



**GOVERNMENT OF INDIA**  
**DIRECTORATE GENERAL OF VALUATION**

**(Central Board of Excise & Customs)**

*North Zonal Unit, Room No.216, New Customs House,*

*IGI Airport, New Delhi-110 037. INDIA*  
**Tel. : 011-2565 4821 Fax : 011-2565 4470**

F.No. VAL/NZU/CONTINGENT/02/2012

Dated: 25/01/2017

### **TENDER NOTICE FOR PROVIDING DATA ENTRY OPERATOR/TYPIST**

1. Sealed Tenders are invited under Two-bid system from experienced and eligible Contractors for deploying Typists/Data Entry Operator in the office of the Director ICD, CBEC, North Block, New Delhi for a period of one year from 01.04.2017 to 31.03.2018.
2. The interested agencies are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover bearing the words "Tender for Typists" and should reach the office of Directorate General of Valuation, Room No.22, Ground Floor, New Customs House, IGI Airport, New Delhi - 110037 by 17.00 hrs. on or before 15.02.2017. Formats of Technical Bid and Financial Bid are available at Annexure-I and Annexure-II of this document respectively.
3. The Scope of Work and the Terms and Conditions are provided at Annexure-III of this document.
4. A complete set of tender documents along with terms and conditions can be obtained free of cost from Office of the Room No.22, Ground Floor, New Customs House, IGI Airport, New Delhi - 110037 on all working days. Further these can be accessed on the departmental Website [www.dov.gov.in](http://www.dov.gov.in). Any inquiries in the matter may be made during office working hrs. at Ph. No. 011-25654696.
5. Tenders can also be sent by registered post / speed post to this office. The last date for submission of tender is 15.02.2017 at 17:00 hrs.
6. The tender will be opened on 01.03.2017 at 3.00 pm in the office of Directorate General of Valuation, 7th Floor, Annex Building, New Customs House, Ballad Estate, Mumbai - 400001

Enclo: (1) Format for Technical Bid and Financial Bid (Annexure-I & II)  
(2) Scope of Work and Terms and Conditions (Annexure-III)

(YASHVIR SINGH)  
SUPERINTENDENT

Copy for:

1. Notice Board.
2. Hosting on DGOV website.
3. cbec.gov.in
4. tenders.gov.in

## **Annexure-I** **TECHNICAL BID**

|    |  |  |
|----|--|--|
| 1. | (a)Name & Address of the Tenderer Agency with phone number<br>(b)Name and Telephone/Mobile Number of contact person.   |  |
| 2. | Experience in the work of providing services of Typists <b>(Attach copies of work order)*</b> . This shall cover the details of works of similar nature carried out during the last 2 years.   |  |
| 3. | Name(s) of Organization with complete address and telephone numbers to whom services provided by the Tenderer Agency   |  |
|    | Number of Contingent workers supplied to each such organization  |  |
| 4. | a) Is the Tenderer Agency Registered under Service Tax? If so, please provide the Service Tax Registration Number and copy of last return <b>(please attach copy)*</b><br>b) Do you have Labour license? If yes <b>please attach copy*</b> |  |
| 5. | Are you covered under Labour Legislations such as ESI, EPF and Gratuity Act etc.? If yes <b>please attach copy*</b> of respective certificates   |  |
| 6. | Are you governed by minimum wages rules of the Govt. of India? If yes, please give details   |  |
| 7. | PAN No. <b>(please attach copy)*</b>   |  |
| 8. | VAT No. <b>(please attach copy)*</b> , if applicable   |  |
| 9. | Trade License No. <b>(please attach copy)*</b>   |  |

**\* = Must attach copy of documents mentioned in Column 2, 4, 5, 7 & 9.**

**Declaration by the Tenderer:-** This is to certify that I/We have furnished the above information accurately and truthfully. I have signed this tender after reading and fully understanding the Scope of Work and all the Terms and Conditions contained in the tender Document and undertake myself/ourselves to abide by them.

Encl: 1. Scope of Work and Terms & Conditions **(must be signed and sealed)**

2. Financial Bid.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O)/Mobile No.:

## **Annexure – II**

### **FINANCIAL BID**

**(Attach Relevant Documents)**

- 1. Name of the Firm/Company :**
- 2. Address (with Telephone No. & Fax No.) :**
- 3. Name and Address of the Proprietor / Partners/  
Directors (with Mobile No.) :**
- 4. Service Tax Registration No.**

| <b>Sl.No.</b> | <b>Category</b>  | <b>Rates in Rs.</b> |
|---------------|--|---------------------|
| 1.            | Rate per Contingent worker per <u>month@Rs.</u><br>(including Service Charges) |                     |
| 2.            | Service Tax  |                     |
| 3.            | ESI  |                     |
| 4.            | EPF  |                     |
| 5.            | Any other payments/charges (specify details)                                   |                     |

|  |                    |  |
|--|--------------------|--|
|  | <b>Grand Total</b> |  |
|--|--------------------|--|

