



**GOVERNMENT OF INDIA**  
**INDIAN NATIONAL DATABASE OF SEAFARERS**

3<sup>rd</sup> Floor, Nau Bhavan, 10, Ramji Bhai Kamani Marg,  
Ballard Estate, Mumbai-400001.

TELE PHONE: 22618068; E-mail: lbsindos@vsnl.net

2/INDOS/Salary, Finance & Accounts/2014/Vol.I/Pt.I

Date: - 14/07/2014

**Subject:- Providing of services of "Data Entry Operators, Office boys & House Keeper" in the INDoS Cell, Mumbai through outsourcing.**

Sir,

Sealed quotations from leading service providers are invited for providing the following staff for office of the INDoS Cell, Mumbai, as given under, initially for a period of 12 months which may be further extended.

Sr. No.	Category of Staff	No. of Staff required	Qualification	Scope of Work
I.	Office Assistant cum Data Entry Operator	08	Should possess 1. Graduation Certificate from University. 2. Minimum two years of Experience. 3. Proficiency in English. 4. Good Communication Skills. 5. Knowledge of MS Word, Excel, Power point (MS-CIT type course)	1) Assisting O-I-C & Head, INDoS Cell in feeding, Maintaining, verifying, recovering INDoS/COC/WK etc data in DATA BASE (Server Based). 2) Attending to Telephone / fax / Inward / Outward dispatches etc. 3) Preparation of Reports / letters / Requests etc. 4) Maintenance of Accounts / AMC schedules and preparing Bills. 5) Maintenance / Updating of Registers Files / Records etc. 6) Liasoning with Directorate office at Kanjur Marg, Mumbai. 7) Any other.

Sr. No.	Category of Staff	No. of Staff required	Qualification	Scope of Work
II.	Office Boy	02	1 Middle School Pass. 2 Two years experience of office procedure.	Maintaining office, carrying letters to post Office/ Couriers, attending officers and staff and taking out Xerox copies, movement of files / papers etc from desk to desk. Searching the required old records letters & files etc carrying to the DGS, Kanjurmarg and other work assigned from time to time.
III.	House Keeper (Part-time)	01	Literate and medically Fit.	Cleaning, Mopping, Dusting of Office, Floors, Cleaning of Furniture, Lights, fans, Toilets, Washrooms, Basins etc.

A. The bidders may bid for above mentioned categories of employees. The work will be awarded to lowest of the eligible bidder for each category of employees.

- 1 No change in the rates would be allowed in event of the increase or decrease in the number of personnel to be deployed.
- 2 All the taxes would be borne by the service provider. There will be no increase in the charges on account of increase in rates of taxes or any other statutory liability.
- 3 The contract shall be terminated at any time, in case, the services are not found to be satisfactory.
- 4 The payment will be made on monthly basis only on satisfactory performance of the work. No interest would be payable on account of delayed payment.
- 5 The quotation shall be submitted along-with a demand draft of Rs. 30,000/- in favour of 'MARITIME TRAINING TRUST –INDOS ACCOUNT, Mumbai' as an earnest money deposit. The same will be returned to the tenderer after successful completion of tender process. The successful bidder will have to submit an interest free performance security deposit in form of Bank Guarantee an amount equivalent to one month's pay of contracted work as an interest-free 'Security Deposit' with the INDoS Cell, which will be refundable after completion of contract period. On completion of the contract, the contractor should furnish an undertaking on a non-judicial Stamp Paper of Rs. 100/- that he has settled all statutory dues of his workers. In case of unsettled payments / claims, if any, the contractor will indemnify the INDoS Cell against any claim that might be lodged by the workers against the contractor, whether in the Industrial / Labour Tribunal or with the office of the Commissioner of Labour. In the event of any breach or violation of the terms and conditions of this

contract, the Security Deposit paid by the contractor shall stand forfeited, either in part or full at the sole discretion of the INDoS Cell.

6 The successful bidder will have to enter into an agreement with INDoS Cell on a non judicial stamp paper of Rs. 100/-.

7 The service provider will ensure that the personnel provided by it, meets the required eligibility criteria and the same will be cross - verified by the INDoS Cell before deploying him/her.

