



GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF AUDIT

INDIRECT TAXES & CUSTOMS
KOLKATA ZONAL UNIT
BAMBOO VILLA, 4TH FLOOR
169, A.J.C. BOSE ROAD
KOLKATA-700014

☎2286-6915,6933,6934,7016,6916 FAX no. 033-2286-6914
e-mail address : adg-dadtkzu-cbec@nic.in



F. No. III (2)9/Labour Contract/DGA/KZU/2020-21/236-37 Date: 29.07.2021

TENDER NOTICE

Sealed quotations are invited from reputed agencies under two bid system, viz technical and financial bid, for hiring of contractual workers for housekeeping. cleaning. dusting. carrying dak and sorting, assistance to officers in miscellaneous data works etc purely on temporary and contractual basis from 01.09.2021 to 31.08.2022 for Directorate General of Audit, Indirect Taxes & Customs, Kolkata Zonal Unit, Bamboo Villa, 4th Floor, 169, A J C Bose Road, Kolkata – 700014 as per terms and conditions laid down below :-

Details of Contractual Workers required:-

Category of worker	Description of works to be done	Number of workers required
Unskilled	Housekeeping, cleaning, dusting and removal of garbage, carrying dak, sorting of files, carrying/shifting of office furniture from one place to other place as and when required, scanning and photo copying of papers, assistance to officers in miscellaneous data work, unlocking and locking of office premises on working days and other contingency works to be entrusted from time to time	03 (three)

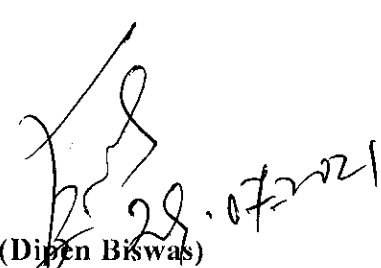
Important dates:

Sl No	Description of the activity	Schedule
01	Sale of tender document	To be downloaded from the departmental website www.cbic.gov.in under the tab "Tenders/Auctions"
02	Last date and time for submission of technical and financial bid	16.08.2021 till 16:00 hrs at the address mentioned above.
03	Date and time of opening of technical bid	17.08.2021 at 15:00 hrs at the address mentioned above.
04	Date and time of opening of financial bid	18.08.2021 at 15:00 hrs at the address mentioned above.


1/2

- a) The tender shall be submitted in two parts viz, Technical and Financial Bid. All the pages of the bid being submitted must be sequentially numbered and signed by the bidder. Quotations submitted by email/fax etc shall not be considered. No requests in this regard will be entertained.
- b) The bids, both technical and financial, have to be placed in a single sealed envelope after being sealed in two separate envelopes super scribing "Tender for supply of **manpower**" and should be addressed to the **Additional Director General, Directorate General of Audit, Indirect Taxes & Customs, Kolkata Zonal Unit, Bamboo Villa, 4th Floor, 169 A.J.C Bose Road, Kolkata-700014.**
- c) The authorized representatives of the bidders are permitted to be present during the opening of technical bid and financial bid on **17.08.2021 at 15:00 hrs and on 18.08.2021 at 15:00 hrs respectively** at the address mentioned above.
- d) Contractors/firms/agencies interested in taking up this work may inspect the premises of this office before submitting the quotations/bids. The service providers/agencies will be shortlisted purely on the basis of their technical competency, and only after ascertaining the technical competency and fulfillment of the same, the financial bids will be opened for those who qualify for the financial bid. Incomplete bids shall be summarily rejected.
- e) The Additional Director General, Directorate General of Audit, Indirect Taxes & Customs, Kolkata Zonal Unit, reserves the right to accept or reject any or all the bids/tenders without assigning any reason thereof.

- Encl: i) Annexure I (Terms & Conditions)
ii) Annexure II (Technical Bid)
iii) Annexure III (Financial Bid)


(Dipen Biswas)
Deputy Director

Copy to:

1. The Web Master, Directorate General of Systems & Data Management, 4th & 5th Floor, Samrat Hotel, Chanakyapuri, New Delhi- 110021 with a request to upload the tender notice on the departmental website immediately.
 2. Notice Board.
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Annexure-I
TERMS & CONDITIONS

1. The contractor/service provider/agency should be registered with GST department with valid registration number and fulfill the eligibility criteria governing the tender.
2. PAN and GST registration number of the service provider should be indicated and copies of the same should be furnished.
3. The contractor/service provider/agency should be registered under the ESI and Provident Funds act and other relevant statutory enactments dealing with employment of labour under Ministry of Labour & Employment, Government of India. All existing statutory regulations of both state and central government shall be have to adhered to by the service provider/agency and all records maintained thereof shall be made available to this office for scrutiny as and when required. Failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
4. The service provider/agency shall arrange necessary insurance cover for any persons deployed by them. This office shall not entertain any claim arising out of any mishap/accident, if any, that may take place during the course of the work.
5. The contractual workers will be paid at the latest prevalent minimum wages rate for "A" category area (Kolkata) issued by the Ministry of Labour & Employment, Government of India, dated 23.04.2021. The contractor shall be entitled to disburse the wages w.r.t the Minimum Wages Act. This office shall pay the revised variable wage rate as per the order of Ministry of Labour & Employment, Government of India as and when enhanced and claimed by the service provider during the period of contract.

