



**भारत सरकार / GOVERNMENT OF INDIA**

**कार्यालय संयुक्त निदेशक, प्रवर्तन निदेशालय, चेन्नई ज़ोनल कार्यालय**  
**OFFICE OF THE JOINT DIRECTOR, DIRECTORATE OF ENFORCEMENT, CHENNAI ZONAL OFFICE**  
दूसरा एवं तीसरा तल, मुरुगसा नायकर कॉम्प्लेक्स, सं. 84, ग्रीम्स मार्ग, चेन्नई.- 600006  
**2<sup>nd</sup> & 3<sup>rd</sup> FLOOR, MURUGESA NAICKER COMPLEX, No.84, GREAMS ROAD, CHENNAI - 600 006**  
फ़ोन नं. / PHONE NO: 044-2829 9728 & 2829 9729 फ़ैक्स नं./ FAX NO: 044 - 2829 9799

फाईल सं. / F.No. D-16/2/MAS/95

दिनांक / Date: 21.09.2017

**TENDER NOTICE FOR OUTSOURCING OF SKILLED ASSISTANTS & DATA ENTRY OPERATORS ON CONTRACT BASIS**

Sealed tenders are invited in two bid system for engagement of agencies from Registered/Well established Manpower Service providers for providing SKILLED ASSISTANT – 2 (TWO) AND DATA ENTRY OPERATORS – 5 (FIVE) on contract basis (subject to variation depending upon the actual requirement of the Department) for the office of the Special Director (SR) & Joint Director located at III & IV Floor, Shastri Bhavan, Chennai – 6 and II & III Floor Murugesha Naicker Office Complex, 84, Greams Road, Chennai – 6, respectively for a period of one year from the date of award of contract. The Service Providers should have sufficient experience of providing such personnel to various Govt. Departments, PSUs, and Autonomous Organizations of Govt. of India. **The Service Provider shall be in position to provide additional staff, if situation warrants.**

The period of contract will initially be for a period of one year from the date of award of contract subject to review of performance every three month and will be extendable at the discretion of this department after the expiry of contract.

The prescribed tender documents i.e., Annexure I & II with terms and conditions are enclosed herewith.

The tender should be submitted under Two Bid System i.e., Technical Bid and Financial Bid clearly superscribed on the envelope and contain information as prescribed in Annexure I & II. The "Financial Bid" must contain the rate for engaging on monthly basis for normal duty of 8 hours per day per person in Annexure II. Bidders will be required to quote minimum wages at the prevailing rate as fixed under Minimum Wages Act prescribed by the District Collector, Chennai and all other statutory requirements like PF, ESI or any other taxes as may be applicable. Both the sealed covers should be placed in the main sealed envelope superscribed "TENDER FOR OUTSOURCING OF SKILLED ASSISTANT & DATA ENTRY OPERATOR" and should be addressed to **the Joint Director, Directorate of Enforcement, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Murugesha Naicker Office Complex, 84, Greams Road, Chennai 600 006**, and should be handed over/sent on or before 29th September 2017 by 14.30 hours.

The technical bids will be opened in the Conference hall, 3<sup>rd</sup> floor, Murugesha Naicker Office Complex, 84, Greams Road, Chennai-6, on the same day at 16.30 hours on 29<sup>th</sup> September 2017 **in the presence of the prospective bidders**, if they wish to be present. If they wish so, they will have to produce authorization letter from the company/firm before the Committee.

The financial bids of the successful bidders who have been found technically qualified, will be opened on the same day i.e., 29<sup>th</sup> September 2017 at 17.00 hours at the said premises. **The Service Charges quoted by the bidders shall not be zero percent.**

This issues with the approval of the Joint Director.



(B.RAMESH)

21/9/17  
ASSISTANT DIRECTOR (ADMN)

To

1. For Circulation among eligible Agencies/Firms/Companies & by email.
2. Notice Board
3. For publication in the E-Port of this Directorate.

**ब. रमेश / B. RAMESH**

सहायक निदेशक / Assistant Director  
प्रवर्तन निदेशालय / Directorate of Enforcement  
चेन्नई / Chennai

Annexure – I

TECHNICAL BID

1	(a) Name and Address of the Tenderer Agency with Phone number (b) Name and Telephone /Mobile Number of contact person	
2	Experience in the work of providing services of Skilled Asstants / Data Entry Operators (Attach copies of work order)* 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 Tender Agency Number of Skilled Assistant & Data Entry Operators supplied to each such Organization	
4	(a) Is the Tenderer Agency Registered under GST? If so, please provide the GST Registration Number (Please attach copy)*	
5	Are you covered under Labour Legislations such as ESI, EPF and Gratuity etc.? If yes please attach copy of respective certificates	
6	Are you governed by minimum wages rules? If yes, please give details	
7	PAN No. (please attach copy) *	
8	GST/ VAT No. (please attach copy)*	

\* Must attach copy of documents mentioned in Column 2,4,5,7 &8

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 Documents and undertake myself / ourselves to abide by them.

Encl: 1. Scope of work and Terms & Conditions (must be signed and sealed)  
2. Financial Bid.

Date:

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No.(O) / Mobile No.