



प्रवर्तन निदेशालय / भारत सरकार

DIRECTORATE OF ENFORCEMENT / GOVERNMENT OF INDIA

विदेशी मुद्रा प्रबंधन अधिनियम एवं धन शोधन निवारण अधिनियम

(FOREIGN EXCHANGE MANAGEMENT ACT & PREVENTION OF MONEY LAUNDERING ACT)

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1st Floor, U.T. Government Press Building, Madhya Marg, Sector 18, Chandigarh-160018

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F.No. A-41/2/CHD/2017

Date : 04.05.2018

TENDER NOTICE FOR OUTSOURCING OF "VARIOUS SERVICES" ON CONTRACT BASIS

Sealed tenders are invited for the outsourcing of "various Service" under following category/work ON CONTRACT BASIS for the office of Directorate of Enforcement, Chandigarh Zonal Office, 1st Floor, U.T. Govt. Press Building, Sec. 18, Madhya Marg, Chandigarh-160018 for the period of one year which can be extended upto three years on the basis of satisfactory performance.

Item No.	Particular of Services	No. Of Manpower	Area/ Location
1	Data Entry Operator (Skilled)	14	1 st Floor, U.T. Govt. Press Building, Sector 18, Madhya Marg, Chandigarh-160018. (Subject to change)
2	Housekeeping/MTS services (Skilled/ Unskilled)	08	
3	Sweeper	03	
4	Security Guard	03	
5	Key Man	01	

1. The aforementioned number of manpower in each category is indicative and it may vary based on requirement.
2. Terms and conditions are enclosed herewith.
3. Detailed information/Forms may be collected from the office of Directorate of Enforcement, Chandigarh Zonal Office, 1st Floor, U.T. Govt. Press Building, Sec. 18, Madhya Marg, Chandigarh-160018 from 07.05.2018 to 19.05.2018 between 10:30 A.M. and 5:00 P.M. on working days.
4. Last date of depositing Tender documents is 23.05.2018 upto 15:00 Hrs.
5. Technical Bid will be opened on 25.05.2018 at 11:00 Hrs. Interested Bidder/ Company /Firm or their authorized representative may attend the same date.
6. The detailed 'Notice for Inviting Tender' (NIT) may also be downloaded from the website of Directorate of Enforcement - <http://www.enforcementdirector.gov.in>.
7. The undersigned reserves the right to accept or reject any quotation without assigning any reason.

Joint Director/Deputy Director (Admn.)/Assistant Director (Admn.)

F.No.: A-41/2/CHD/2017

Date : 04.05.2018

Sealed tenders are invited from registered bonafide Agency/Contractor/Manpower Service Providers to provide **"House Keeping Services, Data Entry Operators, Multitasking Staff, Security Guard etc."** ON CONTRACT BASIS for Directorate of Enforcement, Chandigarh Zonal Office for the period of one year which can be extended up to three years based on satisfactory performance of the engaged agency on quarterly review basis.

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

(A). TECHNICAL:

1. The Agency/Contractor should have a trade license issued by the concerned authority.
2. The Agency/Contractor providing the services should be in business of providing Manpower Services to Government/ Corporate offices for at least for three years (Requisite documents to support this claim will have to be produced).
3. The Agency should be registered with Service Tax Department and must submit a copy of valid Service Tax Registration Number/ GST Number as applicable.
4. The Agency must submit a copy of the PAN and Income Tax Return for last three years.
5. The agency must submit the registration certificate of the agency along with the registered address of the agency & telephone no, email id etc. of the office.
6. Bid should be accompanied by an earnest money of Rs. 25,000/- (Twenty Five thousand rupees only) in form of Bank Draft/Cheque in favour of "Joint Director, Directorate of Enforcement, Chandigarh" payable at Chandigarh. **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 immediately **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 as a Performance Security 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. **It will be refundable after completion of the Contract period.**

