



सत्यमेव जयते

भारत सरकार/ GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय/ MINISTRY OF SHIPPING

नौवहन महानिदेशालय/ DIRECTORATE GENERAL OF SHIPPING

टेलीफोन 3/2/1/25752040-022 :

फैक्स 35/25752029-022 :

ई-मेल: dgship-dgs@nic.inवेब साइट: www.dgshipping.gov.in

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

आई थिंक टेक्नो कैंपस /I-Think Techno Campus

कांजूर मार्ग पूर्व/(Kanjur Marg (East)

मुंबई / MUMBAI-400 042

Tele: 022-25752040/1/2/3

Fax: 022-25752029/35

E-mail : dgship-dgs@nic.in Web:www.dgshipping.gov.in

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

Date: - 11.01.2018

Subject: - **Tender Notice for grant of contract for carrying out various office work in the Directorate General of Shipping, Mumbai.**

Sealed quotations are invited for various work such as administrative, clerical, data entry, and personal assistants, etc as detailed in enclosed **Annexure-1**. The contract will be initially for a period of 12 months which can be extended at the same terms and conditions, further for 24 months, at the discretion of this Directorate.

2. The scope of work-

To carry out the work as described in **Annexure-1** by deputing adequate personnel. The quality of work should be to the satisfaction of the Directorate.

The approximate workstations will be around **14**, and the persons manning them would require to be changed as per the directions of this office. For functioning the said workstations, the stationery and equipment will be supplied by this office.

The persons deployed shall have a common dress code as per the directions of the Director General of Shipping.

3. Terms and Conditions-

- a) The work described at **Annexure-1** shall be completed by deputing the personnel having requisite qualification, as given below :

- I. A Graduate
- II. Proficiency in English and good communication skills.
- III. Knowledge of Ms Word, Excel, Power Point presentation, etc.

IV. Good typing skills

- b) The work will be awarded to lowest of the eligible bidder.
- c) No change in the rates would be allowed in the event of the increase in the number of personnel deployed.
- d) All the taxes would be borne by the service provider. Any increase or decrease in the statutory charges will be adjusted by the Directorate except the direct tax liabilities.
- e) The contract shall be terminated by the Directorate at any time, in case, the services are not found satisfactory.
- f) 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.
- g) The successful bidder shall start the work **within one week** of the acceptance of award of contract failing which the award can be cancelled and the EMD be forfeited. Such bidder would be black listed by the Directorate General of Shipping.
- h) The successful bidder will have to enter into an agreement with DGS on a non judicial stamp paper of Rs. 100/-.
- i) The service provider shall comply with the prevailing minimum wages as prescribed by the State Government and maintain the proper statutory payment account and submit an Undertaking in the matter to the Directorate. The details of such accounts be submitted, whenever asked by the Directorate.
- j) The Performance security deposit 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 besides annulment of the contract
- k) The contracting Company/Firm/Agency shall furnish the list of contract staff who will be deployed by it in this Directorate before the commencement of work.
- l) The selected agency shall immediately provide a substitute in the event of any person leaving the work due to his/her personal reasons, indiscipline, subordination or any other reason, or in the event of any person found unfit for the reasons of incompetence, unethical

behavior. 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.

- m) In case of termination of this contract on its expiry or otherwise, the personnel 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.
- n) 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.
- o) The successful bidder will have to submit an interest free performance security deposit in form of Bank Guarantee valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor, for the amount equivalent to 10% of the annual value of the contract as an interest-free 'Performance 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 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 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 Performance Security Deposit of the contractor shall stand forfeited either in part or full at the sole discretion of the Directorate.

4. Instruction to the Bidders-

Two Bid System : This is a Two Bid System Tender. The interested eligible entities who accept the above terms and conditions may submit their quotation on Central Public Procurement Portal i.e www.eprocure.gov.in .

The quotation shall be submitted on e-procure portal, however a demand draft of **Rs. 70,000/- in favour of 'Directorate General of Shipping, Mumbai' as an earnest money deposit [EMD]**, Shall be submitted physically to the office of the Director General of Shipping, 9th floor, BETA building, I-Think Techno Campus, Kanjurmarg [East], Mumbai -400072 before the last date

of submission of the bid . 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 similar work from its previous clients which must include at least two such work orders from the previous organizations contributing to turnover, in the FY 2015-16 & 2016-17
3. Provident Fund Registration A/c. No.
4. ESIC Certificate Registration No.
5. PAN No.
6. GST 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 each of financial years 2015-16 & 2016-17. The audit profit and loss account must be submitted along with the copy of Returns of Income for the AY 2015-16 and AY 2016-17.
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 70,000/- as EMD**, to be submitted physically in the Directorate General of Shipping, Kanjurmarg [East], Mumbai before the last date of submission of the quotation and a scanned copy of the same to be submitted online alongwith technical bid.

B) The Financial bid

- a. Financial bid must be submitted as per specimen in **Annexure-II**
- b. The wages to be paid to the personnel should be as per Rules and prevailing minimum wages as published by either Government of India or Government of Maharashtra, from time to time, as applicable.

c. In case only one bidder is found technically eligible, no financial bid will be opened for lack of competition.

d. From the bidders found technically eligible, if it is found that the bidders possess the same address or the responsible person of the bidding organization found to be the same or the responsible persons are found to be in relation with each other, then no financial bid of such bidders will be opened.

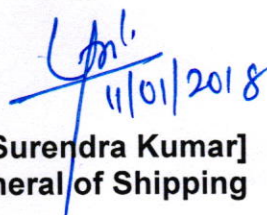
e. The tender will be awarded to the firm which meets the eligibility criteria and quotes the lowest rate.

5. The bidders may submit their bids on www.eprocure.gov.in portal latest by 1700 hrs on 29th January ,2018.

6. The Technical bids will be opened on 31st January, 2018 at 1100 hrs.

7. The date for opening of Financial bids will be declared after evaluation of the technical bids on e-procure portal.

8. For any query, Shri Surendra Kumar, Assistant Director General of Shipping [Administration] may be contracted on email, surendra-dgs@nic.in or admn-dgs@nic.in or on phone No.022-25752026 or 022-25752053.


[Surendra Kumar]
Asstt. Director General of Shipping

DISCRIPTION OF THE WORK

Sr.No.	Branch /Section of the Directorates	Nature and quantum of work to be done
1.	Administration Branch	<ul style="list-style-type: none"> • Assisting the Officials in maintaining of various data, generation of statements, preparation of reports, processing of office files, maintenance/updating of registers/other record • Typing work, • Maintaining the bill register • Diarizing the branch dak • Looking after the branch's stationery requirement • Sending e-mails, checking the received e-mails. • Scanning of the documents of administration branch as well as of other branches. • Typing the Hindi notes, letters, etc., II. • Duties of the Receptionist - attending the visitors in the reception counter and attending the telephone calls III. • Data entries regarding dak/receipts received in the Directorate IV • Entries of the dispatched letters in the computer
2.	Personnel Branch	<ul style="list-style-type: none"> • Diarizing of letters in Computer [around 30-40 per day] • Files movements of approx. 40 files & updating registers. • Requisition for stationary items once in month • Data entries for statement/letters maintaining record • Hindi office orders/circulars etc.. • Diarizing of letters, Record keeping
3.	Personal Assistants to Senior Officers (2)	<ul style="list-style-type: none"> • Movement of Files • Receiving & booking of telephone calls • Taking typing letters • Air ticket booking for undertaking tours of the officers • Booking /Cancellation air tickets for the officer tours/Journey • Making TA bills • Arranging stationery items & maintain records • Any other work assigned by the officers.
4.	Coordination Branch	<ul style="list-style-type: none"> • Diary of letters • Recording of File movement • Dispatch work of the branch • Typing of Letters/Statements

5.	Merchant Shipping Law Branch	<ul style="list-style-type: none"> • Diary & movement of file pertaining to MSL Br. as well as other branches. • English Typing/Corrections. • Preparing of Meeting materials/folder/setting. • Comparing of data received from Ministry. • File indexing • Hindi quarterly progress Report. • Maintaining Guard Files. • Maintaining Record of MSL Branch • Dispatching of letters • Assignment of any work by DDG/DDG(I/C)-MSL from time to time etc.
6.	Personal Assistant to Dy. Director General of Shipping [Vigilance Branch]	<ul style="list-style-type: none"> • Writing dictation in shorthand, transcribing the same and typing letters. • Preparing PPT as an when directed by the DDG (Vig.). • Receiving telephone calls & taking messages for DDG. • Maintain files, documents etc. & updating registers. • Booking/ cancelling air tickets for the officer tours/journey. • Preparing TA bills for the journey performed by the DDG keeping track of the payments. • Tracking of Invoice received from Ashok Travels and Tours for the officer tour and ensure payment. • h) Maintaining the personal file of the DDG including important papers. • Arranging stationery items & maintain records.
7.	Finance and Accounts Branch	<ul style="list-style-type: none"> • Preparation of Challan/bills • Preparation of Contingency bills • Generating bills in PFMS/Comp. DDO • Generation of daily/monthly expenditure statements from PFMS • Cheque entry in register • Diary/Dispatch work of the branch • Typing of letters/statements in MS word /Exel. • Any other work assigned by EO/ADG/DDG.
8.	Naval Architect Branch [Secretarial work of 2 Senior officers.]	<ul style="list-style-type: none"> • Taking dictation in shorthand, transcribing the same and typing of letters as & when required. • Management of appointments and reminding the officers. • Receiving and bookings of telephone calls. • Drafting of notices for meetings, preparing folders for the meeting, letters etc. • Maintenance of files, documents etc. & updating registers. • Ordering stationary items & maintaining records. • Booking of tickets during tours, prepare TA bills, etc. • Any other work as assigned by the officer.

