



Govt. of India

Ministry of Finance, Department of Revenue  
**DIRECTORATE OF REVENUE INTELLIGENCE**  
**REGIONAL UNIT, JAIPUR**

C-62, Sarojini Marg, C-Scheme, Jaipur-302001  
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DRI F.No. DRI/DZU/JRU/Admn/19-VI/2018/832

Date: 03.05.2018

**Notice Inviting Tender for Outsourcing of services of four (4) Manpower (Un-skilled)**  
**in the Directorate of Revenue Intelligence, Regional Unit, Jaipur on contract basis**  
**for a period of one (1) year**

Sealed tenders are invited for and on behalf of the President of India from experienced and reputed manpower supplying agencies for outsourcing of the services of **four (4) Manpower (Un-skilled)** in the Directorate of Revenue Intelligence (DRI), Regional Unit, C-62, Sarojini Marg, C-Scheme, Jaipur – 302001. While submitting quotations, they must submit the proforma duly filled in and signed for having acceptance the **Terms and Conditions** as per **Annexure-I** and prequalification “**TECHNICAL BID**” as per **Annexure-II** in one envelope and “**FINANCIAL BID**” as per **Annexure-III** in another envelope. They should be submitted separately in two different sealed envelopes. These envelopes shall be super-scribed “**TECHNICAL BID**” and “**FINANCIAL BID**” and put inside a bigger sealed envelope which shall be super-scribed with the words, “**QUOTATION FOR OUTSOURCING OF SERVICES OF FOUR (4) MANPOWER (UN-SKILLED) FOR DRI, JAIPUR**” and addressed to the Deputy Director, Directorate of Revenue Intelligence, Regional Unit, C-62, Sarojini Marg, C-Scheme, Jaipur – 302001.

2. The sealed quotations can be sent by post on the above mentioned address or can be submitted in person in the office latest by **1.00 PM on 25.05.2018 (Friday)**. The Tender(s) will be opened by the Tender Committee at **03.00 PM on 25.05.2018** in the office of the Directorate of Revenue Intelligence, Regional Unit, C-62, Sarojini Marg, C-Scheme, Jaipur – 302001. The applicants who wish to be present at the time of opening of the Tenders may do so themselves or through their authorized representative at the appointed date and time.

3. The ‘**Financial Bids**’ of only those bidders shall be opened, whose ‘**Technical Bids (Annexure-I & II)**’ are qualified. The format of the ‘**Technical Bid**’ and ‘**Financial Bid**’ is enclosed herewith.

**Note : The number of manpower (Un-skilled) may increase/decrease based on requirement of this office. The service provider is liable to supply the service of additional Manpower on the same rate and terms & conditions.**

**‘TERMS AND CONDITIONS’ FOR OUTSOURCING OF SERVICES OF  
FOUR (4) MANPOWER (Un-skilled)**

1. The manpower supplying Agency/ Firm should have been in existence for not less than three years.
2. It should have PAN number and Sales Tax/Service Tax registrations proof. Necessary documents in this regard may be attached with the Bid.
3. The Agency/ Firm should not have been blacklisted by any Government Organization.
4. The period of contract would be one year commencing from the date of signing of such agreement and shall continue to be in force in the same manner unless terminated in writing.

**JOB TO BE CARRIED OUT DAILY**

- Loading and unloading of goods at the time of seizure.
- Loading / unloading of case property for production in Courts.
- Photocopies of Voluminous Documents.
- Regular Cleaning & Dusting of Office Premises.
- Wet mopping of floors/ Washing of floors etc.
- Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, ashtray, air conditioners, almirahs, tiling cabinets, glass pane, collecting waste paper, unwanted material and its disposal at indicated locations.
- Regular Cleaning of Office Equipments/Computer etc.
- Cleaning the Office Vehicles.
- Cleaning of toilets, window, washbasin & other fitting and water coolers, removing of all dust, unwanted materials, cleaning to be done with Phenol twice a day.
- Cleaning of corridors, staircase and common area once with Phenol in morning and with plain water in the afternoon.
- Shifting of records to the record room.
- Filling of drinking water for the officers & water in the coolers.
- Cleaning of Crockery/utensils and work related to office Canteen.
- Watering the plants daily.
- Performing the works assigned by the various officers and attending their bells.
- Safeguarding the office premises.
- Delivery of the letters to the Post office and deposits of the regular bills of Office.
- Delivery of specific DRI letter to various Departments and agencies.
- Any other work specially allocated by the officers.

## **MISCELLANEOUS CONDITIONS**

1. Sweeping & cleaning of all parts as per specifications above shall be completed before 09.30 A.M. every day.
2. Manpower required for execution of the entire work including transport shall be arranged by the agency. In case, a particular workman remains absent due to one reason or other, it would be responsibility of the agency to provide another workman in his/her place.
3. Working hours would be normally from 9:30 A.M. to 6:00 P.M. during working days (Monday to Friday) including half and hour lunch break in between, However, in exigencies of work, they may be required to sit late and the personnel may be called on Saturday/Sunday and other Gazetted holidays, if required.
4. The services provided by the agency shall be to the satisfaction of the first party. If the services provided are not found to be satisfactory, the contract shall be terminated even before the period specified above.
5. The agency rates shall include cost for all essentials and contingent works which although not specifically mentioned in the contract, are necessary for completion of work to the satisfaction of the first party.
6. The persons who are deployed for services should be of a good moral character, should be free from any communicable disease and should not have been convicted for any offence. The antecedents should be duly verified.

Whereas the agency has agreed with the DRI, RU, Jaipur to perform all the services that:-

- a) The number of persons will be deputed as per requirements of this office from time to time as per exigencies of work. The rate payable to such persons will be as per the minimum wages prescribed by the Labour Department from time to time. The applicable wages, taxes, PF, ESI etc. are changed statutorily; effects to the same would be given by the department.
- b) If the rates/quotations (wages plus the statutory contributions like EPF, ESIC, etc.) submitted by any Agency are found to be less than the minimum wages notified by the Labour Department, the bids of such an Agency will not be considered.
- c) The service shall be provided for nine hours per day and for all working days of the week: this service shall also be provided on Sunday if required to ensure better maintenance for which compensatory off shall be given to persons engaged by the agency as per statutory provisions.
- d) Bills in respect of each month will be submitted by the agency to DRI not later than the 3<sup>rd</sup> and the payment of these bills will be ordinarily affected by means of crossed Cheques/Demand Drafts not later than 15<sup>th</sup> of the following month, respectively. Register for attendance and services rendered would be kept with DRI for verification of bill of the agency.
- e) Payments to the service provider would be strictly on certification by the officer to whom the outsourced personnel is attached, that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.

- f) It is hereby expressly agreed that no liability shall devolve on DRI, Jaipur in respect of any men/personnel employed by the agency in fulfillment of this agreement under any circumstances and should there be any liability agency shall indemnify the DRI, Jaipur. It is expressly agreed that in no case the employees of the agency shall have any claim of any kind against the party of DRI, Jaipur. It is also expressly agreed that this contract is purely time bound and the personnel of the party of agency will have no claim whatever for employment by the party of the DRI, Jaipur.
- g) The contract may be terminated by the head of the Department on a week's notice at any time without assigning any reason.

In consideration of the payments to be made by DRI, Jaipur the agency shall duly perform the above mentioned duties with great promptness, care and diligence in a workman like manner to like the satisfaction to the DRI, Jaipur and will carry out the work in accordance with the conditions or contract and will observe, fulfill and honor all the conditions mentioned and DRI, Jaipur hereby agrees that if the agency observes and agrees the said terms and conditions of the contract, DRI, Jaipur will pay or caused to be paid to the Agency for the services on the completion thereof, the amount due in respect thereof at the rates specified in the contract.

7. The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider their deployment after investigation by the local Police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
8. The service provider shall engage necessary number of persons as required by this Department from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this Department and further the said persons of the service provider shall not claim an employment, engagement or absorption in the office of the DRI, Regional Unit, Jaipur in future.
9. The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service from/in this Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this Department.