\*Rates of all Taxes/Charges should conform to the current rates prescribed/applicable under the relevant Laws. Please mention the applicable rates in the second column.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O):

## **Annexure – III**

**Scope of Work to be done in the office of Directorate General of Valuation, Mumbai, 7th Floor, Annex Building, New Customs House, Ballard Estate, Mumbai - 400001.**

1. Minimum typing speed required for the typist is 30 w.p.m.
2. He/she must have an experience of at least 6 months as typist.
3. Typists have good knowledge of computer.
4. The timing of the office would be 9AM to 6PM.

### **Terms and Conditions**

1. Bidder/s providing similar service to other government departments will be given preference.
2. Bidder/s shall be duly registered with all the required statutory authorities, wherever applicable, and should ensure compliance with the relevant rules & regulations as notified by the Government.
3. Bidder/s should at least pay minimum wages to his employees as prescribed by the Central/State government or local body as the case may be. If during the tenure of the contract such minimum wages are enhanced it will be the responsibility of the contractor to pay such /additional differential wages.
4. Bidders employing locals will be given preference.
5. Bidder should indicate the breakup of the quoted rates as per Annexure-II.
6. Bidder should not indulge in employing child labour.
7. The bidder would be liable for ensuring compliance with all the relevant rules and regulations as notified by the government concerning deployment of persons for providing services, from time to time.
8. Directorate General of Valuation (hereinafter referred to as "The Directorate") reserves the right to postpone and/or extend the date of

receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.

9. The bidders are required to submit the complete rates / quotations only after satisfying each and every condition laid down.
10. The rates quoted must be written both in figures and in words and should indicate leviable taxes, if any. Corrections, if any, are to be made only by crossing out, initialing, dating and clearly rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
11. Rates/Quotations should be submitted and signed by the authorized person of the bidding firm with its current business address, telephone numbers and email ID (if available).
12. The bidders must comply with the rates/quotations, scope of work and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract and Scope of Work shall be entertained unless specifically mentioned by the bidder in the rates/quotations and accepted by the Directorate.
13. The bidder should have a minimum experience of 1 year in the same field.
14. Notwithstanding anything contained herein, the Directorate reserves the right to terminate the contract by giving 30 days notice in writing without assigning any reason. The amount payable during the notice period shall be worked out on per day basis arrived at by dividing monthly charges by 30 days.
15. The Directorate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Directorate, the same shall be reimbursed/indemnified by the Contractor.
16. Bidder shall in no case lease/transfer/sublet/appoint care taker for services agreed to be provided to the Directorate.
17. No other person except Bidder's authorised representative shall be allowed to enter the premises of the Directorate.
18. Bidder shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The Directorate shall have no liability whatsoever in this regard and the Contractor agrees to



- indemnify this Directorate against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
19. In case, on any working day, the typist fails to be present at the office of the Directorate for any reason whatsoever, the successful bidder (Contractor) shall assign an alternate typist under intimation to this office, failing which the pro-rata rate for the day (total quoted rate ÷ 30 days) + 5% penal charges will be deducted for that day from the monthly payable amount.
  20. The Contractor should ensure that the typist deployed by them should be of good moral character and should not have been convicted for any offence under the law.
  21. It is made clear that the engagement of the Contingent Worker does not in any way confer any right to the Contractor or the persons that may be deployed by him in this office as contingent worker for claiming any regular or part time employment in this office or in any other Govt. Office.
  22. Brief Bio-Data including Photo, age, name of parent, full address and telephone number of the engaged Contingent Worker should be provided to the Directorate for records
  23. This agreement comes into effect from the date of assigning the contract and will remain in effect for one year.
  24. Payment will only be made to the contractor through Bank Transfer by ECS. The successful bidder will have to provide their Bank Account Number, Branch name, IFSC Code, PAN Number and a copy of their cancelled cheque to the Directorate for the purpose of making payment.
  25. In case the successful bidder wishes to terminate the contract before completion of contract period, two months prior notice shall be given. The amount payable during the notice period shall be worked out on per day basis arrived at by dividing monthly charges by 30 days.
  26. Non compliance of any of the terms and conditions of the agreement, will amount to breach of contract and the Directorate would be free to take appropriate action as deem fit, including termination of the agreement.

**I/We hereby agree to all the Scope of Work and Terms and Conditions mentioned above.**

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O):