



सत्यमेव जयते

भारत सरकार/ Government of India

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय/MINISTRY OF PORTS, SHIPPING AND WATERWAYS

सरकारी नौवहन कार्यालय/Government Shipping Office

मरीन हाउस, हेस्टिंग्स, कोलकाता-700022/ Marine House,Hastings,Kolkata-700022

फोन ,0517/22230527-033:फैक्स,22230108-033:email: sm-kol-ship@gov.in

File No: 101(A)-i/2019

Date: 11.01.2021

Subject: - Tender Notice for grant of contract for engaging Data Entry Operator for carrying out various office work in the Government Shipping Office, Kolkata.

1. Introduction:

Sealed bids are invited in two cover system (Cover-1 Technical Bid and Cover-2 financial bid) for various work such as administrative, clerical, data entry work, 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 12 months, at the discretion of this department.

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 this department.

The approximate workstations will be around Seven (07), and the persons manning them would require to be changed as per the directions of this department. The stationery and equipment will be supplied by this office. The number of workstations may be increased or decreased depending upon the need of the department by giving 15 days notice.

The persons deployed shall have a proper formal dress code as per the directions of the Shipping Master, Kolkata, Kolkata.

3. Terms and Conditions-

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

- I. Age limit: Must be less than 35 years.
- II. Should be a Graduate in any discipline from a recognized University
- III. Proficiency in English and good communication skills.
- IV. Knowledge of Ms Word, Excel, Power Point presentation, etc – should hold a Certificate of proficiency in use of MS Office applications.
- V. Good typing skills.
- VI. At least one year work experience in data entry and clerical tasks.

- b) The work will be awarded to lowest of the eligible bidder only after qualifying the technical bid requirements.
- c) No change in the rates would be allowed in the event of the increase in the number of personnel deployed at each work station. However if the number of work station changes as per the requirements of the department the rate will be revised pro-rata.
- d) All the taxes would be borne by the service provider. Any increase or decrease in the statutory charges will be adjusted by this department except the direct tax liabilities.
- 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 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 Government Shipping Office, Kolkata.
- g) The successful bidder will have to enter into an agreement with Government Shipping Office, Kolkata. on a non judicial stamp paper of Rs. 100/-.
- h) The service provider shall comply with the prevailing minimum wages as prescribed by the Central Government applicable to the place of work and maintain the proper statutory payment account and submit an undertaking in the matter to the Shipping Master, Kolkata. The details of such accounts are to be submitted monthly, whenever bills are submitted to the Shipping Master, Kolkata.
- i) 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 The Shipping Master, Kolkata 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.
- j) The contracting Company/Firm/Agency shall furnish the list of contract staff and evidence of their qualifications and experience that will be deployed by it in this department before the commencement of work.
- k) The selected agency shall immediately provide a substitute if any work stations unmanned 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 per work station on the service-providing agency.

- l) 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.
- m) The Government Shipping Office , Kolkata reserves the right to accept or reject the quotation in full or part without assigning any reason thereof. The decision of the Shipping Master, Kolkata in this regard shall be final and binding on the firm.
- n) 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 total value of the contract as an interest-free 'Performance Security Deposit' with the Government Shipping office, Kolkata 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 Government shipping Office, Kolkata 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 this department.

4. ELIGIBILITY & QUALIFICATION CRITERIA OF BIDDER

- a. The bidder shall be registered with the Registrar of Societies/Firms/Companies or Director General of Re-settlement in India. **The registered office of the bidder shall be within the Kolkata, North & South 24 Paraganas & Howrah District region.**
- b. The bidder should be having an experience of **at least 3 years** in providing the above mentioned services to the Union/State Government/Ministries/Departments/PSUs or the listed corporate.
- c. The bidder shall have the PAN number issued by the Income Tax Department.
- d. Average annual financial turnover of the bidder during last three financial years ending of the previous financial year, **should be at least 30 Lakhs.**
- e. The bidder shall be registered with the ESIC, EPFO, Goods and Service tax, labour department and any other statutory authority for providing such services.
- f. A service provider having any legal suit/criminal case pending against its proprietor or company or any of its Directors are having been earlier convicted on grounds of moral turpitude or for violation of laws in force, shall not be eligible. The tender is liable to be terminated with immediate effect, if information regarding any criminal case etc., as

mentioned herein is brought to the notice of Government even after award of the tender.

