E-Tenders (in prescribed format) are invited under two bid system (both Technical and Financial) from reputed parties for providing 02 (Two) Skilled/Data Entry Operator and 02 (Two) Un-Skilled manpower as well as unskilled workers for housekeeping, cleaning, sweeping services, etc. on contract basis in the Office of DG East, Kolkata for the period of one year from the date of execution of the agreement.

The rate quoted should be as per the minimum wages fixed by the Government of India, Ministry of Labour & Employment under Minimum Wages Act from time to time.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Tentative time schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender Publishing Date</td>
<td>04.09.2020</td>
</tr>
<tr>
<td>2</td>
<td>Document Download start date</td>
<td>04.09.2020</td>
</tr>
<tr>
<td>3</td>
<td>Bid Submission Start Date</td>
<td>04.09.2020</td>
</tr>
<tr>
<td>4</td>
<td>Bid Submission End Date</td>
<td>26.09.2020</td>
</tr>
<tr>
<td>5</td>
<td>Opening Date of Technical Bids</td>
<td>28.09.2020</td>
</tr>
<tr>
<td>6</td>
<td>Technical Evaluation Date</td>
<td>To be Notified later</td>
</tr>
<tr>
<td>7</td>
<td>Opening of Financial bids of qualified bidders</td>
<td>To be Notified later</td>
</tr>
<tr>
<td>8</td>
<td>Financial Evaluation Date</td>
<td>To be Notified later</td>
</tr>
</tbody>
</table>

Sd/-
(P. Ngaihte)
Deputy Director
E-TENDER NOTICE

Sub: E-Tender notice for 02 (Two) Skilled/Data Entry Operator and 02 (two) Un-Skilled man-powers.

O/o Additional Director General, DGGI, KZU, Kolkata, 4/2, Karaya Road, Kolkata - 700017 invites online Bid/Quotation comprising two bids i.e. Technical and Financial Bids from reputed Placement Agencies/Manpower Suppliers for supply of Skilled/Data Entry Operator (02 employee) & unskilled(02 employee) manpower for carrying out the day to day office works in the office of DG East, Kolkata for a period of one year with effect from 05.10.2020.

2. The Tender documents may be downloaded from e-procurement website https://eprocure.gov.in/eprocure/app. Online submission of bid/quotation through the Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app) is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances.

3. The Bidders are requested to visit the website https://eprocure.gov.in/eprocure/app regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.

4. The last date for submission is upto 1700 hrs on 26.09.2020 The bid/quotation shall be opened on 28.09.2020 In case, any holiday is declared by the Government on the day of opening, the bid/quotation will be opened on the next working day.

5. In case only one bid/quotation is received, another extension of 4 days will be given i.e. upto 30.10.2020 and after that the bid/quotation so received will be opened and evaluated 01.10.2020.

6. The Pr. Additional Director General, DGGI, KZU, Kolkata reserves the right to accept or reject any or all the bids without assigning any reason,

7. If at any stage, before/after the tendering process, it is found that any of the details/documents furnished by the bidder is false/ misleading/fabricated, then his/her bid would be liable for rejection/disqualification with suitable charges in that regard. If such rejection/disqualification occurs after the bid/quotation have been opened and the highest bidder gets rejected/disqualified, then The Pr. Additional Director General, DGGI, KZU, Kolkata reserves the right to consider the next bidder or take any other measures as may be deemed fit including annulment of the selection process.

8. At any time before the due date for submission of the bid/quotation, the Deputy Director(Admn.) may for any reasons whether at his own initiative or in any response to a clarification requested by the firms, modify the NIT documents by amendments which will be uploaded in the website.
9. The bid/quotation shall be opened on 28.09.2020. The Technical bid/quotation will be opened first and the Financial bid/quotation will be opened later as per the Schedule mentioned in the Notice.

10. The bid/quotation for which a notice of withdrawal has been submitted shall not be opened. Only those bid/quotation that are received on or before the due date and time and which contains all the information as desired shall be considered.

Sd/-
(P. Ngaihte)
Deputy Director

Enclosure:-
(i) Terms and conditions.
(ii) Format for Technical Bid and Financial Bid
(iii) Format for Declaration.

DGGI. F. No. 150/Kol/Cont.Lab/ 2019
Dated. 03.09.2020

Copy to :
1) E- Procurement committee.
2) Notice Board of DGGI, KZU, Kolkata.
3) Web Master for uploading in the website of CBEC.
4) Notice Board of Commissionerate offices.

Sd/-
(P. Ngaihte)
Deputy Director
GENERAL TERMS AND CONDITION FOR THE TENDER

1. The contract is likely to commence w.e.f. **05.10.2020** and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements of work.

2. The Tender documents may be downloaded from e-procurement website https://eprocure.gov.in/eprocure/app. Online submission of bid/quotation through the Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app) is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances. The Bidders are requested to visit the website https://eprocure.gov.in/eprocure/app regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.

3. The contract maybe extended further by the mutual consent of contracting agency and this office subject to approval by the competent authority depending on service quality.

4. This office reserves its right to terminate the contract during the contract period after giving one months notice to the contracting agency in case of any deficiency in service or any other reasons as mentioned at sl. no.1.

5. Qualification for the bidder:
   i) The bidder should be registered with appropriate registering authority such as GST, E.P.F, ESI etc. as applicable as per law.
   
   ii) The agency will have to comply with all legal provisions relevant for this purpose.
   
   iii) The agency will be required to submit every month the documentary evidence for payment of minimum wages to its workers engaged for the job of the office along with bill raised. In this regard, minimum wages should be in accordance to the legal provisions as applicable on said date.

6. The successful bidder shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency without the prior written consent of this office.

7. The successful bidder will be required to pay prescribed minimum wages(Latest order for Industrial Workers of Ministry of Labour & Employment, Office of the Chief Labour Commissioner(c), New Delhi Vide F.No.1/VDA(3)/2019-LS-II dtd 06.05.2020 may be taken as reference) in this respect to the manpower supplied as prescribed under the Minimum Wages Act 1948, as revised from time to time and as notified by the Government of India with Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office. The Successful bidder will maintain proper records as required under the Law / Acts.

8. The successful bidder will be bound by the details furnished by him / her while submitting the bid or at subsequent stage. In case, any of such documents furnished by him / her is found to be
false/ misleading at any stage, it would be deemed to be a breach of contract making the contract liable for cancellation.

9. The agency will be responsible for verification of antecedents of the labour supplied. The service provider shall ensure that any details of office, operational process, confidential information security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.

10. In case, the person employed by the successful bidder commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence/security risks, the successful bidder will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, immediately on being brought to his/ her notice.

11. The workers will have to perform duty for at least 8.5 hours including half hour lunch break a day subject to proper attendance of entry and exit with signature for max, normally from Monday to Friday. However, the concerned person may have to work beyond office hours if there is urgency. The personnel may be called on Saturday, Sunday and other Gazetted holidays, if required. The staffs have to work for maximum 26 days in a month on no work no pay basis.

12. The qualifications and duties of labourers are as follows:

   i) Skilled- Minimum 10+2 passed in any discipline from a recognized Board or University, reasonably good command over English language and good communication skills, well versed in data feeding, typing of various letters, draft notices and well versed in Word, Excel, PowerPoint and internet knowledge, scanning, preparing of reports and also provide secretarial help in relation to above work and miscellaneous office work as and when required from time to time.

   ii) Unskilled- Minimum 8th pass, Dusting and cleaning of office premises including officers’ room, official furniture official equipment etc, cleaning office utensils etc., He must attend the doorbell, fill up the water dispensers/bottles from water dispensers installed in this office, perform copying & scanning of documents & miscellaneous office work when arises in the office from time to time.

13. The workers should be well conversant with for doing various type of work, as required in offices. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, consumption or display of any prohibited items and loitering in office or corridors with

14. The manpower supply agency shall provide the contractual labourer with laminated ID cards.

15. Transportation of the persons deployed as contractual labourers in this office shall be the responsibility of the Manpower supply Agency.

16. The successful bidder shall furnish a list containing the details (name, address, phone no./mobile no. etc.) of the persons who are likely to be engaged as contractual labourers. No
person other than those whose names figure in the list, would be allowed to work in the office premises. Any change in the list should be informed to this office well in advance.

17. It will be responsibility of the Manpower Supply Agency to provide replacements of any contractual labour if anybody is absent on a particular day. However, the bidder shall not change the employed persons without prior approval of the Deputy Director, DGGI, East Zone however in case of long absence of the person he should provide substitute after getting approval of Deputy Director, DGGI, East Zone.

18. The labourers deployed should be of good health and neat in appearance. For all intents and purposes, the successful bidder shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this office/the O/o DGGI, DG East for contractual services. No person(s) assigned by the bidder shall have any claim for regular or ad-hoc employment/absorption whatsoever in this office/Department.

19. The Manpower Supply Agency shall maintain all information obtained by it and / or provided by the Department during the actual work as strictly confidential. The bidder/service provider shall also ensure that any details of office, operational process, confidential information, security arrangements and administrative/organizational matters are not divulged or disclosed to any person.

20. The successful bidder shall be solely responsible for any damages, losses, claims, financial or other injury to any person deployed in the course of their performing the functions/duties, or for payment towards any compensation. This office/the O/o DGGI, DG East /Department shall not be liable for payment of any compensation or damages. In the event of any liability/claim falling on this Directorate/the O/o DGGI, DG East, the same shall be reimbursed/indemnified by the contractor. Insurance cover protecting the agency against all claims applicable under the Workmen’s Compensation Act, 1948, shall be taken by successful bidder. The successful bidder shall arrange necessary insurance cover for any persons deployed by him.

21. The manpower deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of this office, during the contract or after expiry of the contract. The service provider is responsible for payment of monthly salary including leave salary, bonus etc. to the workers as applicable to them under law. The service provider should ensure that salaries are paid on or before 7th of each month.

22. Payment shall be made only to the contractor and on monthly basis as per actual services. The contractor has to raise invoice in the first week of the following month for the services rendered in the month. Evidences for ESI/EPF benefits given to the employees should be furnished. Service provider shall be solely responsible for non-payment / delayed payment of wages under EPF/GST and other statutory liabilities.

23. The successful bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, and Employees State Insurance etc. in respect
of the persons deployed by it in this office and the same shall be paid if the services rendered are 
found to in order. In case of any complaint of non-fulfillment of duty by the Manpower supply 
agency deployed in the Office of the DGGI, DG East, the O/o DGGI, DG East reserves the right 
to deduct the payment due from the bidder/service provider from the monthly bill. All supporting 
documents regarding rate of wages, EPF, ESIC etc should be submitted along with the Bid.

24. The successful bidder shall maintain all statutory registers under the applicable Law. The 
agency shall produce the same, on demand, to the concerned authority of this office or any other 
authority under Law. Payment of bonus under the Payment of Bonus Act, Payment of gratuity 
under the Gratuity Act, and retrenchment compensation under the ID Act will be the sole 
responsibility of the service provider.

25. In case, the successful bidder fails to comply with any statutory / taxation liability under 
appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or 
otherwise, this office/Office of the DGGI, DG East will be entitled to get itself reimbursed out of 
the outstanding bills to the extent of the loss or obligation in monetary terms.

26. This office/Office of the DGGI, DG East shall have the right to impose cash penalty of Rs. 
150/- (Rupees One Hundred and Fifty only) per day, per person in case the person fails to carry 
out the services due to his absence or any other reason.

27. In the event of failure in maintaining the services on any day up to desired standard, in part 
or full the contractor is liable to be penalized Rs. 150/- (Rupees One hundred and Fifty only) per 
day, , which shall be recovered from the bills or otherwise. For the purpose of imposing a 
penalty, the decision of the Office of the DGGI, DG East will be final and binding on the 
contractor and shall not be subject to dispute or arbitration.

Sd/-

(P. Ngaihte)
Deputy Director

Signature of the bidder (official seal)
Annexure-I

Technical requirements for awarding of Comprehensive Annual Supply Contract of supply of Unskilled and Skilled/Data Entry Operator Workers.

(Technical Bid)

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<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Name of Firm/Company (in block letters)</td>
</tr>
<tr>
<td>2</td>
<td>Year of incorporation / establishment of the Firm/Company</td>
</tr>
<tr>
<td>3</td>
<td>Full Postal Address: Telephone/Fax No./E-mail:</td>
</tr>
<tr>
<td>4</td>
<td>Details of experience for providing similar services in large and reputed organizations (like Govt. &amp; PSU) (Please attach self attested copies in support)</td>
</tr>
<tr>
<td>5</td>
<td>Permanent Account Number (PAN). (Please attach self attested copies)</td>
</tr>
<tr>
<td>6</td>
<td>Goods and Service Tax Registration Details: (please attach self attested copies in support)</td>
</tr>
<tr>
<td>7</td>
<td>Details of Firm/Company Registration (with date) obtained from various concerned authorities: (please attach self attested copies in support)</td>
</tr>
<tr>
<td>8</td>
<td>Details of E.S.I.C. Registration with Date: (please attach self attested copies in support) (Applicable as per ESI Act, 1948)</td>
</tr>
<tr>
<td>9</td>
<td>Details or E.P.F. Registration With Date: (please attach self attested copies in support)</td>
</tr>
</tbody>
</table>

(Please attach signed and scan of General terms and conditions, Annexure III & self attested copies of and all supporting documents)

Signature or Authorized Signatory with date ..............................................?

Name of the Firm .................................................................?

Seal.................................................................?
Annexure -II

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

1. Name of bidder Company / Firm / Agency:

2. Address (with Tele & Fax No.):

3. It is certified that wages to be paid shall not be less than the prescribed minimum rate of wages as under the Minimum Wages Act, 1948, as revised from time to time and as notified by the Govt. of India.

4. **Per Day Quotation details of 02(two) nos. of Skilled/Data Entry Operator and 02(Two) nos. of Unskilled Labour.**

<table>
<thead>
<tr>
<th>Grade of Labour</th>
<th>Wages for 01 labour/day</th>
<th>Service Charge for 01 labour/day (If any)</th>
<th>E.P.F. for 01 labour/day</th>
<th>E.S.I for 01 labour/day</th>
<th>Total Charges for 01 labour/day</th>
<th>GST + Cess at applicable rate for 01 labour/day</th>
<th>Total Charges for 01 labour/day (including Taxes)</th>
<th>Total charges for all labour/day**</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skilled Labour</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Unskilled Labour</td>
<td></td>
<td></td>
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</table>

Incomplete Financial Bid/Part calculation will not be accepted at all.

**No calculation will be carried out by this office to finalize the total charges payable by the Department.

If require, separate calculation sheet may also be attached for better understanding.

Date:

Place:

Signature of authorized person
Full Name:
Seal
DECLARATION

Annexure –III

1. I, _______________________Son/Daughter/Wife of Shri_______________________ Proprietor/Director/authorized signatory the agency/Firm mentioned above, am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false/ misleading information / fabricated document would lead to rejection of my tender at any stage .

Date:

Place:

Signature of authorized person

Full Name:

Seal: