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टेलीफोन 022-6 222 04 02 (आयुक्त)  
ई-मेल: spfo-commr@spfo.gov.in  
वेब: www.spfo.gov.in  
फैक्स: 022-22 61 62 02



Tel: 022-22 66 20 44/22 61 69 25  
Tel: 022-22 62 04 02 (Commissioner)  
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आयुक्त नाविक भविष्य निधि कार्यालय, मुंबई  
पोत परिवहन और जलमार्ग मंत्रालय, (पतन),

OFFICE OF THE SEAMENS PROVIDENT FUND COMMISSIONER  
(UNDER MINISTRY OF PORTS, SHIPPING AND WATERWAYS)

कृपया सभी पत्र व्यवहार आयुक्त के  
पते पर करें  
All Replies should be  
Addressed to the Commissioner

कृपानिधि, 3रा माला, / KRUPANIDHI, 3<sup>rd</sup> floor,  
9, वालचंद हीराचंद मार्ग / Walchand Hirachand Marg,  
बैलार्ड इस्टेट, / Ballard Estate,  
मुंबई-400 001/ Mumbai-400 001

Ref. No. 987/III/ 0145 /2023-24

Date: ,

21 DEC 2023

To,  
The Directorate General of Shipping,  
9<sup>th</sup> Floor, Beta Building,  
I-Think Techno Campus,  
Kanjur Marg (East),  
Mumbai- 400042.

**Kind attention: Shri Sudhir S. Kohakade, DDG, E- governance**

**Sub: Uploading the advertisement on DGS website**

Sir,

Please find enclosed herewith advertisement in respect of Tender Notice for grant of contract for carrying out various office work in the Seamen's Provident Fund Organization to upload on DGS web site for wide publicity.

Yours Faithfully,

*(Signature)*  
21/12/23

(Surendra Kumar)  
Commissioner  
Seamen's Provident Fund Organization,  
Mumbai

Encl: As above

**Bid Document/ बिड दस्तावेज़**

Bid Details/बिड विवरण	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	30-12-2023 17:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	30-12-2023 17:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	15 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Ports, Shipping And Waterways
<b>Department Name/विभाग का नाम</b>	Na
<b>Organisation Name/संगठन का नाम</b>	Seamens Provident Fund Organisation
<b>Office Name/कार्यालय का नाम</b>	Mumbai
<b>Item Category/मद केटगरी</b>	Manpower Outsourcing Services - Man-days based - undefined; Unskilled; office staff
<b>Contract Period/अनुबंध अवधि</b>	1 Year(s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	5 Year (s)
<b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>	No
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	5 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	2000000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	100000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	12

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Office Superintendent

Mumbai, NA, Seamens Provident Fund Organisation, Ministry of Ports, Shipping and Waterways  
(Sangeeta Purshwardhan Bhatt)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued



by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. 3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### **Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of work & Job description:**[1702639008.pdf](#)

#### **Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
19-12-2023 15:00:00	SPFO Conference room, 3rd floor, Krupanidhi building, 9 Walchand Hirachand Marg, Ballard estate, Mumbai-400 001.

#### **Manpower Outsourcing Services - Man-days Based - Undefined; Unskilled; Office Staff ( 1 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Function	undefined
Skill Category	Unskilled
Type of Services required	office staff
Experience of Resource	0 to 3 Years
<b>Addon(s)/एडऑन</b>	

#### **Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

#### **Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेपिती/रिपोर्टिंग अधिकारी	Address/पता	Total number of man-days required during contract period	Additional Requirement/अतिरिक्त आवश्यकता
1	Sangeeta Purshwardhan Bhatt	400001, Krupanidhi Bldg. 3rd Floor, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai - 400 001.	1	<ul style="list-style-type: none"> <li>Charges per man-day (Inclusive of Wages, EPF, ESIC, EDLI, Bonus, etc) exclusive of GST : 500</li> <li>Estimated number of overtime man-hours during contract period : 8</li> <li>Per hour charges for Overtime Man-hours exclusive of GST : 50</li> </ul>

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

### e- Notice Inviting Tender

**Subject: - Tender Notice for award of contract for carrying out various office work in the Seamen's Provident Fund Organization**

e- tenders are invited for various work such as Administrative, Clerical, Data entry, Assistants to the senior officers, etc as detailed in enclosed **Annexure-1**. The contract will be initially for a period of 1 years which can be extended further for 1 years, at the discretion of the SPFO. A Pre-Bid meeting shall be held on **19 .12.2023 at 1500 Hrs.** Interested firms may attend the same to have better understanding of scope of work and Terms & conditions of contract.

### 2. The scope of work-

To carry out the office work as described in Annexure-1 by deputing the requisite personnel, which is estimated to cost Rs. 40 lakhs per annum.

### 3. Terms and Conditions-

- a. The work described at **Annexure-1** shall be completed by deputing the necessary personnel of requisite qualification. The desired qualification of the staff shall be as given below :
  - i. Preferably a Graduate or having good professional skills & communication knowledge.
  - ii. Be proficient in English and have good communication skills.
  - iii. Knowledge of MS office such as Word, Excel, Power Point presentation, etc.
  - iv. Good typing skills
  - v. Good / polite communication skills.
- b. The work will be awarded to the eligible bidder as per norms.
- c. No change in the rates would be allowed in the event of the increase or decrease in the number of personnel deployed. Rates should be quoted in both figures and words. In case of any confusion the rates quoted in words shall prevail.
- d. All the taxes would be borne by the service provider. There will be no increase in the charges on account of increase in any statutory liabilities.
- e. The contract may be terminated by the SPFO at any time, in case, the services are not found satisfactory and the firm may be blacklisted.
- f. The data feeding work i.e. feeding of PF return statement in individual Seafarer account should be completed on the next working day i.e. PF return statement received today should be updated in system on the next day. The same procedure to be adopted for feeding of Declaration and nomination forms. At the end of the month the above work should be completed otherwise payment will not be released for the month. In addition, the work shall be got done by any other source at cost of tenderer and such cost shall be recovered from any amount due or from security deposit. A record of quantum of work carried out on daily basis to be maintained and the same to be enclosed along with the monthly bill for verification & payment purposes.
- g. The payment will be made on monthly basis only on production of bill along with supporting documents such as Attendance of staff, remittance of monthly Salary, EPF & ESIC contribution & on satisfactory performance of the work. No interest would be payable on account of delayed payment. The bill should also be supported with the quantum of work carried out under each category of designated posts in Financial Bid.
- h. The successful bidder shall start the work **within 15 days** 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 SPFO.
  - i. The successful bidder will have to enter into an agreement with SPFO on a non judicial stamp paper of Rs. 100/-.
  - j. The service provider shall comply with the prevailing minimum wages as prescribed by the State Government and have to maintain the proper statutory payment account and submit an Undertaking in the matter to the SPFO. The details of such accounts be submitted, whenever asked by the SPFO.
  - k. The Performance security deposit is 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 SPFO 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
  - l. The contracting Company/Firm/Agency shall furnish the list of contract staff

- f who will be deployed by it in SPFO before the commencement of work.
- m. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. 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 person on the service-providing agency.
  - n. In case of termination of this contract on its expiry or otherwise, the person 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.
  - o. The Seamen's Provident Fund Organization reserves the right to accept or reject the tender in full or part without assigning any reason thereof. The decision of the SPFO in this regard shall be final and binding on the firm.
  - p.
  - q. Helpdesk Numbers:

Sr. No.	Name	Telephone No.
1	Shri Vinod Kumar Mishra, Consultant, AAO	9082242715
2	Shri Bharat Parab, A/AO	9969186100
3	Smt. Sangeeta Bhatt, Office Superintendent	9987922182