- g. The bidder shall submit the Self-certificate to the extent that their employees shall be paid not less than the wages notified under the Minimum wages Act of the Govt. of India applicable to the place of work.
- h. The bidder shall agree to the terms & conditions of the tender and return the tender duly signed in each page for agreeing the same.
- i. The bidder shall submit required Earnest Money Deposit in the form of demand draft. Any/all submissions made without the earnest money and/or after the cutoff date mentioned in the notice shall be deemed to be rejected.

5. 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 "e-publishing".

The bid shall be submitted on GeM portal, however a demand draft of **Rs. 50,000/- (Rupees Fifty thousand only) in favour of 'The Shipping Master, Government shipping Office, Kolkata ' as an Earnest Money Deposit [EMD], shall** be submitted physically to the office of the Shipping Master, Government shipping Office, Kolkata, Marine House, Hastings, Kolkata-700022 before the last date of submission of bid. The same will be returned to the bidders after successful completion of tender process.

Micro and Small Enterprises (MSE) registered for providing these services may claim exemption from payment of EMD /Bid Security. The bidder shall furnish along with the bid a certificate/documentary proof in respect of registration clearly showing its validity as on date of opening of the bid. Moreover, they should also produce documentary evidence showing that the firm is MSE registered for the items tendered for. Failure to comply this provision shall result in summarily rejection of the bid. Bidders registered with DGS&D for providing these services may also claim exemption from payment of EMD.

A) **The Technical Bid** shall be submitted online along with scanned copy of the following documents: (See Note*)

1. Original bid document duly completed in all respect except prices and signed with seal on every pages (Form of Tender, experience questionnaire and warranty form)
2. Tender Acceptance letter (To be given on company letter head)
3. Experience certificates for three years in supply of skilled manpower. 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, 2016-17, 2017-18 & 2018-19.
4. Firm/company registration certificate

5. ESIC registration certificate
6. EPFO registration certificate
7. PAN No. issued by IT department
8. GST registration certificate
9. A names, address, contact number of the proprietor/partners/ shareholders of the bidding concern.
10. Audited balance sheets along with turnover, profit and loss account for the preceding three financial years. The bidder must have an annual turnover of rupees 30 Lakhs or more for each of the financial years 2015-16, 2016-17 & 2017-18. Copy of Returns of Income for these three financial years also to be submitted.
11. The bidder must be registered with Labour Commissioner of Central Govt/ State Govt and must produce the registration certificate to that effect.
12. Letter of authority for signing and negotiation of tender (as the case may be)
13. The bidder shall give a declaration that they have not been banned or black-listed by any Govt. or Quasi Govt. agency or PSU.
14. Self certificate to the extent that the employee shall be paid not less than the wages notified under the Minimum wages act of the Government of India as applicable to the place of work.

***Note:-** The bidder shall also submit the hard copies of tender to the office of the Shipping Master, Kolkata in two sealed covers (apart from online copy) marked "Cover-1st" and "Cover-2nd". The cover 1st shall contain the EMD and technical bids. The 2nd cover shall contain the Price bids. In case the first cover is not submitted with EMD in a proper form, the second cover shall not be opened and rejected summarily. Both cover-1 & cover-2 are to be placed in a single cover. Duly sealed covers containing the hard copies of technical and financial bids will be put in a separate single cover which should be sealed. The full name, postal address and phone/ Fax of the Bidder shall be written on the bottom left hand corner of each of the sealed envelopes.

B) The Financial bid

- a. Financial bid must be submitted as per specimen in Annexure-II. The cover should be super scribed with 'Financial BID' for contract for carrying out various office work in the Government Shipping Office, Kolkata.
- b. The wages to be paid to the personnel manning the work stations should be as per Rules and prevailing minimum wages as published by the Government of India as applicable to the place of work.

- c. The detailed calculation showing the wages and allowances to be paid to the personnel, PF and ESIC contribution, Bonus, service charges and other expenditure of the agency should be included in the financial bid.
- d. In case only one bidder is found technically eligible, no financial bid will be opened for lack of competition.
- e. 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.
- f. Financial bid shall not contain any terms and conditions. Any condition given in the price bid will be a sufficient cause for rejection of bid.

6. Evaluation and Award of Tender:

The Purchase Committee (PC) shall open the tenders in the presence of the intending bidders who may be present at the date and time of opening informed in the bid document or subsequently. If any of the bidder or his agent is not present at the time of opening of tender, the PC shall record the same on opening of tenders of the absentee bidder.

After the online opening of the tenders, the first part i.e. Technical bid will be evaluated by the Purchase Committee as constituted by the Authority. The second part i.e. financial bid will be opened online by the same P.C. only for those bidders who become technically qualified after the evaluation of technical bid on a assigned date.

The tender will be awarded to the firm which meets the eligibility criteria and quotes the lowest total cost for 07 Work Stations (DEO) provided the monthly cost of work should not be less than the Minimum wages prescribed by the Central Government applicable to the place of work. The bids with unreasonably low service charge, zero service charge or negative service charge will be rejected and the bidder stands disqualified. In case more than one party quoted same L1 rate then the bidder with more experience in supply of manpower to the shipping departments will be selected.

- 7. The bidders may submit their bids on www.eprocure.gov.in portal latest by **1500 hrs on 22/01/2020**.
- 8. The Technical bids will be opened on 25/01/2021 at 1500 hrs.
- 9. The Financial bids will be opened on 25/01/2021 at 1700 hrs after evaluation of the technical bids on e-procure portal.

10. For any query, please contact 033-22230269 or email us at sm-kol-ship@gov.in



(R. M. Elango)
Shipping Master
Government Shipping Office

DESCRIPTION OF THE WORK

Total number of work stations required: 07. The number of work stations within the different sections of the office will be decided by the Shipping Master/Competent Authority.

Nature and quantum of work to be done by the work stations
<ul style="list-style-type: none"> • Preparing and Issuing different types of certificates and endorsements • Renewal and revalidation of certificates • Typing letters (Hindi/English), sending, receiving e-mails, scanning, photocopying, adjusting fees and checking of documents • Diarizing of letters, posting of certificates • Record keeping. • Attending officers phone calls and company personnel. • Any other task assigned by the Office • Generation of monthly/quarterly/yearly statements • Renewal and revalidation of certificates • Typing letters (Hindi/English), sending, receiving e-mails, scanning, photocopying, adjusting fees and checking of documents • Maintaining the bill register • Diarizing the letters received in the section • Checking the received e-mails and sending reply • Scanning of the documents of administration branch as well as of other branches. • Assist in preparing salary bills • Maintaining personal files , service book and such other records • Dealing with letters related to Subordinate offices. • Handling letters related to RTI and Grievances. • Any other task assigned by the Office
Nature and quantum of work to be done by the work stations – Contd...,

- Diarizing of letters in Computer [around 30-40 per day]
- Files movements & updating registers.
- Requisition for stationary items once in month
- Data entries for statement/letters maintaining record
- Entries of the dispatched letters in the computer
- Diarizing of letters, Record keeping in peon book
- Distributing the letters to the sections/officials
- Preparing envelopes and postal work
- Assist in preparation of Challan/bills
- Assist in preparation of Contingency bills
- Generation of daily/monthly/quarterly 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 the office.
- Receiving mails
- Putting up letters

ANNEXURE-II**FINANCIAL BID**

SI No.	Particulars	Amount in Rupees
1.	Monthly cost of work* contract for 07 work stations which shall include salary, allowances, EPF & ESIC contribution, bonus and other expenditure, if any payable to the employees. (Cost quoted should not be less than the Minimum wages prescribed by the Central Govt. applicable to the place of work for skilled manpower).	Rs.
2	Total percentage of service charge payable to the bidder for per work station per month.	%
3.	Total amount of service charge payable to the bidder for per work station per month.	Rs.
4.	GST (in percentage and value)	Rs.
5.	Total monthly cost	Rs.
6.	Total cost for 12 months	Rs.

*Note: Detailed calculations for arriving at the monthly cost quoted above (inclusive of all expenses excluding service charges and GST) should be submitted in the financial bid.



Name & Signature of the bidder

Performa of Tender Acceptance Letter (To be given on Company letter head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned
'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

**PART-I (Technical Bid)
FORM OF TENDER**

To

The Shipping Masgter
Government Shipping Office,
Marine House, Hastings.
Kolkata-700 022

Name of Work: E-Tender for grant of contract for carrying out various office work in the Government Shipping Office, Kolkata.

