



**GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
DIRECTORATE GENERAL OF SHIPPING
INDIAN NATIONAL DATABASE OF SEAFARERS**

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

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

**SEALED QUOTATION ARE INVITED FOR PROVIDING
DATA ENTRY OPERATIONS ON CONTRACT BASIS
IN THE INDOS CELL OF THIS DIRECTORATE.**

Interested firms are requested to submit their quotations latest by
24/01/2014. For detail of terms and conditions in this regard please refer
our website www.dgshipping.gov.in .

Pratap Bhush

Head,
INDoS Cell.



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INDOS/Salary, Finance & Accounts/2013/Vol.I/Pt.I

Date: - 30/12/2013

Subject:- Providing of services of "Data Entry Operator" in the INDoS Cell, Mumbai through outsourcing.

Sir,

Sealed quotations from leading service providers are invited for providing around 08 Data Entry Operators for office of the INDoS Cell, Mumbai, as under, initially for a period of 12 months which may be further extended.

Category of Staff	Branches	Proposed	Qualification	Scope of Work
Data Entry Operator	Various Groups	08	Education: Graduation + Good knowledge of Computer (MS-CIT type), English and preferably one person with Hindi typing knowledge also.	1. Data entry in E-database, e-mail etc. 2. Maintenance of accounts, Payments, Receipts. 3. Clerical, Letter writing etc.

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 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
- 6 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, 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.
- 7 The successful bidder will have to enter into an agreement with INDoS Cell on a non judicial stamp paper of Rs. 100/-.
- 8 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 INDoS Cell before deploying him/her.

Each bid must contain the following, failing which the bid would be treated as disqualified.

- 1 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 payable for the category of workers which is Rs. 7625.20.

- 2 A certificate/s of satisfactory performance of work from its previous clients
- 3 Provident Fund Registration A/c. No.
- 4 ESIC Certificate Registration No.
- 5 PAN No.
- 6 Details of ownership of the company/firm.
- 7 Service tax Registration No.

8 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 the income for last two years should be submitted failing which the bid would be treated as disqualified.

B. The quotations may be sent by name to “ **Shri. Pratap Bhosle, Dy. Chief Surveyor, Head, INDoS Cell, 3rd 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’ through outsourcing**” latest by 14.00 Hrs, on 24th January 2014. Quotations received after the stipulated date/time shall not be entertained.

C. Service provider should invariably submit their profile in respect of providing staff to other organizations/companies etc. alongwith their telephone number/fax number.

D. The engagement will be governed by the following terms and conditions.

- a) the rates quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.
- b) the manpower provided should meet the required experience.
- c) the rates should be inclusive of all statutory obligations, taxes etc.
- d) the firm whose quotation is accepted shall be given 10 days to the provide required staff for checking the appropriateness of the candidate.

E. The payment to the employees will through banking channels and proof of the payment will be submitted to INDoS Cell/ Maritime Training Trust every month.

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

G. The tenderer 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.

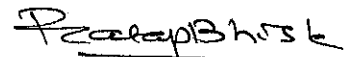
H. The quotations received will be opened on 28th January 2014 at 1700 hrs in the INDoS Cell, 3rd floor, Nau Bhavan, Ramji Bhai Kamani Marg, Ballard Estate, Mumbai – 400 001. The tenderer or his representative, if he so desires may be present at the time of opening the quotations.

I. The successful tenderer/firm will have to deposit Bank Guarantee an amount equivalent to one month's pay of contracted work as an interest-free 'Security Deposit'.

J. Within 5 days of approval of tender, tenderer has to provide the list of the candidates for interview to check their proficiency as stipulated.

K. The 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. Clarification if any, in the matter may please be obtained from the undersigned on telephone No. 22618043.

Yours faithfully,



(Pratap Bhosle)

Dy.Chief Surveyor

Head, INDoS Cell

DG Shipping, Mumbai.