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रादीप/Paradip, ओडिसा/Odisha-754142



भारत सरकार/GOVERNMENT OF INDIA  
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय  
MINISTRY OF PORTS, SHIPPING & WATERWAYS  
समूद्री वाणिज्य विभाग/MERCANTILE MARINE DEPARTMENT  
पारादीप/PARADIP



**Subject :- Tender notice for grant of contract for engaging 5[Five] numbers outsource Staff (01 No. Data Entry Operator & 4 Nos. Chowkidar cum gardener and Safaiwala) for carrying out various office works in the Mercantile Marine Department, Paradip office & residential area**

**1. Introduction:**

Sealed bids are invited in two cover system (cover-1 Technical bid and cover-2 financial bid for various works as detailed in enclosed Annex-1. The contract will be initially for a period of 12 months which can be extended at the same terms and conditions, further 12 months at the discretion of the department.

**2. The scope of work:**

To carry out the work as described in **Annexure-1** by deputing adequate work stations. The quality of the work should be to the satisfaction of this department. The persons deployed shall have a proper formal dress code as per the directions of the surveyor in-charge, Mercantile Marine department, Paradip

**3. Terms and conditions for 01 No. DEO personnel & 04 Nos. chowkidar cum gardener /safaiwala-SEMI SKILLED**

- a) The work described at annexure-1 shall be completed by deputing the skilled & semiskilled personnel having requisite qualification and experience as given below.

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**For Skilled**

- i. Age limit must be less than 40 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

**For Semiskilled**

- vii. Age limit must be less than 50 years
  - viii. Should be minimum 08<sup>th</sup> standard pass
  - ix. Must be always obedient and having communication proficiency in Hindi and Odia language
- 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 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. Such bidder would be black listed by the Mercantile Marine Department, Paradip
- g. The successful bidder will have to enter into an agreement with MMD on a non-judicial stamp paper of Rs. 100/-
- h. The service provider shall comply with the prevailing minimum wages as prescribed by central Govt. applicable to the place of work and maintain the proper statutory payment account and submit an undertaking in the matter to the SIC, MMD, PARADIP. The details of such accounts are to be submitted monthly, whenever bills are submitted to the Surveyor in-charge, Mercantile Marine department, Paradip
- 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 Surveyor in-charge, Mercantile Marine Department, Paradip because of failure of 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 qualification 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.

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- l. In case of termination of this contract on its expire or otherwise, the personnel deployed by the service providing agency shall not be entitled to and will have no claim for any absorption not for any relaxation for absorption in the regular/otherwise capacity in the department.
- m. The successful bidder would have to submit an interest free performance security deposit 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 3% of the total value of the contract as an interest free performance security deposit with MMD, which will be refundable after completion of contract period. On completion. The contractor will indemnify the MMD against the claim that might be lodged by the workers against the contractor, whether in the industrial/ labourer tribunal with 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. A register office of the bidder shall be within the Jagatsinghpur, Kendrapada & Jajpur district region.
- b. 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.
- c. The bidder shall agree to the terms & conditions of the tender and return the tender duly signed in each page for agreeing the same.

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**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 5nos. out sourced Staff (01 No. Data entry Operator-SKILLED and 4 Nos. Chowkidar cum gardener and Safaiwala-SEMI SKILLED"** failing which the bid stand disqualify.

The Technical bid should be accompanied with the following,

- (a) Certificate of Registration with Regional Labour Commissioner.
- (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) Service tax registration.

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 Central Labour commissioner, Ministry of Labour & Employment, Gol from time to time.

4. The contractor furnishing an undertaking on a non-judicial Stamp Paper of Rs.100/- 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.

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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. Quoting of unrealistic service charges may lead to disqualification.

8. The parties interested to undertake the contract may submit a sealed quotation to the office with **"Quotation for deployment of 5nos. out sourced Staff (01 No. Data entry Operator-SKILLED and 4 Nos. Chowkidar cum gardener and Safaiwala-SEMI SKILLED"** on the envelope, addressed to the undersigned, so as to reach the same to this office on or before **12.08.2022 by 1300 hrs.** The indenting bidders can inspect the premises before submitting the bids. The quotation received after the date shall not be accepted. The bids will be opened on **16.08.2022 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.

9. 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.

