



भारत सरकार / **GOVERNMENT OF INDIA**

कार्यालय संयुक्त निदेशक, प्रवर्तन निदेशालय, चेन्नई ज़ोनल कार्यालय
OFFICE OF THE JOINT DIRECTOR, DIRECTORATE OF ENFORCEMENT, CHENNAI ZONAL OFFICE
दूसरा एवं तीसरा तल, मुरुगसा नायकर कॉम्प्लेक्स, सं. 84, ग्रीम्स मार्ग, चेन्नई.- 600006
2nd & 3rd FLOOR, MURUGESA NAICKER COMPLEX, No.84, GREAMS ROAD, CHENNAI - 600 006
फ़ोन नं. / **PHONE NO: 044-2829 9728 & 2829 9729** फ़ैक्स नं./ **FAX NO: 044 - 2829 9799**

फाइल सं. / **F.No.A-14/1/MAS/2012-VOL-II**

दिनांक / **Date: 02.07.2018**

TENDER NOTICE FOR OUTSOURCING OF DATA ENTRY OPERATORS ON CONTRACT BASIS

Sealed tenders are invited in two bid system for engagement of agencies from Registered/Well established Manpower Service providers for providing DATA ENTRY OPERATORS – 18 (EIGHTEEN) having proficiency in English and Tamil languages, MS Word & Excel, on contract basis (subject to variation depending upon the actual requirement of the Department) for the office of the Joint Director – Chennai Zone I & II, for a period of one year from the date of award of contract. The Service Providers should have sufficient experience of providing such personnel to various Govt. Departments, PSUs, and Autonomous Organizations of Govt. of India.

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 the expiry of contract.

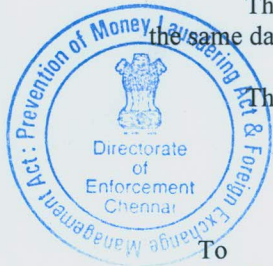
The prescribed tender documents i.e., Annexure I & II with terms and conditions are enclosed herewith.

The tender should be submitted under Two Bid System i.e., Technical Bid and Financial Bid clearly superscribed on the envelope and contain information as prescribed in Annexure I & II. The “Financial Bid” must contain the rate for engaging on monthly basis for normal duty of 8 hours per day per person in Annexure II. Bidders will be required to quote minimum wages at the prevailing rate as fixed under Minimum Wages Act prescribed by the District Collector, Chennai and all other statutory requirements like PF, ESI or any other taxes as may be applicable. Both the sealed covers should be placed in the main sealed envelope superscribed “**TENDER FOR OUTSOURCING OF DATA ENTRY OPERATOR**” and should be addressed to the **Joint Director, Directorate of Enforcement, 2nd & 3rd Floor, Murugesha Naicker Office Complex, 84, Greams Road, Chennai 600 006**, and should be handed over/sent on or before 23rd July 2018 by 12.00 hours.

The technical bids will be opened in the Conference hall, 3rd floor, Murugesha Naicker Office Complex, 84, Greams Road, Chennai-6, on the same day at 16.00 hours on 23rd July 2018 **in the presence of the prospective bidders**, if they wish to be present. If they wish so, they will have to produce authorization letter from the company/firm before the Committee.

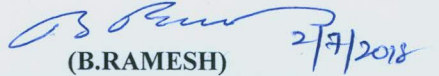
The financial bids of the successful bidders, who have been found technically qualified, will be opened on the same day i.e, 23rd July 2018 at 16.30 hours at the said premises.

This issues with the approval of the Joint Director.



To

1. For Circulation among eligible Agencies/Firms/Companies & by email.
2. Notice Board of ED, Customs, IT and Central Excise Offices.
3. For publication in the E-Portal of this Directorate.


(B.RAMESH)
ASSISTANT DIRECTOR (ADMN)

ब. रमेश / B. RAMESH
सहायक निदेशक / Assistant Director
प्रवर्तन निदेशालय / Directorate of Enforcement
चेन्नई / Chennai

TERMS AND CONDITIONS

The placement agencies / firms / companies interested in providing the services are subject to the following terms and conditions and as such they are required to agree to abide by the same.

1. The agreement will be in force for the period of one year from the date of award of contract. The contract can be renewed further depending upon the requirement of this Directorate. However the Directorate shall have the right to terminate the contract by giving 15 days notice before the expiry of the period without assigning any reasons whatsoever.
2. Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions hereinafter specified will be summarily rejected.
3. This Directorate reserves the right to accept or reject any tender in part or full, without assigning any reasons thereof.
4. The service provider shall have experience in this field for a period of at least 2 years and should be in a position to manage any contingency of manpower requirement.
5. The personnel employed as Data Entry Operators by the service provider shall be required to undertake the Data Entry work or any other work of similar nature.
6. The service provider shall not engage the service to any sub contractor or transfer the contract to any other person. The service provider shall be fully responsible and answerable to the Directorate for performance of the contract entrusted to them under the contract and also for any act of commission and / or omission on the part of the workers deployed by them.
7. The service provider shall ensure that personnel are punctual and remain alert and vigilant in their performance of their duty. It may also be ensured that the person so engaged will observe office discipline and decorum and should not misbehave with any official / public.
8. The service provider shall communicate the names, parentage, residential address, age, etc., of the persons so deployed under the contract to this Directorate. Changes in the said details, if any should be intimated forthwith.
9. The personnel supplied by the service provider should not have any police record/criminal cases against them. The service provider should make adequate enquiries about the character and antecedents of the persons whom they are employing in terms of this contract.
10. The personnel deployed shall not divulge or disclose to any persons any of the details of office files/memos, information, technical literature, documents/records, operational systems of this office etc., as well as confidential data to any other persons in any case.
11. The Joint Director, Chennai Zonal Office or any other person authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that required number of persons is deployed and that they are doing their duties promptly and properly.