7. The performance of the engaged agency will be assessed as on regular basis and the agency ready to meet terms and conditions as stipulated in NIT should submit their bids. **Technical bid shall include documentary proof in respect of each of the aforementioned points of Technical terms & conditions. Financial bids of Agencies, failing to fulfil the above conditions, will not be considered.**
8. **Declaration of bidders given in Annexure-II must be filled in all respect and incomplete form may result into cancellation of the bid.**
9. The Technical Bid should submit in the enclosed Performa Annexure –I & II. **Envelop should be Marked as “Technical Bid”.**

(B). FINANCIAL:

1. The agency capable to supply all item of services as mentioned in the tender documents and ready to bid for all items only be considered.
2. Contractor/agency should submit Technical bid and Declaration as per Annexure-I & II.
3. Bids complete in all respect will only be considered. The bid must be cost effective in totality (total pay ability in terms of no. of persons to be deployed); No partial evaluation will be entertained while determining the lowest bidder. Same constraints shall be used for all bidders for evaluating the tender irrespective they did not incorporate statutory obligation charges.
4. In case, engaged agency being a successful bidder, on a later stage refuses to provide services, the bid by agency may be considered for cancellation and EMD/Performance Security will be forfeited and department may consider to take necessary action including blacklisting the said Agency/Contractor. The department reserves the right to take series from other eligible bidders by engaging them.
5. The rates may be quoted in the Performa placed at Annexure-III **(Financial)**
6. The Agency shall also indicate the rate of deduction per day/per hour in case of any shortfall in attendance/specified duty hour of the worker provided by them. The Agency has to provide substitute manpower in absence of regular manpower.
7. **The rate of wages payable to the personnel engaged by the contractor shall not be less than the rates prescribed for the scheduled of Employment under the Order dated 29.05.2017 issued by the office of the Deputy Commissioner, U.T. Chandigarh. The remuneration after deduction of EPF & ESI against deployed staffs are required to be paid, if applicable as per law on the 1st day of next month through ECS to their Bank Account positively. The photocopy of bank statement remuneration payment has to be submitted to the office within 15th of next month.**

(C). Scope of Work :**1. Data Entry Operator**

- 1.1 The personnel to be deployed should have sound medical fitness, good physique, good moral character, experience and trained to handle any type of Data Entry operating works.
- 1.2 The DEO should have knowledge of Window Operating System, MS Office (word, Excel, PPT) and shall undertake all types of work, viz. Data Entry, Typing, and Stenography work etc.

2. House-keeping Staff/MTS Services/Sweeper

- 2.1 The personnel to be deployed should have sound medical fitness, good physique, moral character, well-experienced and trained to handle any type of House keeping work or any other work entrusted to them.
- 2.2 The personnel deployed should have knowledge of local language.
- 2.3 The personnel shall undertake all type of work viz. General cleanliness of the office, non clerical work, and any other work assigned by the office/supervisor authority from time to time.
- 2.4 The personnel shall carry out Sweeping, Dusting & Mopping of all areas, in office premises including Chair, Tables & other furniture, window-glass, door, entrance and almirah, rack etc. and cleaning of Washrooms.

3. Security Guard

- 3.1 The personnel deputed for security duty ought to be polite, courteous but firm, disciplined, physically fit, alert and smartly dressed in a neat and tidy uniform.
- 3.2 Maintain strict security of persons, material and premises and maintain a diary to note all important event/happenings/information.
- 3.3 Not to leave the place of duty under any circumstance until and unless properly relieved, i.e. signing in handing/taking over register etc.
- 3.4 Security Guard must watch that there are no unidentified/unclaimed/suspicious objects lying or persons loitering in the building/office premises.

(D). GENERAL TERMS AND CONDITIONS :

1. The period of contract initially will be for a period of one year from the date of award of contract and subject to review of performance. The extension of the said contract will be decided based on performance of the Agency on quarterly basis.
2. The outsourced personnel engaged for the work should not have any criminal antecedents. 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 persons provided by the Service Provider should submit Educational testimonials & Character Certificate at the time of their deployment with their antecedents.
4. The outsourced personnel should be above the 18 years of age and he/she should be physically and mentally fit. The Directorate of Enforcement, Chandigarh Zonal Office reserves the right to select suitable candidates from the persons provided by the Agency.
5. The contractor shall provide the required personnel to this office as and when required by the authority. He shall also provide required personnel on Saturday, Sunday and any other Gazetted Holidays, if required by Chandigarh Zonal office of the Directorate of Enforcement.
6. The agency has to provide services to their respective places in the U.T. of Chandigarh as and when required. They may also be asked to provide services at different locations also on urgency.
7. Agency will ensure educational qualification/Physical efficiency of the engaged Personnel as per Govt. Prescribed Classification of category of staff (for daily wages labour) and accordingly applicable rate will be paid.
8. The engagement of the personnel for the job will be made by the agency / contractor. The engaged personnel will not have any claim whatsoever 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. The personnel deployed by the agency should be submitted by the contractor/agency.
9. The contractor will be directly responsible for the administration, general discipline and courteous behaviour of outsourced personnel.
10. The payment will be made directly to the agency/ contractor on monthly bill.
11. 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.
12. The duty hours will be fixed by the SERVICE PROVIDER and Service will be provided on holidays if necessary. The deployment of the personnel will be on the basis of **"NO WORK, NO PAY"**.
13. The service provider will be wholly responsible for payment of salary to the service personnel. The Agency will be responsible for compliance of statutory obligations such as **Minimum Wages Act, Employees Provident Fund, ESI Act, Labour Law, contract Law** etc. as applicable.
14. The Contractor should specifically note that the procurement of the service 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.

15. The Contractor will maintain an attendance cum duty register in respect of the engaged personnel for **"Outsourcing Services/Manpower on contract basis"** based on which the cost of service will be paid.
16. The Service Personnel / Service Provider will not take any article out of the Directorate of Enforcement premises without a Gate-Pass to be issued by the competent Authorities. For such violation the engaged personnel/Contractor will be liable for penal action under IPC or any other act in force.
17. In case of failure to provide the requisite manpower within the stipulated time frame, the department would be free to engage other agency.
18. In case the Department paid more than the entitled amount, differential amount would be adjusted or recovered against the future bills.
19. The firm/contractor shall not sublet the contractor to any other persons or party.
20. The TDS will be deducted 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.
21. In case of any dispute, the decision of the Joint Director, Enforcement Directorate, Chandigarh over the issue 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 no damages will be payable by the Department in that situation.
23. For termination of this agreement two months prior notice will be required from the contractor's side in writing. The Enforcement Directorate Authorities can however terminate this contract on a notice of 30 days without assigning any reason whatsoever.
24. The Service provider/engaged personnel shall not divulge or disclose, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters, confidential/secret information etc., if any to any person/agency. In case of violation of the said terms & conditions strict action including penal action will be taken, if required.
25. Interested Agencies may submit their bids along with the requisite documents in two separate sealed cover, one super-scribed with **Technical Bid for "Outsourcing of Services"** (containing Annexure-I & II) and another **"Financial Bid for Outsourcing of Services"** (containing Annexure-III). **The duly filled up forms, kept in these two separate envelops should be placed into a single envelope/packet and the same can be handed over to Diary and Despatch Section** in the office of Directorate of Enforcement, 1st

Floor, U.T. Govt. Press Building, Sec. 18, Chandigarh at the earliest, but not later than 15.00 Hrs on 23.05.2018 The formats for Bid are given in Annexure I, II & III. The quotations will be opened on 25.05.2018 at 15:00 hours. Bidders/parties or their authorized representatives, if any, who wish to remain present at the time of opening of tender may be allowed. **The Technical Bid will be opened first and only those agency/contractor/firms, fulfilling the technical terms and conditions, will be eligible for participating in the financial "Bid".**

26. 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, will be entertained.

