

<p>सतर्कता महानिदेशालय अप्रत्यक्ष कर और सीमा शुल्क पूर्वी क्षेत्रीय इकाई, केन्द्रीय राजस्व भवन बम्बू विला (चतुर्थ मंजिल) 169, ए.जे.सी. बोस रोड, कोलकाता – 700 014 टेलिफोन संख्या : 033 - 22866918 टेलिफैक्स : 033 - 22866929, 22866932</p>	 <p>भारत सरकार Government of India</p>	<p><b>Directorate General of Vigilance</b> Indirect Taxes and Customs East Zonal Unit, C.R. Building Bamboo Villa (4th Floor) 169, A.J.C. Bose Road, Kolkata – 700 014 Telephone number : 033 - 22866918 Tel Fax : 033 - 22866929, 22866932 E-mail id : dgvig.ezu@gov.in</p>
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Dated: 21.12.2021

**TENDER NOTICE**

अपर महानिदेशक के कार्यालय, सतर्कता महानिदेशालय, अप्रत्यक्ष कर और सीमा शुल्क, पूर्वी क्षेत्रीय इकाई, बम्बू विला (चतुर्थ मंजिल), 169 ए.जे.सी. बोस रोड, कोलकाता – 14 में आउटसोर्सिंग के आधार पर चार (04) अनुबंध श्रमिकों को प्रदान करने के लिए अनुभवी और योग्य जनशक्ति आपूर्तिकर्ता/फर्मों से मूहरबंद निविदाएँ नीचे दिये गए अनुसूची के आधार पर आमंत्रित की जाती हैं।

Online bids are invited from experienced and reputed Manpower Suppliers/Firms for providing four (04) contract workers on outsourcing basis as mentioned in the schedule below to the office of the Additional Director General, Directorate General of Vigilance, Indirect Taxes & Customs, East Zonal Unit, Bamboo Villa (4<sup>th</sup> Floor), 169 A.J.C Bose Road, Kolkata –700014.

**अनुसूची/SCHEDULE**

Name of Work	Manpower required	Period of Contract
Providing contract workers on outsourcing basis to the Office of Additional Director General (Vigilance), Directorate General of Vigilance, Indirect Taxes & Customs, East Zonal Unit, Bamboo Villa (4 <sup>th</sup> Floor), 169, A.J.C. Bose Road, Kolkata-700014.	Three (03) persons on full time basis and one (1) person for three hours per day basis as detailed in Annexure – II.	<b>(01.04.2022 to 31.03.2023)</b>

2. निविदा आमंत्रण सूचना (एनआईटी) इसके अनुलग्नक के साथ [www.eprocure.gov.in](http://www.eprocure.gov.in) अथवा [www.cbic.gov.in/tenders](http://www.cbic.gov.in/tenders) वेबसाइट से डाउनलोड की जा सकती है।

The Notice Inviting Tender (NIT) with its Annexures can be downloaded from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) or [www.cbic.gov.in/tenders](http://www.cbic.gov.in/tenders).

3. ई-बोली दो अलग-अलग भागों में आमंत्रित की जाती हैं अर्थात (i) तकनीकी बोली और (ii) वित्तीय बोली। तकनीकी बोली और वित्तीय बोली का प्रोफार्मा इस निविदा के क्रमशः अनुलग्नक-I और BOQ (एक्सेल शीट) में निर्धारित है। निविदा के नियम और शर्तों के साथ कार्य का दायरा अनुबंध-II में दिया गया है।

The e-bids are invited in two separate parts i.e., (i) Technical Bid and (ii) Financial Bid. The proforma for Technical Bid and Financial Bid are prescribed in **Annexure-I & BOQ (Excel Sheet)** respectively of this tender. Scope of work along with Terms and Conditions of the Tender are given in **Annexure-II**.

4. कोटेशन 25.01.2022 (1800 बजे) को या उससे पहले ऑनलाइन माध्यम से प्रस्तुत किए जाने चाहिए। तकनीकी बोलियां 27.01.2022 या उसके बाद खोली जाएंगी। केवल उन्हीं वेंडरों की वित्तीय बोलियां खोली जाएंगी जो तकनीकी मानदंडों को पूरा करेंगे।

The quotations should be tendered online on or before 25.01.2022 (1800 hrs). The technical bids will be opened on or after 27.01.2022. Financial bids of only those vendors will be opened who will qualify the technical criteria.

5. सतर्कता महानिदेशालय, अप्रत्यक्ष कर और सीमा शुल्क, पूर्वी क्षेत्रीय इकाई, कोलकाता के पास निविदाओं को खोलने की तिथि को स्थगित करने और/या बढ़ाने और बिना कोई कारण बताए उसे वापस लेने का अधिकार सुरक्षित है।

The Directorate General of Vigilance, Indirect Taxes & Customs, East Zonal Unit, Kolkata reserves the right to postpone and/or extend the date of opening of tenders and to withdraw the same without assigning any reasons thereof. No correspondence in this regard will be entertained.

