



प्रवर्तन निदेशालय
भारत सरकार,
पटना क्षेत्रीय कार्यालय,
बैंक रोड, चण्डपुरा प्लेस,
पटना- 800 001

ENFORCEMENT DIRECTORATE
Government of India, Patna Zonal Office,
Bank Road, Chandpura Place,
Patna- 800 001
Tel:- 0612-2219444/441
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E-mail: enlpatna@gmail.com

F.NO: D-09/01/PATNA/2018

दिनांक / Date: 03.04.2018

TENDER NOTICE NO. 02/2018
FOR PROVIDING CONTINGENT WORKER (Data Entry Operator)

Directorate of Enforcement Government of India, Patna Zonal Office, Chandpura Place, Bank Road, Patna 800 001, invites sealed tender under two-bid system from experienced and eligible Contractors. **For deploying two (2) Contingent Workers (Data Entry Operators)** in the above mentioned office for a period of one year from the date of commencement of the contract (11.04.2018) or from the actual date of acceptance of work order, whichever is later).

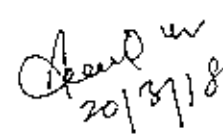
2) The interested agencies are required to submit the technical and financial bids separately. The bids in sealed cover-I containing "Technical bid" and sealed cover-II containing "Financial Bid" should be placed in a third sealed cover bearing the words "Tender for Data Entry Operator" and should reach to the Joint Director, Directorate of Enforcement, Government of India, Chandpura Place, Bank Road, Patna 800 001, by 15.00 hours on or before 05.04.2018. 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 condition are provided at Annexure - III and IV of this documents.

4) A complete set of tender documents along with terms and conditions can be obtained free of cost from the Assistant Director (Admin.), Directorate of Enforcement, Govt. of India, Patna Zonal Office, Chandpura Place, Bank Road, Patna 800 001 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 be made during office working hours at Phone No. 0612 2219448.

5) Tenders can also be sent by registered post/speed post or messenger. The last date for submission of tender is 05.04.2018 at 15.00 hours. Tender will be opened at 16.00 hours on 09.04.2018. Bidders may choose to remain present at the office of this Zonal Unit during the opening of Tender box on the above stipulated date.

Enclose:1) Format for Technical bid and Financial Bid (Annexure-I & II)
2) Scope of Work and terms and conditions (Annexure-III & IV)


ASST. DIRECTOR (ADMIN)

Annexure-I

TECHNICAL BID

1.	(a)Names & Address of the Tender Agency with Phone Number (b)Name and Telephone/Mobile Number of contact person.	
2.	Experience in the work of providing services of providing 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	
4.	a)Is the Tenderer Agency Registered under GST? If so, please provide the GST Registered Number and copy of last return (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 certificate.	
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 Condition 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 Tender with seal)

Name:

Seal:

Address:

Phone No. (O)/Mobile No:

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. GST No.

Sl. No.	Category	Rates in Rs.
1.	Wage for One Contingent worker per Day @ Rs.	
2.	Service Charges	
3.	GST	
4.	ESI	
5.	EPF	
6.	Any other payments/charges (specify details)	
	Grand Total (for one labour per day)	

* Rates of all Wages/Taxes/Charges should conform to the current rates prescribed/applicable under the relevant Laws. Please mention the applicable percentages/rules in the second column.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No. (O):

Fax No:

Email Address :

Date :

Annexure-III

- 1) The monthly charges payable shall be all inclusive i.e. basic, D.A., HRA, PF and any other incidental expenses.
- 2) 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 21-40 years.
- 3) The agency should be registered by the Central/State Government and should have at least five-year experience in providing such services to the state/Central Government. The agency should not be black-listed by and Govt. Department/Organization.
- 4) The Candidate should be 10+2 Pass but preferably be a Graduate from a recognized University or equivalent. The candidates should have at least 2 years experience of working as Data Entry Operator in an Organization. The candidates will submit copies of degrees/certificates showing academic professional degrees.
- 5) The Service provider will provide DEOs to the Ministry within 05 days of award of contract. The agency should have PAN number/TAN number & SGST/CGST Registration number.
- 6) 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.
- 7) The agency shall provide DEOs as requested by the Department from time to time. The said personnel engaged by the agency shall be employees of the agency and it shall be duty of agency to pay their salary by 5th 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 DEOs shall not claim any benefit/compensation/absorption/regularization of services in the Ministry/under the provisions of Industrial Dispute Act, 1947 or Contract Labour (Regulations & abolition) Act 1970. Under taking from the persons to this effect shall be required before DEOs actual deployment in the Ministry.
- 8) The DEOs shall not divulge or disclosed any person any details of office, operation proves, technical know-how, security arrangement, administrative/organizations matter of the Department. The agency shall be responsible for any act of indiscipline by DEOs.
- 9) 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.
- 10) The working hours would be normally 9 hours per day from 9.30 A.M. to 6.30 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 the personnel may be called on Sunday and on GAZETED 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.

- 11) No wage/remuneration will be paid to any DEO 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.
- 12) If the Ministry suffers any loss or damage due to negligence, default or theft on the part of DEOs the agency shall be liable to reimburse to loss to the Department in full.
- 13) The agency shall not assign, transfer, pledge or sublet the contract without the prior written consents of the Department.
- 14) During the contract period either party can terminate the contract by giving one month notice in advance. If the agency fails to give one months notice in writing for termination of the contract any amount due the agency from the Department shall be forfeited.
- 15) In the event of any dispute arising in respect of any of the clauses of the agreement the matter will be referred to Arbitrator whose decision shall be binding on both the party.

Annexure-IV

1. The tenders are asked to quote their rate only on per persons per month to be deployed.
2. The deduction towards PF and ESI etc. be factored in rates being quoted on per person per month basis and the same would not be payable over and above the rates thus quoted.
3. The Directorate of Enforcement reserves the right to postpone and/or extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reason thereof.
4. The Contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the annexure enclosed.
5. 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 figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
6. Rates/quotations should be submitted and signed by the firm with its current business address.
7. 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.
8. 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 the annexure.
9. The Contractor must comply with the rates/quotations, specification and all terms and conditions of contract. 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.

10. In case 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 contractor.
11. 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.
12. 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 persons 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 falling on the Directorate of Enforcement, the same shall be reimbursed/indemnified by the contractor.
13. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
14. The present requirement for Data Entry Operator for 2 persons.
15. No other persons except contractor's authorized representative shall be allowed to enter in the Directorate of Enforcement premises.
16. Within the premises of Directorate of Enforcement, the contractor's personnel's shall not do any private work than their normal duties.
17. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the Directorate of Enforcement, Patna indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
18. 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. of India, Directorate of Enforcement, Patna 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 various Acts, Govt.'s orders etc.
19. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
20. Contractor shall ensure that the persons seat is Directorate of Enforcement wear neat and clean uniform every day while on duty and free from communicable diseases.

We agree to the above terms and conditions.

Signature with Date

Name of the firm