TENDER FOR OUTSOURCING OF VARIOUS SERVICES (FOR ALL ITEM NO.s 1-5)

ANNEXURE-I

S NO.	Particulars	To be filled in by the Tender
01	Name Of the Agency	
02	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
03	Date of establishment of the agency	
04	Office address of the Agency with Office Telephone number, Fax Number, email id and name of the contact person (Copy of registration Certificate)	
05	Whether registered with concerned Government Authorities. (Copies of all certificate of registration to be enclosed.)	
06	PAN (copy of PAN alongwith last three Income tax returns to the enclosed.)	
07 (i)	Service Tax Registration number/ GST Number (copy to be enclosed)	
07 (ii)	Registration/License No. Under Contract Labor (Regulation & Abolition) Act, 1970 & others	
08	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to enclosed in this regard.)	
09 (i)	Length of experience in this field	
10 (ii)	Experience in dealing with Government Departments (Indicate the names of the Departments and attach copies of contractors orders placed on the agency.)	
11	Whether a copy of the terms and conditions (Annexure-II), duly signed, in token of acceptance of the same, is attached.	
12	Whether agency profile is attached?	
13	List of current clients	

(Signature with date)

DECLARATION BY THE BIDDERS (FOR ALL ITEM NO.s 1-5) (ANNEXURE-II)

Memo No.

Date:

To

The Joint Director,
Enforcement Directorate,
1st Floor, U.T.Govt. Press Building,
Sec. 18, Chandigarh-160018.

I/We have carefully gone through the 'Notice for Inviting Tender' (NIT) bearing No. _____ dt: _____ and others tender documents mentioned therein. I/We have also carefully gone through the Terms & Conditions of the above referred NIT. My/Our tender is offered taking due consideration of all factors, and if the same be accepted. I/We promise to abide by all the terms and conditions laid down in the said Tender documents and carry out & complete the work to the satisfaction of the Enforcement Directorate, 1st Floor, U.T.Govt. Press Building, Sector- 18, Chandigarh-160018.

Dated this _____ day of _____, 2018

Full Name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____

(In Block Letters)

Office Address: _____

Telephone No(s) (Office) _____

Mobile No. _____

Fax No. _____ E-mail ID: _____

(Signature with date)

TENDER FOR OUTSOURCING OF VARIOUS SERVICES (FOR ITEM NO.s 1-5)

ANNEXURE-III (FINANCIAL)FINANCIAL BID

For providing manpower to the _____

Name Of Tendering Company/Firm/Agency/Contractor _____

EMD: Rs. _____

D.D/P.O No. _____ dated: _____

Name Of Issuing Bank /Branch: _____

Item no.	Services	Daily Wage rates as prescribed by Central Govt. (Basic minimum Wage)	EPF	ESI	Service tax	Any other statutory liability	Contractors (Admn./Service charges)	Overtime (OTA), if permissible under Act.	Total
1	Data Entry Operator (Skilled)								
2	HOUSEKEEPING (unskilled)								
3	MTS (Skilled/unskilled)								
4	Sweeper								
5	Security Guard								
6	Key Man								

Note:

1. Rates quoted should not be less than the minimum wages prescribed under the minimum wages Act, 1948 as applicable in the Central Govt. Offices and fixed by the Deputy Commissioner, U.T. Chandigarh.
2. If the Rates of any post quoted are less than the minimum wages as prescribed by Deputy Commissioner, U.T. Chandigarh entire Tender will be rejected.
3. Contractor's Administrative/Service Charges cannot be "NIL" or "ZERO".
4. Overwriting/superscripted/white-fluited text/numbers shall not be considered.
5. If any of the statutory liability is not included as above, the tender will be rejected.

(Signature with date)