**[issued through e-office, signature not required]**

(संजय प्रसाद/Sanjay Prasad)

अपर आयुक्त/Additional Commissioner  
कार्यालय प्रमुख, डीजीवी, ईजेडयू/Head of Office, DGV, EZU

प्रतिलिपि आवश्यक कार्यवाही हेतु अग्रेषित/Copy forwarded for necessary action to:

1. Superintendent (Admin)/E-Publisher, DGV, EZU, Kolkata for uploading the Tender Notice on e-procurement portal as well as on CBIC Website.
2. Webmaster, DG Systems, CBIC, New Delhi for uploading in CBIC website.

**ANNEXURE – I**  
**TECHNICAL BID**

1	(a) Name & Address of the Agency with phone number	
	(b) Name and Telephone/Mobile Number of the contact person.	
2	Experience in the work of providing services of Contingent Worker (Attach copies of work order)*. This shall cover the details of works of similar nature carried out during the <b>last 2 years only</b> .	
3	Name(s) of Organization with complete address and telephone numbers to whom services provided by the bidder	
	Number of Contingent workers supplied to each such organization	
4	(a) Is the Agency Registered under GST? If so, please provide the GSTIN (b) Do you have Labour license? If yes 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 certificates	
6	Are you governed by minimum wages rules of the Govt. of India? If yes, please give details	
7	PAN No. <b>(please attach copy)*</b>	
8	Trade License No. <b>(please attach copy)*</b>	

\*Must attach copy of the documents

**Declaration by the bidder:** 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 Document and undertake myself/ourselves to abide by them.

(Signature of bidder with seal)

Name:

Seal:

Address:

Phone No. (O)/Mobile No.:

**Annexure – II**

**Scope of Work to be done at the Office of the Additional Director General (Vigilance), Directorate General of Vigilance, Indirect Taxes & Customs, East Zonal Unit, Bamboo Villa (4<sup>th</sup> Floor), 169 A.J.C. Bose Road, Kolkata – 700014**

1. One person is required exclusively for cleaning, sweeping, washing and wiping of Ladies Toilet/Wash room in the office premises. He will be deployed for three (3) hours per day. He will also be responsible for collecting/disposing of garbage. All materials for cleaning, sweeping, washing and wiping of Toilet/Wash room will be supplied by this office.

**Work to be done by other three (03) persons:**

2. Cleaning, sweeping, washing and wiping of office floor. Dusting and cleaning of all furniture like tables, chairs, racks, Almira's, Sofa Sets, fans, applying liquid cleaner to telephones/fax machines, wiping and cleaning of wooden and glass surfaces, artificial plants and periodic cleaning of computers and peripheral and other electronic equipments.
3. Cleaning of stationeries, water dispensers, teapots, kettles, dishes, crockery's and other office items, as and when required.
4. Cleaning of the name plates and sign boards with Brasso and other cleaning solutions provided by this office.
5. Spraying room fresheners provided by this office from time to time.
6. Normally, the persons deployed will work for five days a week i.e., Monday to Friday excluding holidays. However, they can be called at any day or time in exigencies. The contingent workers are entitled for overtime on hourly basis as per the rate quoted and agreed upon when they are engaged for extra hours of duty on requirement. On Saturday, Sunday and holidays, if they are engaged, rate as quoted for week days will be paid.
7. One person should report at 9.00 AM, second one at 09.30 AM and the third one at 10 AM and should remain in office upto 17.30 PM, 18.00 PM and 18.30 PM respectively with ½ hour lunch break.

**TERMS AND CONDITIONS**

1. The Agency providing similar service to the government departments will be given preference.
2. The Agency shall be duly registered with all the required statutory authorities, and should ensure compliance with the relevant rules & regulations as notified by the Government.
3. The Agency should have its registered office in Kolkata or suburbs. Proof of the same need to be submitted along with the technical bid.
4. The Agency have to pay higher of the rates prescribed by the Central Government and State Government during the tenure of the contract. Further, whenever such minimum wages are enhanced, Directorate will pay the additional differential amount for such enhancement. Bidders employing locals will be given preference.
5. The Agency should indicate the breakup of the quoted rates as per Annexure-I.
6. The Agency should not indulge in employing child labour.
7. The Agency would be liable for ensuring compliance with the relevant rules and regulations as notified by the government in this regard from time to time. This includes compliance with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970.
8. The Agency should be registered under Labour Laws, Goods & Service Tax and with PF authorities and should have Trade License and PAN Card.
9. The Agency should issue Wage Slip to the Contingent Worker showing break-up of his wage.
10. Directorate General of Vigilance (hereinafter referred to as "The Directorate") 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.
11. The Agency are required to submit the complete rates/quotations **(for 26 days per month basis)** only after satisfying each and every condition laid down.
12. The rates quoted must be written both in figures and in words and should indicate leviable taxes, if any. 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.
13. Rates/Quotations should be submitted and signed by the authorized person of the bidding firm with its current business address, telephone numbers and email ID (if available).