8 Each bid must contain the following, failing which the bid would be treated as disqualified. [Certified / Attested Copies to be attached]

a) A certificate/s of satisfactory performance of work from its previous clients

b) Provident Fund Registration A/c. No.

c) ESIC Certificate Registration No.

d) PAN No.

e) Details of ownership of the company/firm.

f) Service tax Registration No.

g) Attested copy of valid labour license from the Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970.

h) The bidder must have an annual turnover of Rupees Thirty Lakh or more for the financial years 2012-13 & 2013-14. The profit and loss account, along with the return of the income for last two years should be submitted failing which the bid would be treated as disqualified.

i) The quotation shall be submitted along-with demand draft of Rs.30,000/- in favour of 'MARITIME TRAINING TRUST –INDOS ACCOUNT, Mumbai' as an earnest money deposit for each category. The same will be returned to the bidder after successful completion of tender process.

j) The financial bid should be submitted in a sealed envelop separately, (Suitably in matrix form) for each category. Failing which the bid would be treated as invalid. Rate per person deployed which should be inclusive of and should clearly spell out the

i. Basic Salary

ii. Dearness allowance

iii. Any other allowance

iv. Provident fund contribution

v. ESIC contribution

vi. Any other statutory liability

vii. Bonus

viii. Agency charges

ix. Any other charges

x. Service tax at present rate.

All the statutory liabilities including the taxes would be borne by the service provider. The provident fund and ESIC contribution will have to be paid and deposited in the respective accounts. The provisions of minimum wages Act would apply in all the cases as per Maharashtra minimum wages Act.

- B. The quotations may be sent by name to “ **Shri. Surendra Kumar, ADG, Head, INDoS Cell, 3<sup>rd</sup> floor, Nau Bhavan, Ramji Bhai Kamani Marg, Ballard Estate, Mumbai – 400 001**” in a sealed cover superscribed “ Quotations for “ **Providing services of ‘Data Entry Operator, Office boy & House Keeper’ through outsourcing**” latest by 25<sup>th</sup> July 2014 at 1700 Hrs. Quotations received after the stipulated date/time shall not be entertained.
- C. The quotations received will be opened on 30<sup>th</sup> July 2014 at 1600Hrs in the INDoS Cell, 3<sup>rd</sup> floor, Nau Bhavan, Ramji Bhai Kamani Marg, Ballard Estate, Mumbai – 400 001. The bidder or his representative, if he so desires may be present at the time of opening the quotations.
- D. The successful bidder will have to deposit Bank Guarantee an amount equivalent to one month's pay of contracted work as an interest-free 'Security Deposit'.
- E. The contracting company/ Firm/ Agency shall furnish the following documents in respect of the individual contract staff who will be deployed by it in this Department before the commencement of work.
  - i) List of persons deployed;
  - ii) Bio-Data of the persons;
  - iii) Attested copy of educational qualification containing date of birth
  - iv) Reference from previous employment / employers.
- F. The payment to the employees will be through banking channels and proof of the payment will be submitted to INDoS Cell/ Maritime Training Trust every month.
- G. The bidder have to maintain the proper payment account and submit the proof of all statutory payment etc in respect of their staff engaged in this Cell, on every month while submitting the monthly bill.
- H. The security money shall be liable to be forfeited for appropriation in the event of unsatisfactory performance of the contractor and / or loss / damage, if any, sustained by the INDoS Cell on account of failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.
- I. The contracting agency as taxable service provider should attach a copy of certificate along with the Agreement. The Invoices/Bills/Challans should be serially numbered and it should contain the name and address of service



provider, service receiver, description of service, value of service tax payable thereon.

- J. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill / or whole of the bill among shall be held up till such proof is furnished, at the discretion of the department.
- K. i) The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons. The delay by the agency in providing a substitute beyond five working days shall attract a pre-estimated agreed liquidated damages @ Rs. 200/- per day on the service – providing agency.
- ii) Absentee or on leave staff to be substituted by manning agency by providing suitable alternate staff.  
Please note that the absentee or on leave staff if not replaced by the manning agency his/her salary will be deducted at pro-rata i.e.  
(No. Of Days Absent/ No. of working days) X Rate for the month
- L. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency 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 the Department / INDoS Cell.
- M. INDoS Cell reserves the right to accept or reject the quotation in full or part without assigning any reason thereof. The decision of the INDoS Cell in this regard shall be final and binding on the firm. Clarifications if any, in the matter may please be obtained from the undersigned on telephone No. 22618043 or email : lbsindos@vsnl.net.

Yours faithfully,

  
(Surendra Kumar )

Assistant Director General of Shipping,  
Head, INDoS Cell

Encl : Matrix for Quotation.

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Mumbai . new 060514doc.

### Matrix for Quotation.

(Ref para A/8(i))

Sl. No.	2	3	4	i	ii	iii	iv	v	vi	vii	viii	ix	x	A	B	C	D
	Date	Name of the Company	Quotation for	Basic Salary	DA	Any Other Allowance	Provident Fund Contribution	ESIC Contribution	Any Other Statutory Liability	Bonus	Agency Charges	Any other charges	Service Tax at present rate	TOTAL AMOUNT	Amount Staff will get in hand	% of Total Payment	REMARK
1	1-May-14	Service Provider 1	DEO	7225	400	50	720	225	325	100	175	125	725	10,070	8720	86.6	

Above figures are sample figures for purpose of explanation of calculation only.