Having visited the site and examined the information and instructions for submission of tender, General conditions of contract, Special Condition of contracts, Technical, General and Detailed specification, etc for the above named works, I/ We hereby tender for execution of the works referred to in the tender documents in conformity with the said Conditions of Contract, Specifications, etc of this tender Document or such other sum as may be ascertained in accordance with the said conditions of contract.

I/ We undertake to complete and Deliver the whole of the works comprised in the Contract within the time as stated in the tender and also in accordance in all respects with the specifications, designs, drawings and instructions as mentioned in the tender documents.

I am tendering for the work mentioned in the table below and submitting the relevant details and EMD in the form of demand draft in favour of The Shipping Master, Government Shipping Office, payable at Kolkata at Nationalized Bank

I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of 90 days from the date of opening of price bids or extension thereto as required by the Government Shipping Office and not to make any modifications in its terms and conditions.

I/ We agree, if I/ we fail to keep the validity of the tender open as aforesaid or I/ we make any modifications in the terms and conditions of my/ our tender if I/ We fail to commence the execution of the works as above, I/ We shall become liable for forfeiture of my/ our Earnest money, as aforesaid and Government Shipping Office shall without any prejudice to another right or remedy, be at the liberty to forfeit the said Earnest Money absolutely otherwise the said earnest money shall be retained by Government Shipping Office towards part of security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this tender be accepted, I/ We agree to abide by and fulfill all the terms and conditions and provisions of this tender. No interest is payable on earnest money deposit and/ or security deposit.

If this tender is accepted, I/ We undertake to enter into execute at my/ our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereto shall constitute a binding contract.

If my/ our tender is accepted, I/We am/are to be jointly and severely responsible for the due performance of the Contract. I/We also declare that the firm has not been banned or blacklisted by any Govt. or its department or any Quasi Govt. agency or Public Sector Undertaking.

I/ We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender without assigning any reason.

I/ We certify that the tender submitted by me, us is strictly in accordance with the terms, conditions, specifications etc. as contained in the tender document, and it is further certified that it does not contain any deviation to the aforesaid documents.

I/ We certify that the information/documents submitted by me are true and correct. If any misleading/incorrect/false/fake/fraud information/documents are found submitted by me at any stage of evaluation of bid or after award of work/signing of agreement, my EMD/Security deposit shall be forfeited by Government Shipping Office, Kolkata.

Date

Signature

Name

Designation

duly authorized to sign & submit tender for
an on behalf of (Name and address of
firm)

M/s

Telephone no:.....FAX No.....

Witness :

Signature.....

Name :

Occupation

Address

EXPERIENCE QUESTIONNAIRE

(To be furnished with Tender Form)

The bidder has completed the following similar works in the last 3 Financial Years:

Name of the work	Services provided to (with Address & Tel No.)	Total Value of work	Period of contract

Note: Please attach the copy of work orders.

For more details, separate sheet can be used.

Signature of Tenderer

Name & Address of Tenderer:

Official Seal/Rubber stamp

WARRANTY FORM
(To be furnished with Tender)

M/s _____
_____ having its registered office at _____ (hereinafter referred to as the contractor) having carefully studied all the documents, specifications, etc pertaining to the contract for works required for the work of

_____ and the local and site conditions and having under taken to execute the said works:

DO HEREBY WARRANT THAT:

1. The contractor is familiar with all the requirements of the contract.
2. The Contractor has investigated the office and satisfied himself regarding the character of the work and local conditions that may affect the work or its performance.
3. The contractor is satisfied that the work can be performed and completed as required in the contract.
4. The contractor accepts all risks directly or indirectly, connected with the performance of the contract.
5. The contractor has no collusion with other contractors, with any of the men of the Government shipping Office or with any other person in Authority to execute the said works according to the terms and conditions of the said contract.
6. The contractor has not been influenced by any statement or promise of the Authority but only by the contract documents.
7. The Contractor is financially solvent.
8. The Contractor is experienced and competent to perform the contract to satisfaction of the Government shipping Office .
9. The Statement submitted by the contractor is true.
10. The contractor is familiar with all general and special laws, Acts, Ordinance, Rules & Regulation of the Municipalities, District, State and Central Government that may affect the work, its performance or personnel employed therein or environment.

Date:

For and on behalf of the Contractor.

Signature: _____

Name : _____

Stamp : _____