6. The workers employed by the service provider/agency will be bona fide employee of service provider/agency and they will have no claim for employment in this office/Department. Any dispute concerning the service provider and their employee arising from this contract shall be the subject matter of the service provider/agency and their employee and this office shall, in no way, be responsible and involved for such disputes. Terms and conditions of employment between the service provider and their employee are matters to be settled by them and the office/Department shall in no way be responsible for the same.
7. The workers should have good health, sound mind, obedient, honest and sincere and should not have bad antecedent. They should be provided with photo identity cards by their service providers and aprons with the name of the service provider/agency embossed on it. Photographs, full residential address, Adhaar card/driving license, telephone number of the workers so engaged shall have to be submitted to this office for records.
8. The service provider/agency shall be responsible for payment of salary or any other sum statutorily payable to them under law. The service provider/agency should ensure that salaries to the workers are paid by the 5th day of every month and the proof of such payment shall have to be submitted to this office.
9. The working hours of the workers, including lunch break for 30 mins, will be from 09:30 am to 06:00 pm from Monday to Friday except on gazetted holidays when the office remains closed.
10. The workers may have to be required to work on Saturday, Sunday or any Holiday on administrative exigencies for which they will be paid at prevailing daily rate.
11. The monthly bill submitted to this office by the service provider/agency for payment shall include, among others, proof of payment made towards statutory liabilities like EPF, ESI etc in respect of the workers engaged by the

service provider/agency. The service provider/agency shall submit the bill, including the enclosures mentioned, in duplicate.

12. Payment to the service provider/agency will be made by RTGS and the same will be credited directly to its account number. Income Tax, TDS or GST shall be deducted at source as per the rates notified by the Income Tax Department and GST department respectively.
13. The service provider/agency, to whom the contract will be awarded, shall not engage the services to any sub-contractor or transfer the contract to any other person.
14. Any liability regarding payment to the workers, or arising due to non compliance with any of the **labour laws/ minimum wages act** or due to any human loss/injury during the course of work will be the sole and personal responsibility of the Contractor.
15. The contractual workers shall not claim any benefit/compensation/absorption/regularization of services with this office/department. An undertaking from the person to this effect will be required to be submitted by the service provider to this office.
16. The service provider/agency shall immediately replace any personnel, if he/they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct, upon receiving written notice from this office.
17. This office/department shall not be liable for any loss, damage, theft, burglary or robbery of the personal belongings/equipment or vehicles of the personnel engaged by the service provider.
18. The service provider shall ensure proper conduct of their personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking and loitering.
19. The service provider shall be available for contact at all times and messages sent by e-mail/fax/special Messenger from the Department to the service provider shall be acknowledged immediately on receipt of the same.

20. It is made absolutely clear that the engagement of the service provider/agency does not in any way confer any right to the service provider/agency or to the persons deployed by them for claiming any regular employment in this office or any other Government Office.
21. The Service provider shall solely be responsible for the personnel deployed by them including any legal liability arising out of any action initiated by the said personnel provided by them.
22. The service provider/agency shall ensure the presence of the workers daily in this office. If, for any reason, a worker quits or remains absent, it will be binding for the service provider/agency to provide a suitable substitute immediately.
23. The contractual workers to be engaged by the service provider/agency should not, in any way, claim the perks and facilities that are provided to the regular employees of this office/department.
24. Notwithstanding anything contained herein above, this office reserves the right to terminate the services of the contracting agency at any time without giving any notice or reasons whatsoever.
25. Any dispute arising out of the contract will be subjected to the Indian law and jurisdiction of the courts located in **Kolkata only**.

Annexure-II
TECHNICAL BID

Technical requirements for awarding contract for outsourcing of unskilled workers

1	Name of the Firm/Company (in Block letters)	
2	Year of incorporation/establishment of the firm/company	
3	Full postal address with telephone no/fax & email id	
4	Name of the proprietor/partner/director with contact no and address	
5	Permanent Account Number (PAN) (Please attach self attested photocopy)	
6	GST registration number (Please attach self attested photocopy of registration certificate)	
7	Income Tax Return details for the last two years (please attach photocopy)	
8	Details of firm/company registration with date obtained from various concerned authorities (please attach photocopies of necessary documents)	
9	Details of E.S.I.C registration (please attach photocopies)	
10	Details of E.P.F registration (please attach photocopies)	
12	Organisations to be which service is being provided at present. i. Name of the organisation. ii. Number of workers (skilled/unskilled) engaged (organisation-wise) iii. No. of years serving the organisation	

Declaration:

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I undersign that in case any deviation if found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorised Signatory with date

Name of the firm

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Annexure-III
FINANCIAL BID

1	Name of the firm/company (in Block letters)	
2	Full postal address with telephone no/fax & email id	
3	Name of the proprietor/partner/director with contact no and address	
4	Rate per person per day	Minimum wage per day per worker (in Rs.)
		<u>Breakup of taxes & service charge:</u>
		ESI (in % and in Rs.):
		EPF (in % and in Rs.):
		GST (in % and in Rs.):
		Service Charge (in % and in Rs.):
		Other taxes, if any (in % and in Rs.):
		Total per day per worker (in Rs.):

Declaration:

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I undersign that in case any deviation if found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future. I also certify that I have carefully gone through the general terms and conditions of the Tender Document and shall scrupulously follow the same.

Signature of Authorised Signatory with date

Name of the firm

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