



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

बिटा बिल्डिंग, 9वीं मंजिल/ Beta Building, 9th floor

आई थिंक टेक्नो कैंपस/ I-Think Techno Campus

कांजूर मार्ग (पूर्व)/Kanjur Marg (East)

मुंबई / MUMBAI-400 042

टेलीफोन: 022-25752040/1/2/3

फैक्स: 022-25752029/35

ई-मेल: [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in)

वेब साइट: [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

Tele: 022-25752040/1/2/3

Fax: 022-25752029/35

E-mail : [dgship-dgs@nic.in](mailto:dgship-dgs@nic.in)

Web: [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

F. No.45-Admn (1)/2015

Date: - 02.06.2015

**Subject: - Quotations for providing of services for engagement of contractual staff on various post viz. Office Assistant, Executive Assistant, Receptionist-cum-Data Entry Operator, etc. in the Directorate General of Shipping, Mumbai through outsourcing.**

Sealed quotations from leading service providers are invited for Office Assistant, Executive Assistant, Receptionist-cum-Data Entry Operator, for office of the Director General of Shipping, Mumbai, as under, initially for a period of 12 months which may be further extended.

**2. The scope of work is tabulated below-**

Name of the post	Category in terms of minimum wages	No. of Staff required	Qualification	Scope of work
Office Assistant.	Skilled	10-12	Should; <ol style="list-style-type: none"> <li>1. Be a Graduate</li> <li>2. Have Experience of minimum two years</li> <li>3. Be proficient in English.</li> <li>4. Have Good communication skills.</li> <li>5. Knowledge of Ms Word, Excel, Power Point presentation is must.</li> <li>6. Good typing skills</li> </ol> (Qualifications are relaxable in case of a retired Government employee)	Assisting the Officials in feeding of data, generation of statements, preparation of reports, processing of office files, maintenance/updating of registers/other record.

Office Assistant in Finance & Account	Skilled	1	Should possess; 1. A degree in commerce [Graduate or Post-Graduate] 2. Proficiency in English 3. Experience in accounting. 4. Knowledge of Ms Word, Excel, Power Point presentation is must. 5. Good typing skills. (Qualifications are relaxable in case of a retired Government employee)	Preparation of account statement, budgeting, preparation of financial reports, assisting the regular staff in processing of files.
Office Assistant ( legal)	Skilled	3	Should possess; 1. A degree in Law [Graduation or Post Graduation] 2. Proficiency in English with experience in legal drafting. 3. Knowledge of M.S. Word, Excel, Power point. 4. Good typing skills (Qualifications are relaxable in case of a retired Government employee)	Drafting of parawise comments, other legal documents, preparing of notes, reports, updating of records
Executive Assistant	Skilled	10-12	Should possess; 1. Educational qualification of 12 <sup>th</sup> standard 2. Proficiency in English. 3. Typing speed of 45 WPM. 4. Knowledge of MS Word, Excel, Power Point. 5. Stenography/shorthand 6. Minimum two years experience. (Qualifications are relaxable in case of a retired Government employee)	Dictation, typing and personal assistant to officers.
Receptionist cum data entry operator	Skilled	3	Should possess; 1. 12 <sup>th</sup> standard 2. Proficiency in English. 3. Good communication skills. 4. Good typing skills (Qualifications are relaxable in case of a retired Government employee)	Receptionist. /diarist/dispatch Attending of telephones. Making entry of the visitors.

### 3. Terms and Conditions-

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.
- No change in the rates would be allowed in event of the increase or decrease in the number of personnel to be deployed.

- c) 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.
- d) The contract shall be terminated at any time, in case, the services are not found satisfactory.
- e) 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.
- f) The successful bidder would have to, immediately on award of the contract, submit a Demand Draft of Rs 50,000/-, in favour of Directorate General of Shipping, which would be returned to the bidder, once he provides the requisite manpower. The successful bidder shall provide the requisite manpower within two weeks of the awarding of contract failing which the award can be cancelled and the said amount be forfeited. Such bidder would be black listed by the Directorate General of Shipping.
- g) The successful bidder will have to enter into an agreement with DGS on a non judicial stamp paper of `100/-.
- h) 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 DGS before deploying him/her.
- i) The payment to the employees will be through banking channels and proof of the payment will be submitted to Directorate every month.
- j) The service provider 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. The bidder would have to make the required payment of ESIC and PF (Both employees and employers contribution) and submit the proof every month. 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/s whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office.
- k) The security money shall liable to be forfeited or appropriated 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.
- l) In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Department besides annulment of the contract.
- m) Within 5 days of approval of tender, bidder has to provide the list of the candidates for interview to check their proficiency as stipulated.
- n) 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 including date of birth
  - iv) Character Certificate from Group 'A' or Class-I Officers of the Central/ State Government or Notary Public.

- o) 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 @ 200/- per day on the service-providing agency.
- p) 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.
- q) 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.
- r) The successful bidder will have to submit an interest free performance security deposit in form of Bank Guarantee valid for a period of fourteen months from the award of contract, of 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, the contractor should furnish an undertaking on a non-judicial Stamp Paper of 100/- that 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.

#### **5. Instruction to the Bidders-**

The interested eligible entities who accept the above terms and conditions may submit their quotation in two bids; namely Technical Bid and Financial bid. The quotation shall be submitted along-with a demand draft of ` 50,000/- in favour of 'Directorate General of Shipping, Mumbai' as an earnest money deposit. There would be a single EMD per bidder, irrespective of number of categories, it has bid for. The same will be returned to the bidders after successful completion of tender process.

#### **A) The Technical Bid must contain the following-**

1. Service provider should submit their profile in respect of providing staff to other organizations/companies etc along with their contact details.
2. A certificate/s of satisfactory performance of work (providing of manpower) from its previous clients which must include at least two such work orders from the previous organizations contributing to turnover, in the FY 2012-13 & 2013-14.
3. Provident Fund Registration A/c. No.
4. ESIC Certificate Registration No.
5. PAN No.
6. Service tax registration number
7. A names, address, contact number of the proprietor/partners/ shareholders of the bidding concern.

8. The bidder must have an annual turnover of rupees sixty lakhs or more for the financial years 2012-13 & 2013-14. The audit profit and loss account must be submitted along with the copy of Returns of Income for the AY 2013-14 and AY 2014-15.
9. The bidder must be registered with Labour Commissioner of Central Govt/ State Govt and must produce the registration certificate to that effect.
10. Demand Draft of Rs 50000/- as EMD

B) The Financial bid should be submitted in a separate, sealed envelope, failing which the bid would be treated as invalid. Financial bid must contain the 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 of employee & employer
- e. ESIC contribution of employee and employer
- f. Any other statutory liability.
- g. Bonus
- h. Agency charges
- i. Any other charges.
- j. Service tax at present rate.
- k. Amount paid in hand\*\*

**\*\*Keeping in view the provisions of Minimum Wages , the amount to be paid in hand to the employee after deducting the employee's contribution to PF and ESIC from such Basic and DA paid to him, should not be less than Rs.8014/-.**

6. The quotations may be sent by name to "Lt. Cdr. Ranjan Biswas, 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 'Office Assistant, Executive Assistant, Receptionist-cum-Data Entry Operator,' through outsourcing" latest by **17.00 Hrs, on 23.06.2015** . The Quotations received after the stipulated date/time shall not be entertained. The quotations received will be opened on 25.06.2015 at 1500 Hrs in the Directorate General of Shipping, 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.



[Lt. Cdr. Ranjan Biswas]  
Asstt. Director General of Shipping

To  
Computer Cell  
( for loading on web side)