



Office of the Additional Commissioner of Customs (Preventive): M&P Wing
अतिरिक्त आयुक्त सीमा शुल्क (सा. तथा नि) कार्यालय
100, Everest House, 2nd floor, Marine Lines, Mumbai – 400 002
१००, एवरेस्ट हाउस, दूसरा मंजिल, मरीन लाइन्स, मुंबई- ४०० ००२

F.No. II/39-11//M&P/Misc-Estt/2020

Mumbai, the 11.06.2021

TENDER NOTICE FOR OUTSOURCING MANPOWER SERVICES (OFFICE ASSISTANCE/DATA ENTRY)

Office of the Additional Commissioner of Customs (Preventive), M&P Wing, Mumbai invites e-tender from reputed/authorized firms/companies engaged in the business of supplying of Manpower Services (hereinafter also referred as 'bidder' or 'contractor') for providing skilled services viz. Office Assistance, Data Entry etc. to carry out daily office work at Hqrs located at 100, Everest House, 2nd floor, Marine Lines, Mumbai-400 002, and other formations known as Bassein Division, situated at Vasai in Palghar District and Alibaug Division situated in Raigad District of Maharashtra (hereinafter together also referred as 'office').

2. The bid documents will be available on official website <http://eprocure.gov.in/epublish/app> known as **Central Public Procurement Portal (CPPP)** and departmental website www.cbic.gov.in. The bid forms and other details can be downloaded from there.

3. Bid submission: Bids shall be submitted online at CPPP website. The same shall be submitted in two parts viz. Technical Bid and Financial Bid. The technical/qualifying bids opening date is **05.07.2021 at 15.00 Hrs.** After completion of technical/qualifying process, financial bids will be opened.

The critical dates for bid submission and processing are as under :-

Published Date	14.06.2021 at 12.00 hrs.
Bid Submission Start Date	14.06.2021 at 12.00 hrs.
Bid Submission End Date	04.07.2021 at 15.00 hrs.
Bid opening Date	05.07.2021 at 15.00 hrs.

This office reserves the right to accept or reject any or all tenders without assigning any reason.


(S. NANDKUMAR)

DEPUTY COMM. OF CUSTOMS (PREV)
MARINE AND PREVENTIVE WING MUMBAI

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS/ CONTRACTORS

1. The Offices of Customs (Preventive): M&P Wing formations located at Headquarters in Mumbai and Divisional offices in Palghar, Thane and Raigad districts requires to outsource the services of 03 nos. of Office Assistant/ Data Entry Operators (hereinafter commonly also referred as 'DEO(s)' for short) from well reputed, established and financially sound Manpower supplying Companies / Firms / Agency who are engaged in supplying skilled manpower/ personnel to perform any office related work/ duties dispensed by Government Offices as per their requirement. The DEO so deployed by the contractor is expected to attend 30/31 days of the month to perform the duties assigned by the concerned Government Officer(s) to their satisfaction and therefore expected to be adequately qualified and conversant with official languages viz English and Hindi, and in addition must also be a computer literate having working knowledge of MS Word / Excel/ Power Point etc.
2. The successful bidder, required to enter into an agreement with this office wherein the service contract is likely to be for the period of one (1) year, which may be extended further up to 1 year on the same terms and conditions as agreed upon by both the parties as in the initial agreement/ contract. However, depending upon circumstances i.e. as per requirement and convenience of this office this period may get curtailed, or concluded early, owing to non-requirement of outsourcing or deficient/ substandard quality of supplied manpower i.e. DEO deployed by contractor. Nevertheless, this office, reserves the right to terminate the contract at any time after giving one-week prior notice to contractor.
3. The interested agencies are advised to submit online bids as per instructions provided under Tendering process. The bidders are required to submit scanned copies of the documents as per Annexure-A (Technical Bid) along with quotations in the form - Bill of Quantity (BOQ) as per as per Annexure-B (Financial Bid) using CPPP portal only. Bids submitted by courier/post/in person or other means shall not be accepted and become liable for rejection.
4. Undertaking must be furnished by the bidder/ contractor having no legal suit/criminal case pending against them (i.e. contractor and/ or his outsourced manpower), or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force. Further, **the contractor/ bidder should declare and undertake that, the manpower supplied by them as 'Office Assistant/ Data Entry Operator', would be in no case be used as being appointed by the Government Department, and this shall be clearly impressed upon each such DEO deployed by them and that, his/ her service has been outsourced by the contractor for performing the assigned office work, which is purely on contract basis and arranged by the contractor owing to exigencies at workplace and not against any job vacancy in Government Department.** And also depending upon requirements of this office, they may be shifted within the formation i.e. sections/ divisions of this office to assist the concerned officer(s). Their day-to-day performance has to be monitored and recorded by the contractor, which shall be produced on monthly basis along with bills raised for that month, invariably countersigned by the officer-in-charge of concerned section/ division.
5. The contractor should invariably instruct each DEO deployed to perform this office duties to strictly follow the 'Standard Operating Procedure' (SOP) issued by the Government during COVID-19 pandemic, such as wearing mask, maintaining social distance, frequently washing hands etc. It is the responsibility of contractor to provide these DEO's necessary items such as PPE Kit, gloves,

soap, sanitisers etc. at bear its cost, which he cannot claim from this office. The 3 no. of outsourced DEOs should be medically and physically fit while on duty. However, if unfortunately he/ she is detected positive with "COVID-19" or having the symptoms of COVID-19 or suffering from any other contagious disease, it is the responsibility of the contractor, to immediately replace him/ her, with intimation to the officer of concerned section/ Divisional office.

6. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached, scanned and submitted online. The Financial Bid is available online as BOQ in Excel form, which should be carefully filled in and submitted online. The rates quoted in BOQ shall in no case be disclosed by the bidder/ contractor to any member of Tender Committee, in any other form and by any other means. Non-observance of these instructions, shall result in outright rejection of that particular bid/ tender and may also invite appropriate legal action against bidder.
7. This office reserves the right to withdraw/ cancel the bid/ e-tender any time without assigning any reason.
8. Cost of filling up the bid/ tender will be borne by the tenderer.

TECHNICAL REQUIREMENTS FOR THE BIDDER/ CONTRACTOR:

The bidders should fulfil the following technical criteria and submit scanned images of original certificates:

- (a) They should be registered with the appropriate registration authority
- (b) Registered office should be preferably located in Mumbai region.
- (c) They should have at least five years' experience in supplying any kind of service to CBIC i.e. Central Board of Indirect Taxes & Customs (Proof of which is required to be submitted).
- (d) They should have own Bank Account, and should submit solvency certificate issued by the Bank.
- (e) They should hold a valid PAN card.
- (f) They should be registered with appropriate authorities under Employees Provident Fund (EPF) and Employees State Insurance (ESI) laws. They should submit certificate showing total number of qualified persons declared to ESI and EPF agencies.

AGE, QUALIFICATION (ACADEMIC & TECHNICAL), EXPERIENCE & OTHER REQUIREMENTS FOR DEO:

1. His/ Her AGE should be between 18 to 40 years.
2. He/ She should be at least minimum HSC pass (Degree in any discipline is desirable).
3. He/ She should have sound experience of Accounts and Administration related work, in case of non-experience, it is the responsibility of the contractor to ensure that such DEO be well trained before deploying to this office. Undertaking in this regard be submitted before the deployment to this office.
4. He/ She should have minimum typing speed of 40 words per minute.
5. He/ She should be conversant with the computer and should necessarily have knowledge of MS Word, MS Excel and MS Power Point packages. Working experience on WAN/ LAN platform is desirable.
6. He/ She should obtain and submit Character certificate from Gazetted Officer of the Central Government.
7. His/ Her antecedents should get verified by the contractor from the local police authorities.

Note: The supplier of service should invariably submit above said documents/ certificates immediately before commencement of contract period.

TENDERING PROCESS:

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

1. The bidders are required to submit soft copies of their bids electronically, online on CPPP portal through e-Tendering process using valid Digital Signature Certificates. The instructions and other information regarding submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.
2. Bids have to be submitted online Technical and Financial Bids before the closing date through CPPP portal only. Scanned copies of all relevant and supporting documents as mentioned in Annexure-A and specified elsewhere in this tender-notice, should be uploaded along with the bid. Bids submitted by Courier/Post/in-person or by any other means shall not be accepted in this tender.
3. Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid. The tender form for Technical bid prescribed in Annexure-A and the tender form for the financial bid (BOQ) prescribed in Annexure-B, should be completed in all respect, which required to be submitted electronically on the CPP Portal. Incomplete bid documents shall be instantly rejected. Initially, after opening of online Technical bids, qualifying bids will be separated, scrutinized and summarised by the Tender Committee through evaluation process. Thereafter, the financial bids of the selected technically qualified bidder shall be opened, short-listed and evaluated by Tender Committee to their satisfaction. The prospective bidder shall be selected by the Tender Committee based on certain criteria adopted by the members of the Committee. It is possible that evaluation committee may not select lowest bidder, whom they may found deficient on certain basic aspects, which is not being followed by him. The committee reserves the right to decide prospective bidder, to whom the contact may be awarded after due approval of Competent Authority. The decision of the Tender Committee is binding upon all the bidders participating in the bidding process. Any kind of representation regarding selection of bidder shall not be entertained after completion of bidding process.

Earnest Money Deposit:

Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) per application in the form of Demand Drafts of Nationalised Bank or Scheduled Bank drawn in favour of Principal Commissioner of Customs (Preventive) payable at Mumbai should be submitted prior to bid opening date and time and a scanned copy of EMD be uploaded electronically. If the original Demand Draft in lieu of EMD is not received within the stipulated period, the bidder shall be disqualified. The Earnest Money Deposit is exempted for firms registered with Central Purchase Organization / National Small Industries Corporation / Micro Small and Medium Enterprises, it is mandatory that, the relevant copy of certificate issued by the Competent Authority should be enclosed with tender document i.e. scanned copy of original certificates to be uploaded. The EMD of unsuccessful bidder will be returned as early as possible. It is responsibility of the bidder to take away the EMD within one week of the online declaration of final bid. No interest shall be payable on EMD.

General Terms and Conditions of Contract/ Agreement

1. The contract is likely to be for a period of one (1) year unless curtailed or terminated by this office owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the Office Assistant/ Data Entry Operator requirements etc.
2. The contract shall automatically expire unless extended further by the mutual consent of contracting agency and this office. In such circumstance, the contract may be extended, for further specific period on the same terms and conditions with requisite modifications suggested and mutually agreed upon by both the parties. However, the cost factor shall remain unperturbed, unless altered proportionately by the Government and with the approval of competent authority.
3. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency. Also,
4. The bidder/ contractor has to supply **03 number of DEOs**, shall undertake to ensure the supply of additional number of DEOs, as and when asked for by this office from time to time, on monthly basis. This arrangement will be solely depend upon the exigencies emerging at workplace at given time, which is when communicated, desired number of DEOs may be supplied by the Contractor in the beginning of subsequent Month, with the approval of competent authority.
5. The contractor/ bidder shall be bound by the declarations/ information furnished by him, during tendering process or at subsequent stage. Giving false information shall attract penal action under Indian Penal Code besides termination of contract. In furtherance, he may also get black listed.
6. Notwithstanding contained anything as above, this Office reserves right to terminate the contract during initial period after giving a week's notice to the contracting agency without assigning any reason.
7. The contractor shall not engage any subcontractor for retendering the services mentioned in the contract.
8. As proof of acceptance of the terms and conditions of this office Tender Notice, each page of Tender Notice should be endorsed by the bidder and submit its scanned image online while uploading Technical Bids.
9. This office 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.
10. The Bidder/ Supplier of Service are required to submit the complete Rates/ Quotations along with details in Annexure-B.
11. The rates quoted shall be valid for entire contract period.
12. On receipt of letter of contract awarded by the Department, the successful vendor/ bidder shall arrange to submit to this office a Performance Security Deposit in the form of Bank Guarantee to the extent of 5% of the total annual contract value issued by a nationalized bank within a month from the commence of annual contract. The bank guarantee shall be in favour of President of India (through The Additional Commissioner of Customs (P) Marine & Preventive Wing, 2nd Floor, 100, Everest House, Marine Drive, Mumbai – 400 002) and it shall be the responsibility of the contractor/supplier of service to keep this bank guarantee valid for a period of three months beyond the date of fulfilment of all contractual obligation to the mutual consent of the department and the contractor/supplier of service. **The performance security amount may be altered on later stage, in case more number of**

DEOs are requisitioned. In such situation this office may ask to furnish additional performance guarantee for every such occasion after computing the amount on pro-rata basis.

13. The DEO deployed should be preferably well experienced and adequately trained besides having sound health. They should be well behaved and well-mannered and should maintain proper office decorum during duty hours.
14. The deployed DEO shall attentively and sincerely perform all the duties assigned by Government Official in charge from time to time.
15. The DEO should report to the officer-in-charge posted therein and follow the instructions given to him on day-to-day basis. If, he/ she reportedly remain absent on any particular day or refrain/ shirk from assigned duties, another DEO should be immediately replaced in his/ her place. He may be clearly impressed upon that, for absence or non-engagement in work, no wages shall be paid, which shall affect the monthly bill amount.
16. The Contractor/ Supplier of Service should pay to their outsourced manpower, all remuneration at the prevailing rate, as provided under Minimum Wages Act, issued by the Government. It shall be the sole responsibility of the Contractor/ Supplier of Service to deal with/ resolve any issue arising out of such irregularity and this office cannot be held responsible or liable in any such case. In other words, the Service Provider should ensure that there is no scope for any grievance from the deployed DEO for delayed/ short payment of wages etc. If any such situation arises, the contractor/ supplier of service shall take necessary step to resolve the issue on his own volition without involving this office, i.e. no complaint from any deployed DEO shall be entertained by this office, failing which appropriate penal action may be resorted against the contractor including termination of contract.
17. The Contractor/ Supplier of Service shall monitor and keep this office informed against acts of omission or negligence, dishonesty or misconduct of the DEO engaged for the given work and this office shall not be liable to pay any damages or compensation to such persons or to third party. All such damages caused by the outsourced DEO shall be recovered from the Contractor from his dues / bills. Further, the Contractor i.e. Supplier of Service shall be fully responsible for theft, burglary, fire or any mischievous deed by his deployed DEO. Any loss due to any of above reasons shall be compensated by Contractor/ Supplier of Service in full.
18. This office will also not entertain any claim of deployed DEO against loss of his/ her personal belongings, if any, because of his own negligence, which may occur while discharging his duties. Further, this office will not take any responsibility of any deployed DEO for any mishap/ injury / death caused during discharging his duties, and any such issue arisen from such happenings shall be dealt by the Contractor/ Supply of Service at his own cost.
19. The Contractor/ Supplier of Service shall strictly comply with the terms and conditions of the agreement which will be executed with the successful bidder, failing which, he may face penal action and/ or termination of the contract.
20. The contract may be extended further, after it's expiry under the same terms and conditions on mutually agreeable basis.
21. The DEO outsourced by the successful Bidder/ Contractor, shall have no claim whatsoever on any formation of Marine & Preventive Wing of Customs, Mumbai in respect of service conditions, environment etc. as long as they are engaged until execution of the Contract.
22. The Contractor/ Supplier of Service shall provide proper identity cards to the outsourced DEO, which is shall not be misused by them under the pretence of a Government Servant.

23. In the event of failure of discharging assigned duties on any day(s), the contractor shall be penalised by deducting from his monthly bill an amount equivalent to twice the number of days of such default..

LIABILITIES, CONTROL ETC. OF THE DEO DEPLOYED BY SUCCESSFUL BIDDER/ CONTRACTOR

1. The contracting agency shall ensure that the individual outsourced DEO deployed in the formations Marine & Preventive Wing of Customs (P), Mumbai conform to the technical specification of age, educational and qualifications.
2. TDS and other taxes as applicable will be deducted from each bill.
3. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Office Assistant/Data Entry Operators who will be deployed by it in this Office before the commencement of work:
 - (a) List of persons deployed with place of deployment;
 - (b) Bio-data of the person;
 - (c) Self-attested copy of matriculation certificate containing date of birth as a proof of age;
 - (d) Self-attested copy of HSC, Diploma, Degree (optional) certificates;
 - (e) Character certificate from at least one Gazetted officer of the Central State Government;
 - (f) Certificate to the effect that character & antecedents of manpower being provided by the Agency have been verified.
4. In case, the person deployed by the contractor commits any act of omission / commission that amount to misconduct / indiscipline / incompetence, the contractor should take appropriate disciplinary action against such persons, including their removal from site of work, if so desired and communicated by this office.
5. The contractor shall immediately replace the DEO, who is found unacceptable to this Office because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a written communication/ notice from the office.
6. The outsourced DEO deployed by the Contractor shall be required to report for work at 09.30 hrs. and would leave at 18.00 hrs. on each working day. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one-day wage shall be deducted.
7. The Contractor shall have regular co-ordination with this office to ensure about outsourced DEO that, the services rendered by him are optimum and to the satisfaction of officer(s)-in-charge of a particular section/ divisional office. In order to comply these instructions, the DEO is expected to maintain a diary, describing the work done by him/ her at the end of each such working day, which should be countersigned by the officer on duty with remarks about the work performed during that day. Non-performance/ under performance shall be viewed seriously, which shall invite penal action including deduction from monthly bill amount.
8. For all intents and purposes, the agency supplying service i.e. contractor shall be the "Employer" within the meaning of different Labour Legislations in respect of DEOs outsourced by them and deployed in this office. The DEOs sent by contractor to this office including sub-ordinate offices shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against this office.

9. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.
10. It shall be the responsibilities of the Contractor to cater the needs of DEOs deployed by him, such as transportation, food, medical and any other requirements, and this office shall not bear any extra cost in this regard.
11. This Office shall not be responsible for any damages, losses, claims, financial or other injury to any DEO deployed by contractor in the course of their performing the functions/duties, or for payment towards any compensation.
12. In case of termination of this contract on its expiry or otherwise, the DEOs deployed by the contractor shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this Office.

LEGAL

1. The tendering agency i.e. prospective bidder/ contractor will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the DEOs deployed by it in this Office.
2. The Tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to this office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
3. The tendering agency 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 authority under Law.
4. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put any loss / obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the contracting agency, to the extent of the loss or obligation in monetary terms.

Terms of Payment

- (i) The contractor shall make regular and full payment to their DEOs as per the law and furnish necessary proof in this regard as and when required.
- (ii) The contractor will be wholly and exclusively responsible for payment of wages to the person engaged by him in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this office shall not bear any liability or incur any expenditure whatsoever on the DEOs deployed by the contractor on account of any statutory obligation. The service provider will require to provide particulars of EPF, ESI of its employees engaged in this office. The agency will comply with all statutory of law, rules and regulations or ACT and keep this office informed about any amendment in the law from time to time.
- (iii) The Service Provider shall submit the bill for every month by the first week of next month – duly certified by the officer-in-charge at each location. No interim bills will be entertained. Payment

will be made through electronic clearance only. There is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective officer-in-charge.

- (iv) Bills chargeable to the Additional Commissioner of Customs (Preventive), Marine & Preventive Wing, Mumbai, shall be paid on a monthly basis for the services rendered, if found in order. In case of any complaint of non-fulfilment of any obligation under the contract, the Additional Commissioner of Customs (Preventive), Marine & Preventive Wing, Mumbai, reserves the right to deduct the payments due from the performance security deposited by the service provider.



(S. NANDKUMAR)

DEPUTY COMM. OF CUSTOMS (PREV)
MARINE AND PREVENTIVE WING MUMBAI

**ANNEXURE - A
(TECHNICAL BID)**

1.	Name, address & telephone number of the supplier of service	
2.	Name(s) and address (es) of the Proprietor / Partner / Directors :	
3.	Copy of IT returns showing annual turnover more than Rs.10,00,000/- per annum for last three financial years	Yes/No
4.	Copy of Shop & Establishment certificate for last 3 years	Yes/No
5.	Copies Balance Sheet / Profit & Loss Accounts for the last 3 years and certified by as submitted by the applicant to the Income Tax Department.	Yes/No
6.	Copy of Income Tax Assessment Certificate for last 3 financial years	Yes/No
7.	Copy of Permanent Account Number (PAN)	Yes/No
8.	Copy of AADHAR Card of all Directors/ Partners/ Proprietor etc. of the Company	Yes/No
9.	Copy of ESI Registration certificate	Yes/No
10.	Copy of EPF Registration certificate	Yes/No
11.	Copy of GST (Goods & Service Tax) certificate	Yes/No
12.	Copy of Bank Solvency Certificate	Yes/No
13.	Copies of work order/agreement of five years' as a proof of having experience in supplying any kind of service to CBIC i.e. Central Board of Indirect Taxes & Customs (Proof of which is required to be submitted).	Yes/No
14.	Copy of EMD(Demand draft) OR Exemption Certificate	Yes/No
15.	Whether your firm / Company ever been black listed.	Yes/No

(Note : The scanned copies of the above mentioned documents be submitted online in the same order.

Date :

Place :

Signature & Seal of the Bidder

**ANNEXURE - B
(FINANCIAL BID)**

BOQ

V3_BOQ_2

Validate Print **V** Help

Tender Inviting Authority: Office of the Additional Commissioner of Customs (Preventive); M&P Wing, Mumbai

Name of Work: Outsourcing of Office Assistants/ Data Entry Operators (DEO)

Contract No: II/39-11/M&P/Misc-Estt./2020

Name of the Bidder/ Bidding Firm/ Company :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	No. of DEOs. to be supplied	BASIC MONTHLY RATE PER DEO In Figures (inclusive of EPF, ESI and Service	TOTAL AMOUNT PER Month Without Taxes	No. of Months	TOTAL AMOUNT PER ANNUM Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8
1	Supply of Manpower						
1.01	Data Entry Operator/ Office Assistants (Commonly called DEO)	3		0	12	0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only				

DECLARATION AND UNDERTAKING

I/We hereby declare and certify that information furnished herein is true and to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any state. I/We shall be blacklisted and will not have any dealing with department in future. I/We have read the terms and conditions of the Tender Notice along with its Annexures and have clearly understood them.

I/ We also hereby undertake that, the manpower i.e. 'Office Assistants/ Data Entry Operators' (commonly called 'DEOs') supplied by me will be no case be used as being appointed by this office or by any Government Department, which I shall clearly impress upon each such DEO deployed by me/ us, that their service has been outsourced through me for performing the assigned office work, which is purely on contract basis and arranged by me owing to exigencies at workplace and not against any job vacancy in Government Department and no claim to appointment by Government shall be made by the such outsourced DEOs deployed by me/ us, be made ever.

I/ We also undertake that, DEOs supplied by me/ us, are desirably qualified and have sound experience of Accounts and Administration related work. In case of non-experience, I/ We hereby ensure that, such DEO(s) will be well trained and suitably instructed before deploying to your office for performing requisitioned task(s).

Further, on receipt of any formal communication from your office, to supply more number of DEOs due to exigencies at workplace, I/ We shall undertake to supply them, as per the requirement, on a monthly basis, commencing from the beginning of subsequent month, on the same terms and conditions initially agreed upon.

**Signature & Name of the authorized Signatory
Seal / Stamp**