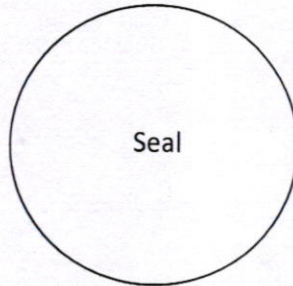
9.	Coastal Branch	<ul style="list-style-type: none"> Update the records relating to Coastal Shipping Statistics data's for day to day basis
10	Nautical Training Branch	<p>Administrative work of the branch :</p> <ul style="list-style-type: none"> Opening of the new files on various subjects Receipt of all dak-letters, covers, court-summons etc. and sending to the concerned officers in the dak-pad for perusal after receipt from the NA to the GOI. Entry of the said dak letters into the dak register in sequence, to the concerned officials in the Nautical Wing Sending the said letters / dak to the concerned official as per the letters marked by the officers File Movement from dealing assistants to the concerned officers duly marking with number and date in sequence and after receipt of the said files from the officers, again marking the said file to the concerned official or the officer concerned As and when directed by an officer / official, getting the documents Zeroxed , Scanned, faxed and returning the original ones to the concerned official / officer Issuance of letters for dispatch as directed in the Wing by the officials / officers Issuance of files and other documents to other branches in the Directorate as and when directed to be sent to through peon book and obtaining due signature from them Receiving the files and other documents from other branches of the Directorate Typing drafts / letters in Hindi as directed The receipt and depositing of the demand drafts to F&A Branch, received from the companies on various subjects <p>Medical, Insurance, Oil Pollution section :</p> <ul style="list-style-type: none"> Maintaining List of Approved Medical Examiners, Maintaining List of Medical Practitioner whose medical council registration pending receipt. Updation of list approved Medical Examiner in DGS website on the monthly basis through computer cell. Taking receipt on files of Medical Examiners on the basis of Appendix -III received from Maritime Training Institute (MTI) as per MS Notice No1 o2015 dated 16.1.2015. Preparation of approval letters of Medical Examiner for seafarers issue thereof. Preparation of Extension of approval letter beyond the age of 65 years. Maintaining more than 450 files of Medical Examiners of

		<p>Seafarers.</p> <ul style="list-style-type: none"> • As and when directed by an officer/official, getting the documents photo copies, scanned, faxed and returning the original ones to the concerned officials/officer. • Issuance of letters for dispatch as directed in the Wing by the officials/officers & docket in relevant files or records. • Assisting Officers & Officials in conduct of the Committee meetings for recommendations of P & I Club/companies under MS Port Entry Rules, 2012 meeting. • Maintaining records, correspondence, as per the record note of discussions of the meetings. • Issuance of letters for dispatch as directed in the Wing by the officials/officers & docket in relevant files or records. • Maintaining records, correspondence, as per the record note of discussions of the meetings related to Insurance & Liability • Typing drafts/letters as directed by the Officials & Officers
11	Secretarial work of Nautical Advisor to the Govt. of India	<ul style="list-style-type: none"> • Preparation of every-days deck oral examination. First of all giving forms to concerned officer. Taking attendance of all Candidates everyday. Call for external examiner's, disposal of oral forms to DY.NA(JK) & (RM) and all other Nautical Surveyors. Making entry into their respective registers, preparation of their oral forms to external examiners and collecting after the oral exam and handover to the respective officers of internal examiners. • Making entry into our Oral register after completing the oral exams, collecting and forwarding all forms to MMD, Mumbai & MMD, Noida, duly updated in our registers marked as Pass or Fail, signed by the internal examiners & external examiners. Preparation of next day's oral examinations registers-2 Nos. Preparation of everyday forms to be forwarded to MMD, Mumbai through their representatives and speed post to MMD, Noida. • Preparation of inward letters received from various MMD offices, Shipping Companies, other allied offices to NA(I/c) including routing letters addressed to DGS from different subjects received through inward (DAK) invoice register daily. • After receiving the DAK's from NA(I/c), all letters forwarded to the concerned officers subject duly entered in to the Computer by the data entry operator, for day-to-day action. • Attending telephone call, check-up e-mails daily, sending faxes to MoS and all other MMD's as and when required. • Booking air tickets, distribution of various invoices received from Ashok travel, preparation of nautical officers

		<p>TA bill, keeping all records of TA bills in order. Maintaining day-to-day filing, preparation of all meeting schedules, oral related forwarding letters to MMD, Mumbai and Noida.</p> <ul style="list-style-type: none"> • Preparation of inward/outward file movement registers, maintaining attendance registers of Engineering & Nautical Section, collection of oral forms receiving from MMD, Mumbai & Noida in every week. • Taking dictation in shorthand and translating the same as and when required, typing draft letters related to correspondences to Ministry and Shipping companies related to NT Wing. • Indenting stationery items and maintaining records for official use of officers officials of the NT Wing.
--	--	--

ANNEXURE-II**FINANCIAL BID**

Sr.No.	Particulars	Amount in Rupees
1.	Monthly cost of work contract including service charges and other expenditure, if any.	Rs.
2.	GST	Rs.
	Total monthly cost	Rs.
	Total annual cost	



 Name & Signature of the bidder