



**Government of India
Ministry of Shipping
Seamen's Employment Office
Seamen's Welfare Office
Anchor Gate Building, 3rd Floor Rajaji Salai
Chennai 600 001**

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Fax: 044-25268550

FILE. No.3-SEO/CHN/TENDER

Date: 10 Aug 2015

LIMITED TENDER INQUIRY

To
(As per the list)

Sub:- QUOTATIONS FOR AWARD OF CONTRACT FOR PROVIDING MANPOWER TO WORK AS DATA ENTRY OPERATORS (EIGHT) AND UNSKILLED LABOUR (ONE) FOR THE SEAMEN'S EMPLOYMENT OFFICE & SEAMEN'S WELFARE OFFICE, CHENNAI FOR A PERIOD OF 12 MONTHS.

Sir/Madam,

Sealed quotations through two bid system are invited from experienced and reputed manpower supplying agencies for outsourcing of the services of **Eight Data Entry Operators and one Unskilled Labour** in the Seamen's Employment Office & Seamen's Welfare Office, Chennai. The number may be increased / decreased based on requirement. The initial period of contract would be 6 months, extendable by another 6 months on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority.

2. **DATA ENTRY OPERATOR** should be medically fit and 10+2 passed but preferably be a Graduate from a recognized university having good knowledge of MS Word, MS Access, Windows, MS Office, MS- Excel, MS Power Point, Internet, Email, Computer Networking etc. Age is in between 18 to 30 .The candidate should have typing speed of 30 WPM (minimum) in English. Higher

Secondary pass candidates having experience of working in Central Ministry/Department and possessing Certificate/Diploma in typing/computers may also be considered. **Preference may be given to persons having knowledge of shorthand.** Their duties would broadly include:-

- i) Entry of data/updating of data on the computer system.
- ii) Typing work etc.
- iii) Compilation of data for the preparation of weekly, monthly report etc.
- iv) Any other work related to these offices.

3. **UNSKILLED LABOUR** should be (minimum) 8th standard passed and knowledge of Tamil/English and medically fit to work. Age is in between 18 to 40. The duties would broadly include:-

- i) Handling of CDC registers.
- ii) Movement of files.
- iii) Dak movement.
- iv) Attending officers.
- v) Any other work related to these offices.

4. The terms and conditions are as follows:-

- i) The contractor/bidder should have previous experience of deploying/supplying Data Entry Operators & Unskilled Labours in the Government Departments in a time bound manner and the sealed quotations should be accompanied with necessary proof of execution of such order in the last two years.
- ii) The contractor/bidder should have valid service tax, PF, ESI, CST/VAT/TIN, TAN, trade tax registration, labour department registration and PAN which is to be quoted in the sealed quotation.
- iii) The contractor/bidder shall be required to provide Data Entry Operators & Unskilled Labour in the categories mentioned above.
- iv) The Data Entry Operators / Unskilled Labour shall be paid as per the prevailing wages prescribed by the Minimum Wages Act, of the Government of Tamilnadu /Government of India.
- v) The rates per month including all taxes for supply of Data Entry Operators/ Unskilled Labour shall be quoted separately by the bidders in their financial bid.
- vi) The amount quoted should be applicable for the entire period of contract and no request for enhancement will be entertained. However, in case the applicable wages/taxes/PF/ESI etc. are changed statutorily, effect of the same would be given by Seamen's Employment Office/Seamen's Welfare Office, Chennai-1.

- vii) The contractor/bidder shall be liable to pay the minimum rates of wages revised from time to time by the Govt. of Tamil Nadu/Govt. of India. The bills not accompanied with the copies of the orders issued by the Govt. of Tamil Nadu/Govt. of India regarding the revised rates shall not be entertained for payment.
- viii) Copy of necessary documents/certificates with respect to the eligibility of all Data Entry Operators/Unskilled labours shall be submitted before their deployment.
- ix) The relationship between the Customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai and the Contractor/Bidder would be that of the Customer and a Service Provider and none of the employees or agents of the contractor/bidder shall ever be treated or deemed to have been the employee of the Seamen's Employment Office & Seamen's Welfare Office, Chennai. The contractor/bidder shall explain this nature of relationship to all his employees or agents before deploying them for services to be rendered to the customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai. As a token of their agreement for such a relationship, a signed declaration by the employee/agent shall be obtained by the contractor/bidder from his employees and/or agents and be produced as and when called upon to do so by the customer/Seamen's Employment Office & Seamen's Welfare Office, Chennai.
- x) The contractor/bidder would be liable to ensure that all the statutory payments, like ESIC, PF, gratuity, minimum wages, bonus, insurance, medical etc. if applicable, are paid by him, in time as applicable to them under law. The evidence of compliance to this effect shall be submitted to the Customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai by the contractor/bidder every quarter along with the bill failing which payment of the bill may be withheld or stopped. The customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai will in no way be responsible for or associate itself with payment of any statutory liabilities or the salary paid or payable to the personnel engaged by the contractor/bidder.
- xi) The contractor/bidder shall be liable to submit along with bill the certified copies of bank passbooks reflecting therein entries of the wages paid to its employees in accordance with the Minimum Wages Act prescribed by Govt. of Tamilnadu/Govt. of India for Data Entry Operators and Unskilled Labours deployed in these offices from time to time. The bill not accompanied with the copies of passbook shall not be entertained for payment. Non-compliance to this effect may even lead to termination of services and agreement thereof.
- xii) The contractor/bidder shall specify the amount charged by it towards service charges and service tax.



- xiii) The contractor/bidder shall be duty bound to immediately replace any Data Entry Operator whose services are not found satisfactory by this Office/Department.
- xiv) The payment for the services provided shall be made on or before 15th of the following month on presentation of bill and after the satisfaction of this Office/Department.
- xv) The contractor/bidder should ensure that the salaries/wages are paid to the workers on 7th of every month without deduction of any other service charge of any kind.
- xvi) The deployment/supply of Data Entry Operators and Unskilled labour shall be completed within one week of placing the order. Time is of essence in this context and therefore, in case of any failure on the part of the successful bidder to deploy/supply eligible Data Entry Operators within the specified time a penalty @ Rs.250 per day may be levied if the Data Entry Operators and Unskilled labour are not deployed/supplied within two weeks of placing the order. This Office/Department shall have the power to cancel the order and call for fresh tender, at risk and cost of the supplier, without any further reference to the successful bidder.
- xvii) The contractor/bidder shall deploy minimum 8 Data Entry Operators and one Unskilled Labour from 9.30 AM to 6 PM for five days in a week except Saturday and Sunday for the services mentioned above. Immediate replacement shall be provided in case of absence of any worker.
- xviii) The payment will be made on the attendance of the persons and pro-rata deduction shall be made in absence of any person on any day.
- xix) In case so required, some/all workers can be asked to work on declared holidays/Saturdays/Sundays for which they will be paid the rates as per contract.
- xx) The Department reserves the right to increase or decrease the number of Data Entry Operators / Unskilled Labours to be deployed by the service provider as per the requirement of Seamen's Employment Office and Seamen's Welfare Office, Chennai.
- xxi) Proper uniform and identification card shall be provided by the contractor/bidder to the persons deployed as Data Entry Operators and Unskilled Labour. It must be ensured that the same are worn while at work and that I.D cards are displayed on person.
- xxii) The contractor/bidder shall ensure that workers deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.

- xxiii) The workers shall not use the information/data provided to them or handled by them in any unauthorized manner. If any instance of such unauthorized use comes to the notice of this Office/Department, the agency shall be liable for damages.
- xxiv) Any incidence of inappropriate behavior by any of the Data Entry Operators /Unskilled Labour or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if need be.
- xxv) The customer/Seamen's Employment Office & Seamen's Welfare Office, Chennai shall not be responsible, in any way, with regard to any injury, damage or mishap which may happen to any of the employees or agents of the contractor/bidder, during or after the duty hours in the premises of the customer/Seamen's Employment Office and Seamen's Welfare Office Chennai.
- xxvi) None of the employees of the contractor/bidder, deployed for any services to be rendered by the latter to the customer/Seamen's Employment Office & Seamen's Welfare Office, Chennai, shall have any right or claim against the customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai to absorption or job with the Seamen's Employment Office & Seamen's Welfare Office, Chennai on the basis of any such services rendered by him.
- xxvii) Any damage caused to any equipment/or article or item available at the premises of the customer/Seamen's Employment Office & Seamen's Welfare Office, Chennai due to negligence of the employees/agents of the contractor/bidder shall be on his account and he will be liable to make good the loss to the customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai. The amount involved, if any, may at the discretion of the Customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai shall be recovered/deducted from the payment due to the contractor/bidder.
- xxviii) The work of the contractor/bidder shall be reviewed every two months by the Committee recommending this contract.
- xxix) If/ on the basis of the report of the Committee, the Customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai finds that the contractor/bidder has failed to perform as specified in the contract, he may direct that a sum of Rs.500/- per day as damages for breach of contract may be recovered from the contractor/bidder.
- xxx) If the customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai either at his own or on report by the committee finds that the work/services rendered by the contractor/bidder are extremely/unsatisfactory, he may, without any notice to the contractor/bidder, terminate the contract forthwith. The letter communicating such termination of the contract shall be

served on the contractor/bidder in person or by registered post at the address mentioned in this contract or on the last known address.

- xxxi) Without prejudice to the right of the customer/ Seamen's Employment Office & Seamen's Welfare Office, Chennai for termination of the contract as mentioned in the preceding paragraph, this contract may be terminated by either party by giving one month's written notice to the other party.
- xxxii) In case of any dispute the decision of this Seamen's Employment Office & Seamen's Welfare Office, Chennai shall be final.
- xxxiii) The contracts/bidders are required to submit two bids in separate envelope duly sealed i.e. technical bid and financial bid in the prescribed formats i.e. Annexure-I and Annexure-II respectively indicating as such on each envelope. Both the bids should then be submitted in a single sealed cover duly **marked as "Tender for Data Entry Operators & Unskilled Labour"** addressed to the undersigned at 3rd Floor Anchor Gate Building, Rajaji Salai, Chennai-1 by **1200 Hours on 31 August 2015. Tender Box will be available at reception hall of Seamen's Employment Office & Seamen's Welfare Office, Chennai for dropping the said sealed envelope up to 1200 hours on 31 August 2015. No bid shall be accepted after 1200 hours as the tender box will be removed from the reception hall immediately after 1200 hours on 31 August 2015. Bids if any received by post after 1200 hours on 31 August shall also not be entertained. The technical bids shall be opened at 1430 hours on the same day followed by the opening of financial bids at 1500 hrs only of those, who fulfill the requirements of the technical bid documents in Seamen's Employment Office & Seamen's Welfare Office, Chennai in the presence of interested bidders, who may wish to be present.**
- xxxiv) All the rates must be written both in figures and in words. Corrections if any are to be made by crossing out, initialing, dating and re-writing. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
- xxxv) Rates/quotations should be signed by the Tenderer with its current business address and PAN.
- xxxvi) The Tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.
- xxxvii) Financial bids of only those bidders, which are technically qualified, will be opened thereafter in the presence of interested bidders, who may wish to be present.

- xxxviii) The bidder will have to submit EMD of 4 (four) per cent of estimated value of contract by the prospective bidders in the form of account payee Demand Draft or Banker's Cheque or Bank Guarantee from a Commercial Bank drawn in favour of the Director, Seamen's Employment Office, Chennai-1 along with the technical bid. The earnest money shall bear no interest. Quotation received without the requisite EMD will summarily be rejected.
- xxxix) The successful bidder shall submit a performance security equal to 4 (four) per cent of the total value of contract in the form of an Account Payee demand Draft or Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank which should be drawn in favour of the Director, Seamen's Employment Office, and Chennai payable at Chennai. The performance security shall remain valid for a period of sixty days (60) beyond the date of completion of all contractual obligations of the firm.
- xl) In case the lowest bidder backs out after he is selected for the award of contract, in addition to forfeiture of their EMD, the firm will also be blacklisted from participating in the tender process of Central Government Ministries.
- xli) The bid documents can be obtained personally from the undersigned at 3rd floor, Anchor Gate Building, Rajaji Salai, Chennai-1


(T.K. Krishna Kumar)
Deputy Director
Chennai

Copy to:-

- i) As per circulation list enclosed.
- ii) The Principal Officer, MMD, Chennai.
- iii) The Director General of Shipping, Mumbai (DDG e-governance, with a request to up load the above said Tender enquiry on the Directorate's website for wider circulation.
- iv) Notice Board for wider public circulation (MMD/SWO/SEO/SMO/Club etc.

BIDDER'S PARTICULARS
TECHNICAL BID DOCUMENT
(Data Entry Operator & Unskilled Labour)

1. Name of the Bidder _____
2. Full address of the Bidder _____
3. Name of the Authorized Signatory _____
4. Name & Address of the Officer to whom all references shall be made regarding this tender.
 - (a) Telephone _____
 - (b) Fax No _____
 - (c) E-mail _____
 - (d) Mobile _____
5. Contact person (a) Telephone: _____
 (b) Mobile No. _____
 (c) E-mail ID _____
6. Background and experience for last two years in providing services of Data Entry Operators and Unskilled Labour (with evidence containing full particular) with full particulars
7. Client list
8. Financial status i.e. evidence of filling of IT returns alongwith final accounts for the FY s 2011-12, 2012-13 and 2013-14:
9. Service Tax Registration No. with evidence
10. CST/VAT/TIN No. with evidence
11. Trade Tax Registration No.
12. PAN Number with evidence
13. Labour Department Registration No. with evidence
14. PF Registration No with evidence

15. ESI Registration No. with evidence.

16. Specify the educational qualifications and work experience of every person to be deployed.

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Seamen's Employment Office & Seamen's Welfare Office, Chennai /Department in future.

Signature of authorized signatory :

Name :

Designation :

Phone/Mobile No: :

Email ID :

Date :

(COMPANY SEAL)

FINANCIAL BID DOCUMENT

(For Data Entry Operators and Unskilled Labour)

1. Name of the party:
2. Address (with Tele No./Fax No./Email/Mob No.):
3. Name & Address of the Proprietor/All Partners/All Directors (with mobile numbers):
4. Particulars of Bid Per Data Entry Operator

S.No	Particulars	Amount (Rs.)			
1.	Wages				
2.	PF Contribution				
3.	ESI Contribution				
	Total				
4.	Service Charges				

5.	Service Tax				
	Grand Total				

Note:- All the statutory charges or otherwise borne should be given separately.

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case, any deviation is found in the above statement at any stage. I/we will be blacklisted and will not have any dealing with the Department in future.

Signature of authorized signatory :

Name :

Designation :

Phone/Mobile No: :

Email ID :

Date :

(COMPANY SEAL)

M/s. ABC Consultants Pvt Ltd
 No.5 Warren Road Mylapore
 Chennai 600 004.
 Tel: 24994411
 Email: Chennai@abcconsultants.net

M/s.Accord Group(India) P.Ltd
 No.5, Warren Road,
 Mylapore,
 Chennai-600004.
 Tel: 24994411
 Email: gokul.venkatachalam@accordindia.net

Associated Recruitment & Management
 Services Pvt. Ltd. (ISO 9901 Certified)
 Guru Mansion, Old No. 123 /1
 New No. 317, TTK Road Alwarpet,
 Chennai-600018
 Tel: 98407-09671 to 75,
 Email: Chennai@armsindia.net

Avtar Career Creators
 GF-C, Alamar Court,
 271, Lloyds Road,
 Royapettah,
 Chennai-600014
 Tel: 28131892 /3 /4
 Email: avtarcc@vsnl.net

Mona Global Agencies
 MECO House, 3rd Floor,
 47, Anna salai, next to Devi Theatre,
 Chennai-600002.
 Tel: 52075383, 28419654
 Email: monaglobal@vsnl.net

Career Transition Management Consultants
 New No.55(Old No.22), Ali Tower, C-2,
 (2nd Floor), Grems Road,
 Thousand Lights (opp.MRF)
 Chennai-600006.
 Tel: 28294704, 28290914
 Email: jobsmail@vsnl.com

Catalyst India

No. 334, 6th floor, Fountain Plaza,
Pantheon Road, Egmore,
Chennai-600008.

Tel: 52144555, 52147827.

Email: catalystindia@vsnl.com

Continental Mercantile Corp (Inc)

208, Cauveri Complex, 2nd floor,
Near Hotel Ganapath,z
96, Nungambakkam high School,
Chennai- 600034.

Tel: 28229294, 28214455

Email: cmcmds@md3@vsnl.net.in

Datamatics Staffing Services

101/1, Kanakasri Nagar
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Chennai- 600086.

Tel: 28110958 / 67/70

Email: dsschen@vsnl.com