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P.C. MAJHI

**SIC, MMD, Paradip**



**The terms and conditions of contract :**

The company has to provide interested to undertake the contract may submit a sealed quotation to the office with **"Quotation for deployment of 5nos. out sourced Staff (01 No. Data entry Operator-SKILLED and 4 Nos. Chowkidar cum gardener and Safaiwala-SEMI SKILLED"** to MMD, Paradip. The work to be carried out as per the following **Schedule of requirements**, as under:

**A. Description of the work of DEO**

- i) Typing letters(Hindi/English) sending receiving e-mails, scanning photo copying, adjusting fees and checking of documents\
- ii) Diarizing of letters,
- iii) Record keeping
- iv) Attending officer related phone calls and company personnel
- v) Any other task assigned by the office
- vi) Assisting in generation of monthly/quarterly/yearly statements
- vii) Assisting in preparing issuing different of certificates and endorsements for officers.
- viii) Assisting in renewal and revalidation of certificates for officers
- ix) Diarizing of letters, posting of certificates
- x) Record keeping
- xi) Attending officers phone calls and company personnel
- xii) Assisting the officials in maintaining of various data, generation of statements, preparation of reports, processing of office files, maintenance/updating of registers/other record
- xiii) Maintenance/updating of register/other record
- xiv) Maintaining the bill register
- xv) Diarizing of letters received in the section
- xvi) Checking the received e-mails and sending reply

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- xvii) Scanning of the documents of administration branch as well as of other branches
- xviii) Typing of letters, etc. in Hindi
- xix) Assisting the preparing salary bills
- xx) Maintaining personal files, service book and such other records
- xxi) Dealing with letters related to subordinate offices handling letters related to RTI & grievances.
- xxii) Any other works assigned by the office

**Description of Work for Chowkidar cum gardener cum safaiwala:**

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. Remove trash and spot clean receptacles.
12. Dust moping/wet moping all hard surface flooring, vacuum carpeted areas, spot clean furniture, fixtures
13. Monitoring and managing for debris and discard
14. Spot cleaning walls, light switches and partition glass
15. Pour water in floor drains
16. The security personnel shall be deployed round the clock In shifts at the office of Mercantile Marine Department, Paradip to safeguard premises.

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17. The agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on office days, as the case may be.
18. The agency shall keep the MMD informed of all the matters of security and co-operative in the investigation of any relating to security.
19. The agency shall maintain of records of inward and outward movement of men(MMD Employees and also regulation of guest and visitors), materials and vehicles, etc. with proper check on the same as per instructions given from time to time by MMD, Paradip
20. The security personnel deployed shall take regular rounds of the premises to maintain vigil remain alert.
21. The security personnel shall be duly trained in fire safety operations and operating fire extinguishers. They should be trained to operate various control equipment at MMD.
22. The security personnel shall guide shall guide visitors to respective sections.
23. Must follow the orders of SIC

**(B) 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
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

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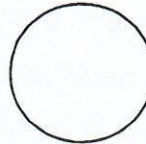
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**Annexure-II (page1)**

**PRICE SCHEDULE /BID**

Sr. No.	Category	Skilled/ unskilled	Cost per month per person	Total manpower required	Total cost per month	Total cost per annum
1.	Data entry Operator					
2.	Office boy-cum- Gardener-chowkidar	skilled Semi skilled				
					Total	
					SERVICE CHARGE	
					GST	
					Grant total	

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



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[Name, Signature and seal of the proprietor]

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**Annexure-II (page 2)**

**Name of category:** The personnel for Chowkidar & gardening cum office boy

<b>Elements of Pay</b>	<b>SEMISKILLED personnel Per Month Rs./- for 26 days</b>
BASIC including VDA	
Other allowances	
<b>TOTAL BASIC + ALLOWANCES (A)</b>	
<b>DEDUCTIONS</b>	
PROVIDENT FUND- @ 12% on Basic +DA	
ESIC @0.75%	
Any other deduction[s]	
<b>TOTAL DEDUCTIONS (B)</b>	
<b>C=(A-B)</b>	
Bonus @8.33%(D)	
<b>TAKE HOME PAY(C+D)</b>	
<b>CONTRIBUTIONS OF EMPLOYERS</b>	
PROVIDENT FUND @ 13.00% on Basic + DA	
ESIC @3.25% (on total salary except washing)	
Any other contribution[s]	
<b>TOTAL CONTRIBUTION ( E )</b>	
<b>TOTAL (A+E)</b>	
Service Charge	
<b>Total</b>	
GST@18%	

**Name , signature & Seal of the proprietor**

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**Annexure-II (page 3)****Name of category:** Data Entry Operator

<b>Elements of Pay</b>	<b>SKILLED personnel Per Month Rs./- for 26 days</b>
BASIC including VDA	
Other allowances	
<b>TOTAL BASIC + ALLOWANCES (A)</b>	
<b>DEDUCTIONS</b>	
PROVIDENT FUND- @ 12% on Basic +DA	
ESIC @0.75%	
Any other deduction[s]	
<b>TOTAL DEDUCTIONS (B)</b>	
<b>(A-B)=C</b>	
Bonus @8.33%(D)	
<b>TAKE HOME PAY(C+D)</b>	
<b>CONTRIBUTIONS OF EMPLOYERS</b>	
PROVIDENT FUND @ 13.00% on Basic + DA	
ESIC @3.25% (on total salary except washing)	
Any other contribution[s]	
<b>TOTAL CONTRIBUTION ( E )</b>	
<b>TOTAL (A+E)</b>	
Service Charge	
<b>Total</b>	
GST@18%	
<b>Grand Total</b>	

Page 12 of 12 Name , signature & Seal of the proprietor

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