



प्रवर्तननिदेशालय
भारतसरकार
राजगड़रोड, बाईलेनन-1, घरसंख्या-20, दूसरीतल, गुवाहाटी-781003
ENFORCEMENT DIRECTORATE
Government of India
Rajgarh Road, Bye Lane No. 1, House No. 20,
2nd Floor, Guwahati-781003
Tel:- 03612465052, Fax : 0361-2466746
E-mail:- dd.edghy-as@nic.in

F. No:- A-40/03/GWZO/2017/

Date: 23.03.2018

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

Sealed tenders are invited for the outsourcing of various Services under following category/work ON CONTRACT BASIS for the office of Enforcement Directorate, Guwahati Zonal Office for the period of one year which can be extended upto three years on the basis of satisfactory performance.

Item No.	Particular of Service	No. of Manpower
1.	Housekeeping Services (Unskilled)	03
2.	Data Entry Operator (Skilled)	04

- The aforementioned number of Manpower in each category is indicative and it may vary based on requirement.
- Terms and conditions are enclosed.
- Detailed information / Forms may be collected from this office from 26.03.2018 to 16.04.2018 in between 10.30 A.M and 5 P.M. during working days.
- Last date of depositing Tender documents is 17.04.2018 upto 15 Hrs.
- Tender will be opened on 18.04.2018 at 15.00 hrs. Interested bidder/ Company/ Firm or their authorized representative may attend the same also.
- The detailed Notice of inviting Tender (NIT) may be downloaded from www.tenders.gov.in and site of Enforcement Directorate www.enforcementdirectorate.gov.in
- The undersigned reserves the right to accept or reject any quotation without assigning any reason.

Tabassum

(MOHSINA TABASSUM)
DEPUTY DIRECTOR

उप निदेशक / Deputy Director
प्रवर्तन निदेशालय / Enforcement Directorate
भारत सरकार / Govt. of India
राजगड़ रोड, गुवाहाटी-781003 / Rajgarh Road, Guwahati-781003

Sealed tenders are invited from registered bonafide Agency/ Contractor/ Manpower Service Providers to provide “House Keeping Staff & Data Entry Operators” ON CONTRACT BASIS for Enforcement Directorate, Guwahati Zonal Office for the period of one year which can be extended upto 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/ Contactor providing the services should be in business of providing Manpower Service to Government /PSU/ Corporate offices for at least three years (Requisite documents to support this claim will have to be produced)
3. The Agency should be registered with GST Department and should submit a copy of valid GST Registration Number.
4. The Agency must submit a copy of the PAN/Income Tax Return for last three years.
5. The registration certificate of the agency along with the address of the Office & telephone No, email id etc. should be furnished.
6. Bid should be accompanied by an earnest money of Rs.5,000/- (Rupees five thousand only) in the form of Bank Draft in favor of “The Deputy Director, Enforcement Directorate, Guwahati Zonal Office” payable at Guwahati. **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 fulfill 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.

Rabassum

उप निदेशक / Deputy Director
एनफोर्समेंट डायरेक्टोरेट / Enforcement Directorate
पब्लिक रिलेशन्स / Public Relations Officer
कॉम्प्लेक्स / Complex of India
राजगंज रोड, गुवाहाटी - 781003 / Rajganj Road, Guwahati - 781003


9. The Technical Bid should submit in the enclosed Performa Annexure - I & II.
(Technical)

(B). FINANCIAL:

1. The agency capable to supply all item services as mentioned in the tender document and ready to bid for all items only be considered.
2. Contractor/agency should submit Technical bid 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 payability 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 obligatory 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 services 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 schedule of employment under the M.W. Act, 1948. 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 showing remuneration payment has to be submitted to the office within 15th of next month.

(C). Scope of Work :

- 1) The duties of the House Keeping staff would broadly include general cleanliness of the office, non-clerical works, watch and ward duties, outdoor work such as delivery of DAK, files, 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 & toilets, keeping them dry and clean, regular maintenance and upkeep of office premises and any other work entrusted by the office.
- 2) The Data Entry Operator should be well versed with computer operations, preparing Power Point Presentation, Excel report etc. and typing speed not less than 40 words/minute and English communication skills.


उप निदेशक / Deputy Director
प्रवर्तन निदेशालय / Enforcement Directorate
भारत सरकार / Govt. of India
राजगढ़ रोड, गुवाहाटी-781003 / Rajgarh Road, Guwahati-781003

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 Certificates 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 Enforcement Directorate, Guwahati Zonal Office reserves the right to select suitable candidates from the persons provided by the Agency.
5. 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 on agency's payroll and an engagement certificate to this effect should be submitted by the contractor/agency.
6. The contractor will be directly responsible for the administration, general discipline and courteous behavior of outsourced personnel.
7. The payment will be made directly to the agency/contractor on monthly bill.
8. The agency/contractor will be fully responsible to compensate the losses caused by the 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.
9. The duty hours will be fixed by the Department and Service will be provided on holiday if necessary. The deployment of the personnel will be on the basis of **"NO WORK, NO PAY"**.
10. 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, Labor Law, Contract Law** etc. as applicable.
11. 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

D. Babu

उप निदेशक / Deputy Director
प्रवर्तन निदेशालय / Enforcement Directorate
भारत सरकार / Govt. of India
राजगंज रोड, गुवाहाटी-781003

or the persons working in this office for claiming any regular employment in this office or any other Government Office.