10. The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative/ organizational matters as all are confidential/ secret in nature.
11. The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this Department. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
12. The persons deputed should preferably be between the age of 18-40 years and they shall not interfere with the duties of the employees of the Department.
13. The department may require the service provider to dismiss or remove from the site of work any person of persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Department.
14. The service provider has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
15. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider and the Department shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
16. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and this Department shall not incur any liability for any obligation. The agency is required to provide particulars of PF, Group Insurance of its employees engaged in this Department.
17. No wage/remuneration will be paid to any staff for the days of absence from duty.
18. The service provider shall arrange for a substitute well in advance of there is any probability of the person leaving the job due to his/her own personnel reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
19. The service provider shall be contactable at all times and message sent by phone/email/fax/Special Messenger from this Department to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this office in fulfillment of the contract from time to time.

20. This department shall not be liable for any loss, damage, theft, burglary or robbery of any personnel belongings, equipment or vehicles of the personnel of the service provider.
21. That the Agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. supplied to the personnel for discharged of duties assigned to them are not damaged in the process of carrying out the service undertaken by it and shall be responsible for act of commission and omission on the part of this staff and its employees etc. If this Department suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this Department for the same. The agency shall keep this Department fully indemnified against any such loss or damage.
22. This Department will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
23. The successful bidder shall furnish a security deposit equivalent to Rs. 2,500/- (Rupees Two Thousand Five Hundred Only) in the form of an account payee demand draft drawn in favour of “**DRI, DZU, New Delhi**”. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or on non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency.
24. The successful bidder will enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department on these terms and conditions. The agreement will be valid for a period of one year commencing from the date of signing of such agreement and shall continue to be in force in the same manner unless terminated in writing.
25. The service provider shall not assign, transfer, pledge or sub contract the performance of service without the prior consent of this Department.
26. However, the agreement can be terminated by either party by giving one month’s notice in advance. If the agency fails to give one month’s notice in writing for termination of the agreement then one month’s wages, etc. and any amount due to the agency from the Directorate shall be forfeited by the Directorate.
27. That on the expiry of the agreement, as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

28. In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the **Head of Department, DRI, DZU, New Delhi** whose decision shall be binding on both the parties.

29. Head of Department of this Department reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered by the contracting parties.

Sd/-  
**(Dr. Hemant Kumar)**  
Deputy Director

**Copy to:**

1. The Notice Board of the Directorate of Revenue Intelligence, Regional Unit, Jaipur.
2. The Web Master, CBEC, New Delhi with a request to upload the same in the official website of CBEC i.e. [www.cbec.gov.in](http://www.cbec.gov.in)

**‘TECHNICAL BID’ FOR OUTSOURCING OF SERVICES OF FOUR (4)  
MANPOWER (UN-SKILLED)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filed by the Tenderer</b>
1	Name of the Agency	
2	Details of EMD (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with office Telephone Number, Fax Number and Mobile Number and name of the contract person.	
5	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6	PAN/TIN Number (Copy to be enclosed)	
7	Details of ESI & EPF Registration alongwith Evidence.	
8	Service Tax Registration Number (copy to enclosed)	
9	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner, anywhere in India.	
10	Length of experience in the field	
11	Experience in dealing with Govt. Department (indicate the names of the Department and attach copies of contracts order placed on the agency)	
12	Whether a copy of the terms and conditions (Annexure – I), duly signed, in token of acceptance or the same, is attached?	
13	Whether agency profile is attached	
14	List of other clients	

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. In case, any deviation is found in the above statement at any stage, the Department may blacklist me and may not deal with me in future.

**(Signature of Authorized Signatory with date)**



**'FINANCIAL BID' FOR OUTSOURCING OF SERVICES OF FOUR (4)  
MANPOWER (UN-SKILLED)**

<b>Category of worker</b>	<b>Minimum wages</b>	<b>PF@</b>	<b>ESI@</b>	<b>Service Charges, (Adm. Charges)</b>	<b>Service Tax</b>	<b>Total</b>
	1	2	3	4	5	6
Four (04) Manpower (Un-skilled)						

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. In case, any deviation is found in the above statement at any stage, the Department may blacklist me and may not deal with me in future.

**(Signature of Authorized Signatory with date)**