



## प्रवर्तन निदेशालय

भारत सरकार

क्षेत्रीय कार्यालय, द्वितीय तल, जीवन निधि-II,  
एल.एन.सी. बिल्डिंग, भवानी सिंह मार्ग, जयपुर & 302005

Directorate of Enforcement  
GOVERNMENT OF INDIA

Zonal Office, Second Floor, Jeevan Nidhi - II,  
LIC Building, Bhawani Singh Road, Jaipur - 302 005

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Date:-06-12-2017

F.No.-D-14/1 /JPR/2017-18

### Tender Notice No.1 /2017-18

#### INVITATION OF TENDER FOR OUTSOURCING OF OFFICE STAFF FOR OFFICE OF THE DIRECTORATE OF ENFORCEMENT, Jaipur.

For and on behalf of President of India, sealed tenders are invited for outsourcing of two data entry operator for office of the Directorate of Enforcement (Zonal Office), IInd Floor Jeevan Nidhi-II LIC Building Bhawani Singh Road Jaipur- 302005:-

1	Data Entry Operator	2
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The detailed terms and conditions along with technical and financial bid forms may be procured from Assistant Director (Admn), Directorate of Enforcement, Jaipur on any working day during office hours 09.30 AM to 6.00 PM upto 27.12.2017

#### Mode of Submission of bids.

Quotation in sealed envelopes superimposed with words, "QUOTATION FOR HIRING OF Data Entry Operator" addressed to the Assistant Director (Admn), Directorate of Enforcement, Ministry of Finance, IInd Floor Jeevan Nidhi-II LIC Building Bhawani Singh Road Jaipur- 302005 shall be submitted either in person or through post. The last date for submission of bids is 27.12.2017 till 4.00 PM.

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). The tender will be opened on (29.12.2017 at 4 PM). The parties who have submitted tender can present themselves in person or through their authorised representative with an authority letter at the time of opening of the tender.

Encl-Annexure I,II,III & IV

  
Sita Ram Meena  
(Assistant Director)

**Annexure-I**

1. The tenders are asked to 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. The contractors are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the annexure enclosed
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out initialling, 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.
5. Rates/quotations should be submitted and signed by the firm with its current business address.
6. The rates shall be revised as per Government revised minimum wages rates. The rates should not be less than the present minimum wages rates as applicable.
7. 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.
8. 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.
9. 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 the contractor.
10. 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 any financial liability whatsoever to contractor.
11. 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.
12. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
13. No other persons except contractor's authorized representative shall be allowed to enter in the Director of Enforcement premises.
14. Within the premises of Directorate of Enforcement, the contractor's personnel's shall not do any private work than their normal duties.
15. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the Directorate of Enforcement, Cochin indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
16. 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, Cochin 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.
17. Contractor shall ensure that the persons sent to Directorate of Enforcement wear neat and clear 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 : .....

#### Annexure-II

1. The monthly charges payable shall be all inclusive(Rate per month, ESI, EPF & Service Charge)
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 to 55 years.
3. The agency should be registered by the Central/State Government. The agency should not be black-listed by and Govt. Department/Organization.
4. The candidates should have at least 2 years experience of working as Data-Entry Operator in an Organization.
5. The agency should have PAN number/TAN number & Sales Tax/Service Tax 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 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.
8. The office staff 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 office staff.
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 8.30 hours per day from 9.30 Am to 6.00 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.
11. 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.
12. If the Ministry 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.
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-III

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.	Copy of Income Tax Clearance Certificate (ITCC) to be attached	
9.	Provident Fund Number allotted by Regional Provident Fund Office	
10.	CGST 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.

**Annexure-IV PROFORMA FOR FINANCIAL BID**

Sl no.	Name	Rate per month per person for each category of office staff i.e. Data Entry Operator, Multi Tasking Staff (Semiskilled) Company Rate per Staff which may not be lower than Minimum wages rate- for Central Government	•ESI	•EPF	CGST	Service Charge	Total Amount per month for each person	Grand Total for all person
1	Data Entry Operator							

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