



प्रवर्तन निदेशालय

भारत सरकार

क्षेत्रीय कार्यालय, द्वितीय तल, जीवन निधि-II
एल.आई.सी. बिल्डिंग, भवानी सिंह मार्ग, जयपुर - 302005

Directorate of Enforcement

GOVERNMENT OF INDIA

Zonal Office, Second Floor, Jeevan Nidhi - II,
LIC Building, Bhawani Singh Road, Jaipur - 302 005

Tel:- 0141-274173-75 Fax: - 0141-2744380

ई-मेल: ed_jaipurzone@nic.in

Date:-30-10-2018

F.No.-D-14/2 /जयपुर/2018-19

Tender Notice No.3/2018-19

INVITATION OF TENDER FOR OUTSOURCING OF OFFICE STAFF FOR OFFICE OF THE DIRECTORATE OF ENFORCEMENT, JAIPUR.

For and on behalf of President of India, sealed tenders are invited for outsourcing of the following office staff for office of the Directorate of Enforcement (Zonal Office), IInd Floor Jeevan Nidhi-II LIC Building Bhawani Singh Road Jaipur- 302005:-

1	Data Entry Operator (Highly Skilled)	1
2	Data Entry Operator (Skilled)	6
3	Multi Tasking Staff (Semiskilled)	7

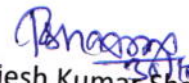
The detailed terms and conditions along with technical and financial bid forms may be procured from Assistant Director (Admn), Directorate of Enforcement, Jaipur on any working day during office hours 10.00 AM to 6.00 PM upto 11.00 AM 19.11.2018.

Mode of Submission of bids.

Quotation in sealed envelopes superimposed with words, "QUOTATION FOR HIRING OF OFFICE STAFF" addressed to the Assistant Director (Admn), Directorate of Enforcement, Ministry of Finance, IInd Floor, Jeevan Nidhi-II, LIC Building, Bhawani Singh Road, Jaipur- 302005 shall be submitted either in person or through post. The last date for submission of bids is 19.11.2018 till 11.00 AM.

Bids received later than the stipulated date will not be considered under any circumstance. This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reason thereof. Any enquiry/details regarding the work can be obtained from the Assistant Director (Admn). The tender will be opened on (19.11.2018 at 03.00 PM). The parties who have submitted tender can present themselves in person or through their authorized representative with an authority letter at the time of opening of the tender.

Encl-Annexure I,II,III & IV


Rajesh Kumar Sharma
(Assistant Director)

Annexure-I

1. The tenders are asked to quote only Wages and service charge.
2. The Directorate of Enforcement 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.
3. Rates/quotations should be submitted and signed by the firm with its current business address.
4. The rates shall be valid for a period of at least one year from the date of opening or till the stipulated period of the end of the contract whichever is later.
5. The contractor should satisfy themselves before submissions of rates/quotations to Directorate of Enforcement that they meet the qualifying criteria and capability as laid down in the annexure.
6. The Contractor must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the contractor in the rates/quotations and accepted by Directorate of Enforcement.
7. In case of any default by the contractor in any of terms and conditions (whether general or special), Directorate of Enforcement may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminates the contract, in whole or part, by giving 15 days notice in writing to the contractor.
8. Notwithstanding anything contained herein, Directorate of Enforcement also reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reasons and without incurring and financial liability whatsoever to contractor.
9. The contractor shall take insurance cover protecting the agency against all claims applicable under the workmen's compensation Act, 1948. The contractor shall arrange necessary insurance cover for any person deployed by him even for short duration. The Directorate of Enforcement shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim arising out of mishap, if any, which may take place. In the event of any liability/claim failing on the Directorate of Enforcement, the same shall be reimbursed/indemnified by the contractor.
10. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
11. No other persons except contractor's authorized representative shall be allowed to enter in the Director of Enforcement premises.
12. Within the premises of Directorate of Enforcement, the contractor's personnel's shall not do any private work than their normal duties.
13. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the Directorate of Enforcement, Jaipur indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
14. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel's that might become applicable under Act or Order of the Govt. Directorate of Enforcement, Jaipur shall have no liability whatsoever in this regard and the contractor shall indemnify this Directorate of Enforcement against any/all claims which may arise under the provisions of various Acts, Govt.'s orders etc.
15. Contractor shall ensure that the persons sent to Directorate of Enforcement wear neat and clean uniform every day while on duty and free from communicable diseases.
16. The technical bid should include a Bid Security of Rs20000/- in the form of Demand Draft in favour of Assistant Director, Directorate of Enforcement, Jaipur payable at Jaipur. Any of the bidders selected for bid if not provided services within time the bid security will be forfeited by the Department.

We agree to the above terms and conditions.

Signature with Date :

Name of the Firm :