12. It shall be the sole responsibility of the service provider to ensure sincerity of the staff and if there is any loss to the Directorate on account of dishonesty, connivance and / or due to any cause, by the persons employed, the contractor shall make good on demand the loss to the Directorate.
13. The service provider shall report promptly to this Directorate any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any, shall be recovered from the contractor.
14. The persons deployed by the service provider for the work shall be the employees of the service provider for all intents and purpose and in no case, relationship of employer and employee between the said persons and the Directorate of Enforcement shall exist and the persons employed by the services provider shall not claim any absorption of services in this Directorate.
15. The working hours shall normally be for 8 hours to an individual on all working days excluding Sundays and National Holidays and that in no case overtime would be admissible to them. On this basis, the duty shall be provided commencing from 9.15 am to 5.45 pm.
16. The payment to the service provider would be strictly on certification by the officer concerned to whom the personnel reports, with regard to satisfactory service and attendance. The service provider shall provide extra person(s) if desired by this Directorate, during the period of this agreement at the rates already agreed in this contract.
17. In case of absence of the personnel for a particular day, proportionate recovery will be made at the quoted rate, However, service provider should take adequate steps well in advance to arrange substitute person, in case of any personnel going on leave.
18. Any liability regarding payment to the personnel, or arising due to non compliance with any of the labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the contractor.
19. The service provider shall be solely responsible for complying with all statutory obligation including Minimum Wages Act. Etc. The wages paid to them should strictly adhere to the Minimum wages Act, 1940 and Contract Labour (Regulation and Abolition) Act, 1970. The employees engaged by the service provider will be in the employment of the Agency/firm/company only and not of this Directorate.
20. The service provider shall ensure that all the employees get minimum wages and other benefits as are admissible under various labour laws. The contractor shall provide full information in respect of wages etc., paid to its employees so deployed in conformity with provisions of Contract Labour (Regulation and Abolition) Act, 1970.
21. The Contractor has to fulfill any obligations and/or formalities which are required to be fulfilled under the Contract Labour (Regulation and Abolition) Act, 1970 or any other Act for the purpose of entering into and / or execution of this contract and the same shall be carried out by the contractor at his own expenses. The contractor shall be solely liable for any violation of provisions of the said Act or any other Act.
22. The contractor should pay to their personnel the minimum wages at the prevailing rate as fixed under Minimum Wages Act, prescribed by the District Collector, Chennai. No escalation of price

whatsoever would be allowed during the pendency / currency of the contract. However, as and when the wages are raised by the District Collector, Chennai, the revised wages shall be paid accordingly.

23. In any case any of the persons deployed by the contractor does not come up to the mark or performs his duties improperly and indulge in any unlawful riots or disorderly conduct, the contractor shall take suitable action against such employees on the report of the officer designated by the Joint Director, Chennai Zonal Office.
24. The bills complete in all respects for every month must be submitted to this office before the 10th of subsequent month positively to the officer in charge who has been nominated by the Joint Director, Chennai Zonal Office.
25. Mode of payment will be monthly and payment to the Contractor will be through Online / Account Payee Cheque only. Tax shall be deducted at source as per the provisions of the Income Tax Act from the monthly bills.
26. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Directorate whose decisions shall be final and conclusive.


(B. RAMESH) 2/7/18
ASSISTANT DIRECTOR (ADMN)

ब. रमेश / B. RAMESH
सहायक निदेशक / Assistant Director
प्रवर्तन निदेशालय / Directorate of Enforcement
चेन्नै / Chennai

Annexure – I
TECHNICAL BID

1	(a) Name and 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 Skilled Asstants / Data Entry Operators (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 Tender Agency Number of Skilled Assistant & Data Entry Operators supplied to each such Organization	
4	(a) Is the Tenderer Agency Registered under GST? If so, please provide the GST Registration Number (Please attach copy)*	
5	Are you covered under Labour Legislations such as ESI, EPF and Gratuity etc.? If yes please attach copy of respective certificates	
6	Are you governed by minimum wages rules? If yes, please give details	
7	PAN No. (please attach copy) *	
8	GST/ VAT No. (please attach copy)*	

* Must attach copy of documents mentioned in Column 2,4,5,7 &8

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 Documents 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.



Annexure – II

FINANCIAL BID

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.:
5. ESI Registration No.:

S.No	Particulars	Skilled Assistant	Data Entry Operator
		In Rs.	In Rs.
1	Wage for per day (Wages fixed by the District Collector, Chennai)		
2	ESI		
3	EPF		
4	Service charges per person per day		
Grand Total per day (excluding GST)			

* Rates of all wages / Taxes/ Charges should conform to the current rates prescribed / applicable percentages / rates in the second & third column.

Date:

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No:

Fax No.:

E mail Address: