



प्रवर्तननिदेशालय
DIRECTORATE OF ENFORCEMENT
राजस्वविभाग, वित्तमंत्रालय
Department of Revenue, Ministry of Finance
भारतसरकार / Government of India

11 वां तल, सत्यावन, हेलमेटसर्कलके निकट, मानव मंदिरकेसामने, ड्राइव-इन रोड,
11th Floor, Satya One, Nr. Helmet Circle, Opp. ManavMandir, Drive-in Road,
अहमदाबाद / Ahmedabad - 380 052.

टेल / Tel : (079) 29709373, 29709374 फैक्स / Fax : (079) 29709394

F.No.:D-16(2)/AMZO/2017-18

Date:01.06.2018

To
The Deputy Director(Admn),
Directorate of Enforcement,
Head Quarters Office,
New Delhi.

**Subject:-Tender Notice for hiring of man power for Ahmedabad Zonal Office-
regarding -**

Sir,

Please refer to the above subject.

2. In this regard it is to inform that the advertisement for inviting Tenders for hiring of man power for Enforcement Directorate, Ahmedabad Zonal Office will be appearing in the newspapers on 02.06.2018.
2. Accordingly a soft copy of the Tender Notice as mentioned in the advertising is enclosed with a request that the same may kindly be uploaded I the website of Enforcement Directorate immediately.
4. This is issued with the approval of Joint Director, Ahmedabad.

Yours faithfully,

(K. Vardhraj)
Assistant Director(Admn)

Encl: As above



प्रवर्तन निदेशालय
DIRECTORATE OF ENFORCEMENT
राजस्व विभाग, वित्त मंत्रालय

Department of Revenue, Ministry of Finance
भारत सरकार / Government of India
11 वें तल, सत्या वन, हेलमेट सर्कल के निकट, मानव मंदिर के सामने, ड्राइव-इन रोड,
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F.No.- D-16(2)/AMZO/2017-18

Date:- 31/05/2018

Tender Notice

**INVITATION OF TENDER FOR OUTSOURCING OF CONTINGENT MANPOWER FOR
OFFICE OF THE DIRECTORATE OF ENFORCEMENT, AHMEDABAD.**

Sealed tenders are invited for outsourcing of the following CONTINGENT MAN POWER for the office of the Directorate of Enforcement, 11TH Floor, SatyaOne, Nr. Helmet Circle, Opp. ManavMandir, Drive-in Road, Ahmedabad – 380052.

Sl. No	Type of manpower required	Approx. Number of persons
1	Data Entry Operator	05
2	Multi Tasking Staff (Semiskilled)	10
3	Translator (Gujarati to English)	01
4	Security Guard	03

2. The detailed terms and conditions along with technical and financial bid forms may be procured from Assistant Director (Admn.), Directorate of Enforcement, Ahmedabad on any working day during office hours 10.00 AM to 6.00 PM upto 14.06.2018 or can be downloaded from the website www.enforcementdirectorate.gov.in.

3. **Mode of Submission of bids.**

3.1 The interested agencies are required to submit the technical and financial bid separately. The bids in sealed cover -01 containing "Technical Bid" and sealed cover-02 containing "Financial Bid" should be placed in a third sealed cover bearing the words "QUOTATION FOR HIRING OF CONTINGENT MANPOWER" addressed to the Assistant Director (Admin), Directorate of Enforcement, Ministry of Finance, 11TH Floor, SatyaOne, Nr. Helmet Circle, Opp. ManavMandir, Drive-in Road, Ahmedabad – 380052, shall be submitted either in person or through post. The last date for submission of bids is 15.06.2018 till 3.00 PM.

3.2 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 reason thereof. Any enquiry/details regarding the work can be obtained from the Assistant Director (Admn).

4. **Opening of tenders:**

The technical bids will be opened on 15.06.2018 at 5.p.m. in this office at the above mentioned address, in the presence of the bidders, if they make themselves available at that time. The date of opening of Financial Bids of technically qualified bidders will be informed later on.


(K.VARADHARJAN)
Assistant Director (Admn.)

Terms and conditions

1. The tenderers should quote their rate only on per persons per month to be deployed.
2. 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.
3. 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 words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
4. Rates/quotations should be submitted and signed by the firm with its current business address.
5. 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.
6. 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 this tender.
7. 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.
8. In cast 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.
9. 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.
10. 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 person 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 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.
11. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
12. No other persons except contractor's authorized representative shall be allowed to enter in the Director of Enforcement premises.
13. Within the premises of Directorate of Enforcement, the contractor's personnel's shall not do any private work than their normal duties assigned to them by the officers of this Directorate.
14. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the Directorate of Enforcement, Ahmedabad indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
15. 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, Ahmedabad 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.