14. The Agency must comply with the rates/quotations, scope of work and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract and Scope of Work shall be entertained unless specifically mentioned by the bidder in the rates/quotations and accepted by the Directorate.
15. The Agency should have a minimum experience of 2 years in the same field.
16. In the normal course, this office can terminate the agreement by giving one month's notice and the Service Provider can terminate the agreement by giving two months' notice subject to the acceptance of the notice by this office.
17. The Directorate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Directorate, the same shall be reimbursed/indemnified by the Agency. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the successful bidder. The successful bidder (Agency) shall arrange necessary insurance cover for the persons deployed by him.
18. The Agency shall in no case lease/transfer/sublet/appoint care taker for services agreed to be provided to the Directorate.
19. No other person except Bidder's authorized representative shall be allowed to enter the premises of the Directorate.
20. **The Agency shall be solely responsible for payment of wages/salaries, other benefits and allowances to its personnel that might become applicable under any Act or Order of the Govt. The Directorate shall have no liability whatsoever in this regard and the Agency agrees to indemnify this Directorate against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.**
21. In case, on any working day, the contract worker fails to be present at the office of the Directorate for any reason whatsoever, the successful bidder (Agency) shall assign an alternate contract worker under intimation to this office, failing which the pro-rata rate for the day (total quoted rate ÷ number of working days in the month) + 5% penal charges will be deducted for that day from the monthly payable amount.
22. The Agency should ensure that the contract worker deployed by it should be of good moral character and should not have been convicted for any offence under the law.
23. The Agency shall be fully responsible for theft, burglary, fire or any mischievous deed committed by its staff and shall be liable to pay for any damage of goods arising out of the negligence of the contingent worker.
24. All consumables and materials to be used by the contract worker towards his discharge of duty at this Directorate shall be provided by this Directorate.

25. **It is made clear that the engagement of the contract worker does not in any way confer any right to the Agency or the persons that may be deployed by it in this office as contract worker for claiming any regular or part time employment in this office or in any other Govt. Office.**
26. The Agency will provide its staff with the necessary identity cards at all times. The cost will be borne by the Agency.
27. Brief Bio-Data including photo, age, name of parent, full address and telephone number of the engaged contract worker should be provided to the Directorate for records.
28. This agreement comes into effect from 01.04.2022 and will remain in effect till 31.03.2023. This office reserves the right to extend/reduce the period of contract without assigning any reason.
29. The Agency shall make regular and full payment after statutory deductions to its staffs directly into their bank account by 5<sup>th</sup> of every month for the preceding month, as per the law.
30. The Agency shall submit the monthly bill showing all the breakups in rates in duplicate for reimbursement on or before 10<sup>th</sup> of the following month. Payment will be made to the Agency only through Bank Transfer by ECS. The successful bidder will have to provide their Bank Account Number, Branch name, IFSC Code, PAN Number and a copy of their cancelled cheque to the Directorate for the purpose of making payment.
31. Non-compliance of any of the terms and conditions of the agreement, will amount to breach of contract and the Directorate would be free to take appropriate action as deemed fit, including termination of the agreement.
32. **As proof of acceptance of the terms and conditions of this office Tender Notice each page of the Tender Notice should be endorsed by the bidder and submitted along with the quotation.**

**ARBITRATION**

1. In the event of any question, dispute/difference arising under this contract or in connection herewith (except as to matters the decision of which is specifically provided under this contract) the same shall be referred for the Arbitration by the Additional Director General of Vigilance, Indirect Taxes & Customs, EZU, Kolkata.
2. The award of arbitration shall be final and binding on the parties. In the event of such arbitrator or whom the matter is originally referred is transferred and not available or vacating his office or resigning or refusing to work or neglecting his work being unable to act for any reason whatsoever, the Additional Director General of Vigilance, Indirect Taxes & Customs, EZU, Kolkata, shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the reference from the stage at which it was left by his predecessor.
3. The Arbitrator may from time to time with the consent of all the parties enlarge the time for making and publishing the award.
4. The Arbitrator may give interim awards and/or directions, as may be required.

**I/We hereby agree to all the Scope of Work and Terms and Conditions mentioned above.**

(Signature of bidder with seal)

Name:

Seal:

Address:

Phone No. (O)/Mobile No.