



**DIRECTORATE OF ENFORCEMENT
(PREVENTION OF MONEY LAUNDERING ACT, 2002 & FOREIGN
EXCHANGE MANAGEMENT ACT, 1999)**

Delhi Zonal Office

MTNL Building, 1st & 2nd Floor, J.L. Nehru Marg, New Delhi – 110002.

F. No. D-4/01/DLZO/MISC/2018

Date: - 19.07.2018

TENDER NOTICE NO. 02/2018 DATED 19.07.2018

**INVITATION OF TENDER FOR OUTSOURCING OF DATA ENTRY OPERATOR & MTS
FOR OFFICE OF DIRECTORATE OF ENFORCEMENT DELHI ZONE**

For and on behalf of President of India, sealed tenders are invited for outsourcing of Data Entry Operators & MTS for the office of the Directorate of Enforcement (Zonal office I, II & Central Region) I & 2nd floor, MTNL Building, Jawahar Lal Nehru Marg, New Delhi -110002. The detailed terms and conditions along with technical and financial bid forms may be procured from Assistant Director (Admin) of this office on any working day during office hours up to 10.08.2018. The last date for submission of bids is 13.08.2018 till 15: 00 hours, by dropping the sealed envelopes in the tender box kept in this office.

Mode of submission of bids.

"Quotation FOR HIRING OF DATA ENTRY OPERATOR & MTS addressed to the Deputy Director, Directorate of Enforcement, Ministry of Finance I & 2nd floor, MTNL Building, Jawahar Lal Nehru Marg, New Delhi -110002 shall be submitted for 13.08.2018.

Bids received later than the stipulated date will not be considered under any circumstances, This office reserves the right to accept or reject any tender even the lowest one, without assigning any reasons thereof Any inquiry/ details regarding the work can be obtained from the Assistant Director (Admin), Directorate of Enforcement, 1st & 2nd floor, MTNL Building, Jawahar Lal Nehru Marg, New Delhi -110002. Quotations to the tender super scribing the envelope **'Quotations for Hiring DATA ENRTY OPERATOR' & MTS should reach this office on or before 13.08.2018 by 15.00 hours. The parties who wish to be present at time of opening of tenders**

may present themselves or their authorized representative with an authority letter for the said purpose. The tender will be opened on 17.08.2018 at 16.00 hours.

Ramajit
Ramanjit Kaur Sethi
Deputy Director (Admn.)

Encl. Terms and conditions I & II
Format for technical bid and financial bid (Annexure -III & VI)

Copy To - 1. Comput' Section, HWS office.
2. Nelia Brand

ANNEXURE -I

1. The tenders are asked to quote their rate only on per persons per month to be deployed.
2. The deductions 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 withdraw the same, without assigning any reason thereof.
4. The contractor is required to submit the complete rate /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 submission 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, specifications and all terms and conditions of contract. No deviations in the terms and conditions of the contract shall be entertained unless specially mentioned by the contractor in the rates /quotations and accepted by the Directorate of Enforcement.
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, terminate the contract, in whole or part by giving 15 days notice in writing to the 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 reason and without incurring any financial liabilities whatsoever to the 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 the Data Entry Operator & MTS for 40+ 10 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 shall not do any private work other than their normal duties.
17. Contractor shall be directly responsible for any all dispute arising between him and his personal and keep the Directorate of Enforcement , Delhi indemnified against all actions, losses damage , expenses and claims whatsoever arising thereof.
18. Contractor shall be solely responsible for payment of the wages /salaries, other benefits and allowance to his personnel's that might become applicable under Act or Order of the Govt. Directorate of Enforcement, Delhi 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.
19. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
20. Contractor shall ensure that the persons sent to Directorate of Enforcement wear neat and clean uniform everyday while on duty and are free from any communicable diseases.
21. The contractor will issue I -Cards to the personnel deployed and they shall wear it all times during the work hours.

We agree to the above terms and conditions.

Signatures with Date _____

Name of the Firm _____

ANNEXURE-II

1. The monthly charges payable shall be all inclusive i.e. basic, D.A, H.R.A., PF and any other incidental expenses as per norms Govt. of India.
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 two year experience in providing such services to the state/Central Government. The agency should not be black-listed by any 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 degree/certificates showing academic professional degrees.
5. The service provider will provide DEOs to the Directorate within 05 days of award of contract. 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 Directorate for any reason.
7. The agency shall provide DEOs as requested by the Directorate 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 Directorate in future. The DEOs shall not claim any benefit/compensation/absorption/regularization of services in the Directorate under

the provisions of Industrial Dispute Act, 1947 or Contract Labour (Regulation & 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 disclose to any person any details of office, operations 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 Directorate 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 Directorate for any reason.
10. The working hours would be normally from 9.30 A.M. 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 the personnel may be called on Sunday and on Gazetted 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, in any case of exigency they are asked to keep the officer informed with whom he/she is posted with. The agency shall provide a reliever if the DEO leaves the job.
12. If the Directorate suffers any loss 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 Directorate.
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 to the agency from the Directorate 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
Technical Filed

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.	ESI Registration No.	
11.	Total staff/ worker of the firm	
12.	Name (s) of Public sector/ Govt. organisation 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

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Name of the firm

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Seal

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All columns must be filled.

Annexure- IV
PROFORMA FOR FINANCIAL BID
Financial Filed

1. Rate per month per person for Data Entry Operators.
2. EPF : As per rules
3. ESI : As per rules
4. Service Tax : As per rules
5. Service Charges :
6. Total :

The bidder should quote his service charges only.