16. 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.
17. The monthly charges payable shall be all inclusive(Rate per month, ESI, EPF & Service Charge)
18. 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 to 55 years.
19. The agency should be registered by the Central/State Government. The agency should not be black-listed by and Govt. Department/Organization.
20. The candidates should have at least 2 years experience of working as Data Entry Operator in an Organization.
21. The agency should have PAN number/TAN number &G.S.T. Registration number.
22. 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.
23. The agency shall provide the office staff as and when required by the Department from time to time. The said personal engaged by the agency shall be employees of the agency and it shall be duty of agency to pay their salary by last working day 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 office staff 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. Undertaking from the persons to this effect shall be obtained and a copy shall be submitted to the Directorate of Enforcement at the time of deployment.
24. The person supplied by the agency shall not divulge or disclose to any person any details of office, its operation, technical know-how, security arrangement, administrative/organizations matter of the Department. The agency shall be responsible for any act of indiscipline of the person supplied.
25. 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.
26. The working hours would be normally 9 hours per day from 9 Am to 6 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 personnel may be called on Sunday and on Gazatted 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. Security guards will be on duty 24 X 7 including holidays.
27. No wage/remuneration will be paid to any office staff 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 leaving the job due to his/her own personal reason.
28. If the Directorate suffers any loss or damage due to negligence, default or theft on the part of office staff the agency shall be liable to reimburse to loss to the Department in full.

29. The agency shall not assign, transfer, pledge or sublet the contract without the prior written consents of the Department.
30. There shall be no Master and Servant or Employer and Employees relationship between the employees of the service provider and the Union Government.
31. The service provider's persons shall not claim any benefit/compensation /absorption/regularization of service from/in this office of the PCIT under the provision of Industrial Disputes Act 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law of similar nature. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this office.
32. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this office.
33. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
34. Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider

SCOPE OF WORK TO BE DONE

Multi Tasking Staff (Semiskilled)

1. Outdoor office work, operating Xerox machine and assisting officers and staff in day to day work.
2. 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 and other electronic equipments.
3. Preparing and serving of tea/coffee, drinking water, refreshment etc. Bringing food items and snacks from outside/canteen as and when required.
4. Cleaning and arranging files, stationeries, water dispensers, teapots, kettle dishes, crockeries and other office items as and when required.
5. Cleaning the sign boards and brass letters on the sign board of the office with cleaning solutions.
6. Spraying room fresheners from time to time.
7. Other miscellaneous work as arises in the office.
8. Cleaning of office and keeping up of sectional units.
9. Opening & Closing of Rooms.
10. Delivering Posts.
11. Maintenance of record section.
12. Carrying of files and documents to the relevant sections.
13. Keeping up of lawns, parks and plotted plants, etc.
14. Helping in office work, comprising of despatch, diary and computer replacements.
15. Cleaning and up keeping of toilets.
16. Work assigned by seniors if falls in the category of work for this post.

DATA ENTRY OPERATORS (Skilled)

The Data Entry Operator should be well versed with

1. Computer operations.
2. Typing daily office correspondence in MS word, Preparing power point presentation, analysis of report in excel etc. and data entry from various proposals and reports submitted by other agencies.
3. Basic knowledge about email and internets.
4. Typing speed not less than 40 word/minute.
5. Should have Hindi and English communication skills.
6. Any other work assigned by the superior officers.

We agree to the above terms and conditions.

Signature with Date :

Name of the Firm :

PROFORMA FOR TECHNICAL BID

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 labour (Regulation & Abolition) Act	
6.	Registration No. of the firm (copy to be enclosed)	
7.	Permanent Account No., of the firm (PAN)	
8.	Provident Fund Number allotted by Regional Provident Fund Office	
9.	GST 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.

PROFORMA FOR FINANCIAL BID

SI no.	Name	Rate per month per person for each category of office staff i.e. Data Entry Operator, Multi Tasking Staff (Semiskilled), Translator and Security Guard Company Rate per Staff which may not be lower than Minimum wages rate- for Central Government	*ESI	*EPF	Service Charge	GST	Total Amount per month for each person	Grand Total for all person
1	Data Entry Operator							
2	Multi Tasking Staff (Semi Skilled)							
3	Translator (Gujarati to English)							
4	Security Guard							

Discount, if any =

Total amount (including all taxes) in words:

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 document is enclosed as proof of acceptance of terms & conditions under points

Yours faithfully,

Signature:

Name:

Seal:

Date:

(Signature)
Seal