12. 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.

13. 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.

14. In case of failure to provide the requisite manpower within the stipulated time frame, the department would be free to engage other agency.

15. In case the Department paid more than the entitled amount, differential amount would be adjusted or recovered against the future bills.

16. The firm/contractor shall not sublet the contract to any other persons or party.

17. 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.

18. In case of any dispute, the decision of the Joint Director, Enforcement Directorate, Guwahati Zonal office, Guwahati over the issue shall be final and binding on all the parties concerned.

19. 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 and no damages will be payable by the Department in that situation.

20. 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.

21. 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. to any person/agency. In case of violation of the said terms & conditions strict action including penal action will be taken, if required.

22. 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 other **Financial Bid for Outsourcing of Services" (Containing Annexure - III)**. **The duly filled up forms, kept in these two separate envelopes should be placed into a single envelop/packet and the same can be dropped on sealed tender box kept in**

Rabassum

उप निदेशक / Deputy Director
प्रवर्तन निदेशालय / Enforcement Directorate
भारत सरकार / Govt. of India
पत्तिका-781003 / Rajgarh Road, Guwahati-781003

the office of Enforcement Directorate, H.No. 20, 2nd floor, Bye Lane- 01, Rajgarh Road, Guwahati-781003 at the earliest, but not later than **15.00 Hrs on 17.04.2018**. The formats for Bid are given in Annexure I, II & III. The quotations will be opened next day *i.e.* on **18.04.2018 at 15 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, who fulfill the technical terms and conditions, will be eligible for participating in the financial "Bid"**.

23. The undersigned reserves the right to reject any quotation without assigning any reason. Also, this office does not bind itself to accept the lowest bid. No correspondence, in this regard, will be entertained.

Tabassum

(MOHSINA TABASSUM)
DEPUTY DIRECTOR

उप निदेशक / Deputy Director
प्रवर्तन निदेशालय / Enforcement Directorate
भारत सरकार / Govt. of India
राजगढ़ रोड, गुवाहाटी-781003 / Rajgarh Road, Guwahati-781003

TENDER FOR OUTSOURCING OF VARIOUS SERVICES (FOR ITEM NOS. 1-2)**ANNEXURE-I (TECHNICAL)**

SL 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.	
05	Whether registered with concerned Government Authorities. (Copies of all certificates of registration to be enclosed.)	
06	PAN (copy to the enclosed)	
07(i)	GST Registration 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 attached in this regard.)	
09(i)	Length of experience in the Field	
10(ii)	Experience in dealing with Government Departments (Indicate the names of the Department and year of dealing with those Departments and attach copies of contractors order 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 ITEM NOS. 1-2) (ANNEXURE-II)

Memo No. _____

Date: _____

To
The Deputy Director,
Enforcement Directorate,
H/No. 20, 2nd floor,
Rajgarh Road, Bye Lane No. 1,
Guwahati- 781003

I/We have carefully gone through the "Notice Inviting Tender" 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, H/No. 20, 2nd floor, Rajgarh Road, Bye Lane No. 1, Guwahati-781003.

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 capitals or typed)

Office Address:

Telephone No(s) (Office): _____

Mobile No.: _____

Fax No. _____ Email ID: _____

**(Signature)
With date**

TENDER FOR OUTSOURCING OF VARIOUS SERVICES (FOR ITEM NOS. 1-2)

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 Bank/Branch: _____

Item No.	Services	Daily Wage rates as prescribed by Central Govt. (Basic minimum Wage)	EPF	ESI	GST	Any other statutory liability	Contractors (Admn./Service charges)	Overtime (OTA), if permissible under Act	Total
1	HOUSEKEEPING (Unskilled)								
2	Data Entry Operator (Skilled)								

Notes:

1. Rates quoted should not be less than the minimum wages prescribed under Minimum Wages Act., 1948 as applicable in the Central Govt. offices and fixed by the Chief Labor Commissioner, Ministry of Labor and Employment, New Delhi.
2. If the Rates of any post quoted are less than the minimum wages as prescribed by Central Govt., Entire Tender will be rejected.
3. Contractor's Administration/Service Charges cannot be "NIL" or "ZERO".
4. No overwriting/superscripted/white fluided text/numbers shall be considered.
5. If any of the statutory Liability is not included as above, the tender will be rejected.

**(Signature)
With date**