- s. Helpdesk numbers are open between 10.00 hrs To 17.00 hrs 1st Monday To Friday (Exclusions: Holidays). Please email your queries at spfo-commr@spfo.gov.in before you call helpdesk.
- t. **Earnest Money Deposit-** The bidders shall deposit Earnest Money Deposit [EMD] of Rs. 1,00,000 [Rupees One Lakh only] through NEFT/ ECS/ RTGS / CBS in Canara Bank, Mumbai, Fort Main Branch, Mumbai-400 001, A/c No .- 50772010043035, IFSC Code- CNRB0000108, MICR 400015024. Account Name- Seamen's Provident Fund Admin AC.
  - i. After making the payment, Bidder MUST send an e-mail at spfo-commr@spfo.gov.in mentioning about the Payment details such as UTR No., Company Name, User ID, Payment towards SPFO EMD, Tender ID and Tender Title. Failure to send remittance detail to the e-mail ids may lead to non-consideration of tender.
  - ii. SPFO will refund the EMD to all the unsuccessful applicants upon signing of contract for carrying out various office work. No interest shall be payable on the EMD amount.
  - iii. SPFO reserves the right to forfeit the Earnest Money Deposit if the applicant fails or refuses to accept the offer from SPFO for carrying out various office work and/or fails to sign Agreement within the stipulated period and/or refuses to accept any of the terms of the Agreement. SPFO may also decide to debar the said applicant from future assignments.
- u. The successful bidder will have to submit an interest free performance security

urity deposit in form of Bank Guarantee issued by nationalized bank valid for a period of six months 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 SPFO, which will be refundable after satisfactory completion of contract. 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 SPFO 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 SPFO and the firm will be black listed by SPFO.

- v. All the details in tender documents format should invariably be filled properly.

#### **4. Instruction to the Bidders-**

A) **The Technical Bid** must contain the following:

1. Service provider's profile in respect of providing staff to other organizations/companies etc. along with their contact details.
2. A certificate/s of satisfactory performance of work (providing of manpower similar to scope of work in Annexure-I) from its previous clients which must include at least two such work orders from the previous organizations contributing to turnover, in the FY 2021-22 and 2022-23.
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 Thirty lakhs or more for the each of financial years FY 2021-22 and 2022-23. The audited profit and loss account must be submitted along with the copy of Returns of Income for the FY 2021-22 and 2022-23.
9. The bidder must be registered with Labour Commissioner of Central Govt/ State Govt and must produce the registration certificate to that effect.
10. Declaration that firm is not blacklisted by any Govt organization.
11. EMD of Rs 1,00,000/- online payment details
- 12.

#### **B) The Financial bid**

1.
  1. Financial bid must be submitted as per specimen in **Annexure- I & III.** Both the annexures needs to be filled by the bidder mandatorily.



- s. The wages to be paid to the personnel should be as per Rules and prevailing minimum wages as published by Government of Maharashtra, from time to time. The payment to contracted staff has to be in conformity with rates quoted in Financial Bid.
- t. 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.
- u. The rates quoted by the bidder shall be valid for 180 days for acceptance from the date of opening Financial bid.

5. The last date for online submission of tender is 30.12.2023 on GeM Portal website: <https://gem.gov.in>. The technical bids shall be opened on **30.12.2023** in presence of bidders who wish to be present at the date and time mentioned. The date and time for opening financial bid shall be informed to eligible Technically evaluated bidders.

6. The interested firms who have submitted Tender may present themselves or through their authorized representative at the time of opening of Tender.

**(Surendra Kumar)**  
**Commissioner**

**Annexure -1**

Sr. No.	DESCRIPTION & SPECIFICATION OF WORKS	QUANTITY OF WORK PER YEAR	STAFF REQUIRED

A.	<b>DATA ENTRY OPERATOR/INWARD CHEQUE (Offline system)</b>		
	<p>1. (a) Maintaining excel of PF &amp; Admin Charges deposited in Bank and entering data in SPF system. Approximately 30 to 35 entries daily from the Shipping companies.</p> <p>(b) Keeping track of PF return statement received &amp; not from the shipping companies.</p> <p>(c) Passing necessary transfer entries in system &amp; submit for further approval (Damages entry/ internal account entries i.e., PF to Admin &amp; Admin to PF).</p> <p>(d) Provide an acknowledgement/send a receipt after verification of payment received in bank.</p> <p>(e) Numbering of PF statement for further statement feeding.</p>	8500	One / Daily Basis
	<p>2. (a) Feeding PF details in the SPFO system as per PF return statement received from Shipping Companies (Data Entry Work). Approximately 300 to 350 entries per person.</p> <p>(b) After feeding, reconciliation of PF return statement received from shipping companies with the amount fed in system (Excess/deficit).</p>	280000	Four/ Daily Basis
	<p>3. (a) Checking edit list i.e., checking the data fed in system with the PF statement received from shipping companies and correction in SPF system: Checking edit list (CDC No., Name, voyage period, PF amount of every seaman) and accordingly correction to be done in the system for the F.Y. 2023-24. Approximately 400 to 450 entries.</p> <p>(b) After checking, monthly filling of PF return statement</p>	280000	Two / Daily Basis

	<b>Online system:</b> <ol style="list-style-type: none"> <li>1. PF return validation from Shipping Companies: Approximately 50 to 60 statements are received daily from the Shipping Companies and approve the PF return statements in online system.</li> <li>2. Maintain records of approved and rejected PF return statement in excel file company wise.</li> <li>3. Physical printout of PF return statement.</li> <li>4. Approve new account of Seafarer's opened by Shipping companies in online system: Approving account of Seafarer's whose account is not opened with SPFO online system after verifying DGS Navigator/CDC copy. Approximately 30 to 35 accounts are to be approved daily.</li> </ol>	21000	Two / Daily Basis
	<ol style="list-style-type: none"> <li>1. Making Shipping companies data Numbers, Vessels, tracking, manning agent or owner. Issuing damages notices to shipping companies as per Board decision (From 30 days to last day of consecutive month).</li> <li>2. Printing of Account slip and sorting for the F.Y.2023-24</li> </ol>	<b>Approx 800 companies</b> <b>100000 slips</b>	One / Work basis

2.	<b><u>HARDWARE ENGINEER</u></b> <ol style="list-style-type: none"> <li>1. Up keeping and maintain of the hardware installed.</li> <li>2. To provide and maintain the required drivers and additional peripherals and hardware for maintaining the equipment's.</li> <li>3. Repair to be carried out at the location of the equipment.</li> <li>4. Standby arrangement to be made in case the equipment is to be taken to workshop for repairs.</li> <li>5. Support for users and troubleshooting of commercial software packages and removal of virus and re-installation of software, if corrupted.</li> <li>6. Coordination with OEMS for troubleshooting of the computer and other peripherals under warranty.</li> <li>7. Any other maintenance work to be undertaken related for the computer/peripherals.</li> <li>8. 26 Nos. computer, 8 Nos. printer, networking hardware etc., However, new equipments purchased from time to time after the expiry of warranty/guarantee period will also have to be serviced/maintained.</li> <li>9. The replacement of any part of the computer/p</li> </ol>	<b>Daily Basis</b>	One / Daily basis
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	<p>eripherals, whenever required must be carried out by me with genuine parts of same specification and warranty.</p> <ol style="list-style-type: none"> <li>10. Maintain the equipment as per manufactures guidelines and shall use standard OEM components for replacement. Until and unless order of the SPFO is conveyed, the original specification /characteristics/features shall not be changed.</li> <li>11. SPFO's website content development and editing time to time uploading on NIC cloud.</li> <li>12. Coordination with new software developing team as per offices requirement.</li> <li>13. Online reply like RTI, e-mail, CPGRAM, etc.</li> <li>14. Uploading E-procurement (tendering) works online.</li> <li>15. Server data backup on daily basis and data file transmission to Kolkata Liaison Office from time to time.</li> <li>16. Query raised by Liaison Officer at SPFO Kolkata and remotely troubleshooting and maintaining PC.</li> <li>17. Biometric attendance software installation /maintaining and troubleshooting.</li> <li>18. Drafting and noting file pertaining to computer section.</li> <li>19. Any other work assigned by Superiors.</li> </ol>		
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**Admin / Accounts Section**

Sr.No	Description & Specification of Works	Quantity of work per year
1.	<ol style="list-style-type: none"> <li>1. Helping hand for preparation of Trial balance, MIS, Miscellaneous Registers, etc.</li> <li>2. Preparing and e-filling of TDS Challans / GST Challans and other statutory returns as required under various Central Government act.</li> <li>3. Recordkeeping of vouchers, invoices and other transaction in system.</li> <li>4. Reconciliation including Bank and other head of accounts</li> <li>5. Verification of all accounting transactions and reports.</li> <li>6. Any other work assigned by superior</li> <li>7. Correspondence with letters received from Ministries / Departments through dak, email, etc.</li> <li>8. The accountant shall be supervised by Admin Incharge</li> </ol>	<b>Daily Basis Payment</b>

### Payment Section

Final Withdrawal / Non Refundable Withdrawal/ Unclaim PF dues/ Declaration Nomination Section :-

Sr.No	Description & Specification of Works	Quantity of work per year	Staff Required
1.	<p><b>Action against Return Cheques and Unclaim Provident Fund dues :</b></p> <ol style="list-style-type: none"> <li>To prepare <b>letter along with noting to 111 Seafarers</b> and their beneficiaries for submit Provident fund claim against return Provident Fund cheques i.e number of 111 cases. In absence of address and contact details of seafarers, same to be call from Unions/SWFS/ Shipping Masters and concerns authority. <b>It takes 20 to 25 minutes to put up on noting along with letter.</b></li> <li>Maintain register of Returned Cheque</li> </ol> <p><b>Action against Unclaim Provident Fund dues :</b></p> <ol style="list-style-type: none"> <li><b>Prepare letter to approximately 7700 Seafarers</b>, who are attaining the age of 60 years and above for forward Final Withdrawal applications and relevant documents. In absence of address and contact details of seafarers, same to be call from Unions/SWFS/ Shipping Masters and shipping companies concerns authority . <b>It takes 20 to 25 minutes to put up on noting along with letter.</b></li> <li>Address of the seafarer from list of Unclaimed obtain from Shipping companies from which he / she had performed last voyage.</li> <li>Maintain register of Unclaim PF dues</li> </ol> <p><b>Final Withdrawal and Non Refundable Withdrawal Correspondence :-</b></p> <ol style="list-style-type: none"> <li>Reply towards letters received from Seafarers regarding their Settlement of Provident Fund dues and Non Refundable Withdrawals. Correspondence with seafarers and their beneficiaries for compliance of documents for settlement of Provident fund dues i.e Bank details , Sea Voyage proof, Consent in Affidavit format. Accordingly, <b>letter is prepared along with noting It takes approximately 25 minutes per case. Monthly 50 to 60 letters received from seafarers and their beneficiaries.</b></li> </ol>	<p><b>Work Basis</b></p> <p><b>111</b></p> <p><b>7700</b></p> <p><b>Work Basis</b></p> <p><b>700</b></p> <p><b>220</b></p>	One / Daily basis



	<ol style="list-style-type: none"> <li>2. Correspondence with noting to District Collector for issuance Legal Heirship Report in respect of seafarers. <b>It takes approximately 30 minutes per case.</b></li> <li>3. Reminder noting to District collector for issuance Legal Heirship Report in respect of deceased seafarers pertain to old cases and call for fresh bank details or voyages proof from seafarers. <b>It takes approximately 30 minutes per case. Approximately 220 case.</b></li> <li>4. Record keeping of Final Withdrawal, Non Refundable Withdrawal &amp; Correspondence cases year wise and filing properly.</li> <li>5. Declaration &amp; Nomination filing, sorting CDC number wise, etc.</li> </ol>		
2.	<p><b>Declaration Nomination Form - I &amp; IV Validating, feeding and filing</b></p> <ol style="list-style-type: none"> <li>1. Checking the details filled up in Form, Name, Address, Date of Birth, Name of Nominee, Sign i.e 14 columns to be check and form is validated by checking above details.</li> <li>2. Feed the data in SPFO accounting system received from seafarers and Unions. i.e. 15 columns to be fed as per each form. <b>It takes 15 to 20 minutes to check and enter in the system. Approximately 5500 Declaration and Nomination form are received yearly.</b></li> <li>3. Further, if any discrepancy is noted then letter is prepared along with noting <b>which it takes 15 to 20 Minutes.</b></li> <li>4. Numbering and filling of Declaration Nomination form. Any other work assigned by Superiors.</li> <li>5. Declaration and Nomination Record Keeping</li> </ol>	<p>Work Basis 5500 Backlog 5500 yearly</p>	One / Daily Basis

#### Other Sections

Sr.No	Description & Specification of Works	Quantity of work per year
1.	<p><b><u>STENO:</u></b></p> <ol style="list-style-type: none"> <li>1. Assist the Commissioner &amp; protocol duties.</li> <li>2. Taking dictation from officers, making note of minutes &amp; preparation in typed format.</li> <li>3. Any other work assigned by Superiors.</li> </ol>	<p>Work basis/ 23 days per month</p>

<b>2.</b>	<b><u>HINDI TRANSLATOR (Raj Bhasha)</u></b>  1. Experience in Hindi Raj Bhasha work in Central Govt. offices, Translation of English into Hindi (Raj Bhasha) & vice-versa, Hindi Typing etc. 2. Any other work assigned by Superiors.	<b>30 Pages/ 23 days per month</b>
<b>3.</b>	<b><u>MTS:</u></b>  <b>Filing PF return statement of Shipping Companies received:</b> On daily basis approximately 20 shipping companies PF return statement is received and has to be filed. It takes at least 20 to 30 minutes to file daily.  Declaration and Nomination form shorting CDC Number wise and filling.  Making Tea & Coffee to the Staff & visitors, filing office documents, delivery of documents & other outdoor work.	<b>Daily basis/ 23 days per month</b>
<b>4.</b>	<b><u>Cleaner:</u></b>  Experience in Housekeeping & cleaning work of office etc.	<b>Approx. 3500 sq. ft. on Daily basis/ 23 days per month</b>

Note:- Suggested manpower deployment under each category of work are as follows:-

a. Data Entry Operator	11
b. Accounts Assistant	01
c. Hardware Engineer	01
d. Stenographer	01
e. Hindi Translator	01
f. MTS	01
g. Cleaner	01

The above deployment is only suggestive. However, the bidder may decide the required personnel in relation to quantified work under each category.

## **ANNEXURE-II**

### **FINANCIAL BID**

**[I]**

Name of the bidder	
Approximate number of personnel which will be deputed for carrying out the work	
Approximate cost per personnel per month	Rs. _____

### [II]

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

**Seal**

\_\_\_\_\_  
Name & Signature of the bidder

## **TECHNICAL BID**

**The Technical Bid** must contain the following:

1. Service provider's profile in respect of providing staff to other organization s/companies etc. along with their contact details.
2. A certificate/s of satisfactory performance of work (providing of manpower) from its previous clients which must include at least two such work orders from the previous organizations contributing to turnover, in the FY 2021-22 & 2022-23.
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 Twenty lakhs or more for each of financial years 2021-22 & 2022-23. The audited profit and loss account must be submitted along with the copy of Returns of Income for the FY 2021-22 & 2022-23.
9. The bidder must be registered with Labour Commissioner of Central Govt/ State Govt and must produce the registration certificate to that effect.
10. Declaration that firm is not blacklisted by any Govt organization.
11. EMD of Rs 1,00,000/-

### **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.

12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**