	Grand Total for all person
Grand Total in words _____									

**Subject to qualification fixed for the work / Category by concerned authority.

Total amount (including all taxes) in words _____

Amount of deduction in monthly payment by way of per day/per hour in case of any shortfall in attendance / specified duty hour: _____

N.B.: No overwriting / fluid on rates will be entertained, documents submitted should uniformly be handwritten / typed (not both).

I accept all terms & conditions given in tender document. Sign copy of tender documents is enclosed as proof of acceptance of terms & conditions under points **A, B & D.**

Yours faithfully,

Signature:
Name:

Seal and Date