

No. 04/2015

Government Shipping office,

Nav Bhavan, 10, R.K. Marg,

Ballard Estate,

Mumbai-400 001.

Limited Tender Enquiry No.04/2015

Limited Tender Enquiry Documents for:

Empanelment of bidder

For contract of services for CDC processing work,

On behalf of Shipping Master,

Government of Shipping Office, Mumbai

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#### **SECTION- A: - LIMITED TENDER NOTICE**

1. Shipping Master, Mumbai on behalf of the President of India, invites sealed quotations valid for 90 days from the date of opening of the quotations from Indian companies only, for the supply of manpower for contract of services for CDC processing work. The selected agency shall be empanelled initially for a period of three year, which can be extended for a further period of one year through mutual consent.
2. The scope of the work includes supply of manpower as per specification provided at Annexure-D, at Government Shipping Office located in Mumbai.
3. The limited tender document can be downloaded from DG Shipping's website [www.dgshipping.gov.in](http://www.dgshipping.gov.in). However, the completed bids are to be submitted at Shipping Master, Mumbai Office i.e. Government Shipping Office, Nou Bhawan, 10 Ramjibhai Kamani Marg, Ballard Estate, Mumbai- 400 001 in a sealed cover on or before 1500 hours on 21/09/2015. The tender will open the same date on 1600 hours.

SCOPE OF WORK

1. The Continuous Discharge Certificate cum Seamen's identity Documents of seafarers which contains personal particulars of the seafarers and it is issued by the Shipping Master.
2. The issuance of Continuous Discharge Certificate is a statutory work under the Merchant Shipping Act, 1958.
3. It has been decided that the said work of collection of demographic details of the seafarers is to be done through outsourcing.
4. As per process of CDC issuance system, the demographic details of the seafarers received online in the office to be processed & after checking with that of hard copy of application further to be transmitted to the authorized person of the Shipping Master Office. The work also includes assistance in printing & dispatch work.
5. The agency outsourced for this purpose to perform the work in a safe and secure manner and take restrictions and ensure for data protection and that no data and photographs are exchanged and shall also adhere to the privacy standard.

**Annexure-B**

**Details of the Work to be Performed by the Contractor**

1. To check and tally data received in the hard form with that hard form with that of received on-line, pertaining to Continuous Discharge Certificate(CDC) application form .
2. To transmit data electronically to the next authorized person as an internal process and internal to receive back.
3. To prepare letters and to send for dispatch.
4. To deliver the CDC booklets after authentication by the authorized signatory, to the dispatch section or to the authorized persons of the maritime Training Institute and obtain acknowledgement date within the office, under the supervision of the authorized person of the office.
5. Quantity of the above work is to handle 20,000 such application of CDCs which is spread out in a full calendar year, which is expected to be smoothly handled by at least nine persons.
6. Any other work which is ordered to them like preparing list of old records for the purpose of weeding out of the same and likewise.
7. The entire work is to be performed by the Contractor within the premises of the Department and within the working hours and days.

Facilities and in-puts which will be provided to the Contractor by the Department

1. The infrastructure such as space to perform the work within this office premises, equipments such as computers/printers on-line facility, material such as paper and stationary shall be provided by the Department.
2. The data and check-list to perform the work by the Contractor shall be provided by the Department.

Eligibility and Qualification Criteria to be met by the Contractor for performing the required work

The persons of the contractor/agency who would perform the work should have the qualification and experience as under:-

- a. Age Limit : 18 to 30 years
- b. Educational Qualifications : Graduate in any Discipline from a recognized University/Institute.
- c. Adequate knowledge in computer handling and applications done from a recognized University/Institute.
- d. Working Experience in related field will be preferred.
- e. Knowledge of Marathi language along with proficiency in English and Hindi.

Statutory and Contractual Obligations to be complied with by the Contractor

1. The related work pertains to issuance of CDCs which is a statutory work required to be done in a time-bound manner. As such, secrecy and confidentiality of the work is very much required to be adhered to strictly.
2. The Contractor/Agency is required to ensure, prior to placement of persons their faithfulness, reliability and integrity and identity duly verified from the proper authority.
3. The work quantified is purely contractual in nature which is to be performed in the given time period.
4. The payment of the work performed by the Contractor's persons shall be made to the Contractor in 12 (twelve) monthly installments which will be payable after completion of the Calendar month for each month.
5. In the event of absence of any person of the contractor on a particular day, replacement forthwith shall be made by the Contractor, on receipt of intimation to that effect from this Department.
6. The Department reserves the right to send back any person and ask for replacement at any point of time, if the performance of any of the persons of the Contractor is found unsatisfactory Or he/ she is found to be of doubtful integrity.
7. The office of Shipping Master/Department reserves the right to terminate the Contract at any Point of time without assigning any reason therefore.
8. The contractor shall have to deposit an amount of Rs, 500/- as tender document fee in the form of demand draft in favour of Shipping Master, Mumbai, payable at Mumbai, with the Department along with their Bid.

9. If any of the contractor people does any misconduct or any unlawful act, he/She shall be prosecuted as per the law.
10. The successful bidder shall have to deposit an amount to 5% of the total contract value as 'Earnest Money Deposit'(EMD) which will be converted as 'Security Deposit' of the successful bidder, which will be remain throughout the currency of the contract.
11. It shall be obligation of the contractor to perform the work and complete it in the manner explained. In the event of any failure on the part of the contractor in providing services as per the agreed terms and conditions, the amount of 'Earnest Money' shall be forfeited.
12. The Contractor/Agency shall ensure themselves their obligation for compliance as per the law of the land in respect of provident fund etc. for the person deployed by them.
13. The contractor/Agency shall ensure the minimum wages as per order No. 1/3(3)/2015-LS-II dated 30/03/2015 issued by Govt.of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) New Delhi.

EMPANELMENT FOR SUPPLY OF MANPOWER FOR CONTRACT OF SERVICES FOR CDC

PROCESSING WORK

1) Name of Company :

2) Address :

3) Price

Sl. No.	Activity	Rate (In Rs.)

4) The rate shall comprise complete activities detailed in deliverable section.

5) All taxes / Govt. levies etc. should be quoted separately.

Date:

Signature (with seal)

Place:

Name