



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

"बेटा बिल्डिंग", 9 वी मंजिल / "BETA BUILDING", 9th FLOOR

आय-थिंक टेक्नो कॅम्पस / I-THINK TECHNO CAMPUS

कांजुर गाँव रोड / KANJUR VILLAGE ROAD

कांजुर मार्ग (ईस्ट) / KANJUR MARG (EAST)

मुंबई - 400 042 / MUMBAI - 400 042

Tele: 25752040-45

Fax: 25752029/35

E-mail: dgship@dgshipping.com

Web: www.dgshipping.com

टेलीफोन: 25752040-45

फैक्स: 25752029/35

ई-मेल: dgship@dgshipping.com

वेब: www.dgshipping.com

F. No.PB- 30(6)/2013-MISC

Date:- 23.01.2014

Subject:- Providing of services of Office Assistant, Executive Assistant and Receptionist-cum-Data Entry Operator in the Directorate General of Shipping, Mumbai through outsourcing.

Sealed quotations from leading service providers are invited for providing Office Assistants, Executive Assistants and Receptionist-cum-Data Entry Operators for office of the Director General of Shipping, Mumbai, as given under, for a period of 12 months, which can be further extended.

Category of staff	No. of Staff required	Qualification	Scope of work
Office Assistant.	10-12	<p>Should possess</p> <p>Experience of minimum two years.</p> <p>Proficiency in English.</p> <p>Good communication skills.</p> <p>Knowledge of Ms Word, Excel, Power point presentation is must.</p> <p>Good typing skills</p> <p>Be a Graduate .</p> <p>(Qualifications are relaxable in case of a retired Government employee).</p>	<p>Assisting the regular staff and officers in feeding of data, generation of statements, preparation of reports , processing of office files, maintenance of registers/other record</p>

[Signature]

[Signature]

[Signature]

[Signature]

Office Assistant in Finance & Accounts	1	<p>Should possess</p> <p>A degree in commerce (Graduate or post graduate)</p> <p>Proficiency in English</p> <p>Experience in accounting.</p> <p>Knowledge of Ms Word, Excel, Power Point presentation is must.</p> <p>Good typing skills</p> <p>(Qualifications are relaxable in case of a retired Government employee).</p>	Preparation of account statement, budgeting, preparation of financial reports, assisting the regular staff in processing of files.
Office Assistant (legal)	3	<p>Should possess</p> <p>A degree in law (Graduation or post graduate)</p> <p>Proficiency in English with experience in legal drafting.</p> <p>Knowledge of MS word, excel, power point.</p> <p>Good typing skills</p> <p>(Qualifications are relaxable in case of a retired Government employee).</p>	Drafting of parawise comments, other legal documents, preparing of notes, reports, updating of records
Executive Assistant	10-12	<p>Should possess</p> <p>Educational qualification of 12th plus with proficiency in English.</p> <p>Typing speed of 45 WPM and stenography speed of 60 WPM.</p> <p>Knowledge of MS word, excel, power point.</p> <p>Minimum two years experience.</p>	Dictation, typing and personal assistant to officers.

[Signature]

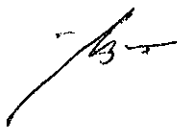
[Signature]

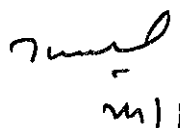
[Signature]
24/11

[Signature]
24/11

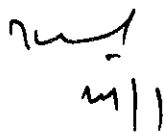
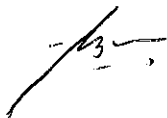
Receptionist cum data entry operator	3	Should possess Education -12 th plus with proficiency in English. Good communication skills. Good typing skills	Receptionist. /diarist/dispatch Attending of telephones. Making entry of the visitors.
---	---	---	---

- A. The bidders may bid for any of the five or all five 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 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 'Directorate General of Shipping, Mumbai' as an earnest money deposit. The same will be returned to the bidder 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 10% of contracted work as an interest-free 'Security Deposit' with the DGS, 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 Rs100/- that the he has settled all statutory dues of his workers. In case of unsettled payments / claims, if any, the contractor will indemnify the DGS 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 Directorate.





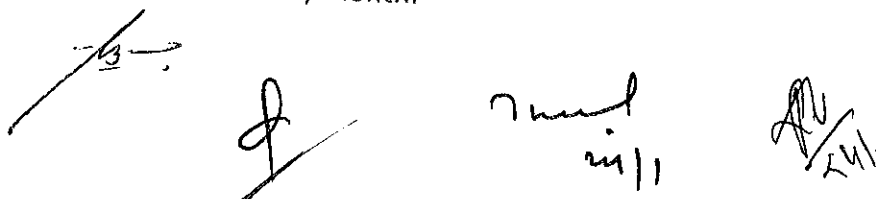

6. The successful bidder will have to enter into an agreement with DGS on a non judicial stamp paper of Rs100/-.
7. The service provider will be ensure that the personnel provided by it meets the required eligibility criteria and the same will be cross verified by the DGS before deploying him/her.
8. Each bid must contain the following, failing which the bid would be treated as disqualified.
 - 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 number
 - 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 2011-12 & 2012-13. The profit and loss account, along with the return of 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 a demand draft of Rs 30,000/- in favour of 'Directorate General of Shipping, 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 separate, sealed envelope, failing which the bid would be treated as invalid. Rate per person deployed which should be inclusive of and should clearly spell out the
 - a. Basic salary
 - b. Dearness allowance
 - c. Any other allowance
 - d. Provident fund Contribution
 - e. ESIC contribution
 - f. Any other statutory liability.
 - g. Bonus



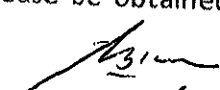
- h. Agency charges.
- i. Any other charges.
- j. Service tax at present rate.

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 would apply and in no case the Basic plus DA paid to any employee would be less than minimum wages of Rs. 7625.20.

- B. The quotations may be sent by name to "Shri Vijay Kumar Pandey, Assistant Director General of Shipping, Beta Building, I-Think Techno Campus, Kanjur marg, Mumbai – 400 042." In a sealed cover superscribed "Quotations for "Providing services of 'Data Entry Operator-cum-back office Assistant and Executive Assistant' through outsourcing" latest by 18 - February 2014 at 1700 Hrs. Quotations received after the stipulated date/time shall not be entertained.
- C. The quotations received will be opened on 19 - February 2014 at 1600 Hrs in the Conference Room of this Directorate, at 9th Floor, Beta Building, I-Think Techno Campus, Kanjur marg, Mumbai – 400 042. 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 10% 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) Character Certificate from Group 'A' or Class-I Officers of the Central/State Government or Notary Public.
- F. The payment to the employees will through banking channels and proof of the payment will be submitted to Directorate every month.



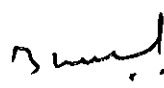
- G. The bidder have to maintain the proper payment account and submit the proof of all statutory payment etc in respect of their staff engaged in this Directorate, on every month while submitting the monthly bill.
- H. The security money shall be liable to be forfeited for appropriation in the event of unsatisfactory performance of the contractor and/or loss/damage, if any, sustained by the Office of Directorate 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 a 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 amount shall be held up till such proof is furnished, at the discretion of the Department.
- K. 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.
- 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.
- M. The Director General of Shipping reserves the right to accept or reject the quotation in full or part without assigning any reason thereof. The decision of the Directorate 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.25752040-45.

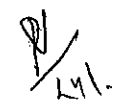

(Dr. Amol B. Kirtane)
Dy. Director General of Shipping

To
Computer Cell
(for loading on web side)






24/11/14


Lyl.