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केंद्रीय विद्यालय के सामने/Opp. Central school
पारादीप/Paradip, ओडिसा/Odisha-754142

भारत सरकार/GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय/MINISTRY OF SHIPPING
समूद्री वाणिज्य विभाग/MERCANTILE MARINE DEPARTMENT
पारादीप/PARADIP
कोलकाता जिला/KOLKATA DISTRICT

Subject :- Sealed quotations are invited for deployment of 1 no. Data entry operator and 4 nos. gardener cum gate watch Personnel for Mercantile Marine Department, Paradip.

The Mercantile Marine Department, Paradip hereby invites quotations for the work of "Up-Keeping of office building, canteen maintenance & maintenance of garden of Mercantile Marine Department, Paradip and for uploading the data in the computer" for a period of three years extendable on annual basis.

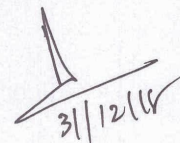
The facilities & the inputs provided by the department to contractor are, free water for plantation, rest house for changing the uniform, provision for keeping the tools, free power supply for usage of tools. The area of work for maintenance is office building exterior and interior cleaning, general up-keeping of the garden of Mercantile Marine Department campus & maintaining office canteen etc and **conditions of contract** are elaborated at **annexure-I**.

For the work elaborated in annexure - I, the contractor will deploy minimum five (05) personnel. The contractor will have to provide the services strictly as elaborated in annexure-I. The contractor should intimate the group of people whom he is willing to deploy within the campus with their Identity card & Aadhar card. The contract shall be terminated at any time, in case, the services are not found satisfactory. Our work order will be for five persons payment only on monthly basis(26days/month) on satisfactory performance of the work.

Instruction to bidders:

1. The bidders may quote consolidated rates for the period of **one year**.
2. The Technical bid and the financial bid must be submitted in two separate sealed envelopes, and should be placed in a bigger envelop with the words, "**Quotation for deployment of 4 nos. Multi Task Staff & 1no. D.E.O.**" failing which the bid stand disqualify.

The **Technical bid** should be accompanied with the following,


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- (a) Certificate of Registration with Regional labour Commissioner ,Jagatsinghpur, ODISHA.
- (b) Provident Fund Registration A/c. Number.
- (c) ESIC Certificate Registration Number.
- (d) A copy of PAN Number.
- (e) Details of ownership of the company/firm/ proprietorship.
- (f) Goods & Service tax registration.

Incase Provident Fund Registration & ESIC Certificates are not available, the contractor should submit the same within 3months of allocation of work order and the same should give an affidavit on Rs100/- Non Judicial Stamp Paper, failing will terminates the contract.

3. The Financial bid:

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 in compliance with the minimum wages prescribed, by the Ministry of Labour & Employment, Gol from time to time and material charges etc, as per specimen in **Annexure-II (2 pages)**.

4. The contractor furnishing an undertaking on a non-judicial Stamp Paper of Rs.10/- that the he has settled all statutory dues of his workers. In case of unsettled payments / claims, if any, the contractor will indemnify the SIC 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.

5. The successful bidder will have to enter into an agreement with MMD, Paradip on a non judicial stamp paper of Rs.100/-.

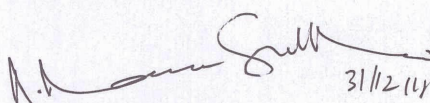
6. The successful bidder would submit an undertaking that he will not deploy personnel below 18 years of age.

7. The parties interested to undertake the contract may submit a sealed quotation to the office with **"Quotation for deployment of 4 nos. Multi Task Staff & 1no. D.E.O."** on the envelope, addressed to the undersigned, so as to reach the same to this office on or before **31.01.2019**. The indenting bidders can inspect the premises before submitting the bids. The quotation received


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after the date shall not be accepted. The bids will be opened on 15.02.2019 at 1500 hrs. in the office of the SIC, MMD, Paradip. The financial bid of only those firms will be opened which meets the eligibility conditions in technical bids. The tender will be awarded to the firm which meets the eligibility criteria and quotes the lowest rate satisfying the Govt. wage norms.

8. The interested firms who have submitted quotations may present themselves or through their authorized representative at the time of opening of quotations, if so desired. Over writing must be avoided and if done should be countersigned by the authorized person.


(R R SUBBARAO)

Surveyor In-Charge

Mercantile Marine Department,
Paradip

Distribution:

1. Notice Board- Mercantile Marine Department, Paradip
2. Notice Board- Paradip Port Trust, Paradip
3. Notice Board – Coast Guard, Paradip
4. Notice Board – Customs Office, Paradip
5. DGS website.

Annexure-I

The terms and conditions of contract :

The company has to provide **1no. data entry operator and 4[Four] Multi Task Personnel (Gate look out cum gardener) to MMD, Paradip.** The work to be carried out as per the following **Schedule of requirements**, as under:

(A) Daily Work: (for multi task personnel)

1. Up keeping of garden, lobby and outside building.
2. Regularly Plantation & removing unwanted growth plants.
3. Keeping compound wall door watch.
4. Cutting & keeping plantation in good look
5. Maintaining the compound walls inside & outside area.
6. Maintaining the plantation & cleaning the outside the compound wall gate area
7. Regularly watering of the plants.
8. Cleaning the complete premises with water once in a week.
9. Cleaning all the floors/rooms of the office building every day.
10. Cleaning of unoccupied quarters once in a week.
11. During the working days and office hours canteen to be maintained for the provision of tea/coffee to office staff and visitors.

(B) For D.E.O.:

Job as assigned by S.I.C. from time to time

(C) Penalty Clause: In case of non-compliance of the terms and conditions of contract, a penalty may be levied by SIC. The penalty for some of the defaults is as under. Any delay in attending to the duties without any justifiable cause would lead to deduction of proportionate service charges.

Sr. No	Name of Default	Penalty Rs.
01	Late Reporting	75% of proportionate contract charges per day
02	Non-reporting	150% of proportionate contract charges per day
03	Poor Maintenance of office premises	Rs. 5000/- per month


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04	Refusal of duties	100% of proportionate contract charges per day
05	Change of personnel without permissions	Rs.200/- per instance
06	Premises kept unclean	50% of proportionate contract charges per day
07	Non observation of dress code	Rs. 100/- per instance

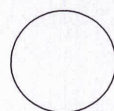
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Annexure-II (page1)

Date : _____

PRICE SCHEDULE /BID

Sr. No.	Category	Cost per month per person	Total manpower required	Total cost per month	Total cost per annum
1.	Safaiwala-cum-Gardener-watch ward				
2	Data Entry Operator				
3.	Cost of cleaning material	--	--		
Total					
GST tax					
Grant total					

This is to certify that the above wages are in compliance with the minimum wages prescribed by the Ministry of Labour & Employment, Govt from time to time.



[Name, Signature and seal of the proprietor]

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Annexure-II (page 2)

Name of category:

<u>Elements of Pay</u>	<u>Name of category</u>
BASIC including VDA	
Other allowances	
TOTAL BASIC + ALLOWANCES (A)	
<u>DEDUCTIONS</u>	
PROVIDENT FUND- @ 12% on Basic +DA	
ESIC @ 1.75%	
Any other deduction[s]	
Professional Tax	
TOTAL DEDUCTIONS (B)	
TAKE HOME PAY (A-B)	
<u>CONTRIBUTIONS OF EMPLOYERS</u>	
PROVIDENT FUND @ 13.36% on Basic + DA	
ESIC @ 4.75% (on total salary except washing)	
Bonus	
Any other contribution[s]	
TOTAL CONTRIBUTION (C)	
TOTAL (A+C)	
Service Charge	
Total	
GST as applicable	
Grand Total	

Name , signature & Seal of the proprietor


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