


<b>DIRECTORATE OF ENFORCEMENT</b> Office of the Joint Director, Kolkata Zone - II CGO Complex, 3 <sup>rd</sup> MSO Building, 6 <sup>th</sup> Floor, DF Block, Salt Lake, Kolkata - 700 064 Tel.No. : 033-23590006 Fax: 033-23375553 E-mail: adklzoi11-ed@gov.in	 <b>भारत सरकार</b> GOVERNMENT OF INDIA	प्रवर्तन निदेशालय संयुक्त निदेशक कार्यालय, कोलकाता क्षेत्र - II सी.जी.ओ.काम्पलेक्स, तृतीय एम.एस.ओ. भवन, छठातल, ड. एफ. ब्लॉक, साल्टलेक, कोलकाता- 700064 दूरभाष संख्या: 033-23590006 फैक्स: 033-23375553 ई-मेल: adklzoi11-ed@gov.in
---	--	--

**F.No.G-29/04/KLZO-II/2024**

**Date: 21.07.2025**

**NOTICE INVITING TENDER IN TWO BIDS SYSTEM FOR OUTSOURCING OF VARIOUS MANPOWER SERVICES ON CONTRACT BASIS FOR DIRECTORATE OF ENFORCEMENT, KOLKATA ZONAL OFFICE-II, KOLKATA ON GeM.**

Sealed Tenders are invited for out sourcing of various manpower services under following category/work ON CONTRACT BASIS for the office of Directorate of Enforcement, Kolkata Zonal Office -II, Kolkata for a period of one year which can be extended up to three years on the basis of satisfactory performance.

Sl. No.	Post	Category	Numbers
01.	Data Entry Operator (DEO)	Skilled	13
02.	Security (without arms)	Skilled	04
03.	Multi Tasking Staff (MTS)	Unskilled	11
04.	Car Driver	Skilled	01
<b>TOTAL</b>			<b>29</b>

**Important Dates**

Procedure of Bid	Dates
Bid Document Collection / Download Start Date & Time	<b>23.07.2025 from 9:30 am onwards</b>
Bid Submission Start Date & Time	<b>23.07.2025 from 10:00 am</b>
Bid Submission End Date & Time	<b>14.08.2025 at 11:00 am</b>
Date & Time of Opening of Technical Bid	<b>14.08.2025 at 11:30 am</b>

The (Notice Inviting Tender) tender documents will be available for viewing / downloading on CPP portal i.e. <https://eprocure.gov.in/eprocure/app/> and departmental website of Directorate of Enforcement i.e. <http://www.enforcementdirectorate.gov.in> and on GeM portal <https://gem.gov.in>

**Bid Submission:** Bids shall be submitted only through GeM but EMD shall be deposited in indenting office during normal office hours. Bidders are advised to follow the instructions and note the Terms and conditions of this contract, mentioned below as per Annexure - A and






General Terms and conditions mentioned in Annexure - B as uploaded on GeM & CPPP & departmental website i.e. <http://www.enforcementdirectorate.gov.in>.

1. **Period of Contract:** The contract will be for a period of one year from date of signing of contract with successful bidder(s) which may be extended further up to three years (after evaluation of work each year) on satisfactory performance. Directorate of Enforcement, Kolkata Zonal Office - II reserves the right to extend or reduce the period of time. It can terminate the contract anytime in case of emergency administrative reasons / breach of terms & conditions.
2. The tender shall be submitted in two parts viz. technical bid and financial bid. All the physical copy of scanned pages of bid being submitted must be duly filled and duly signed. All relevant papers should be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Fax / E-mail etc. shall not be considered. No correspondence will be entertained in this matter. Successful bidders needs to submit all relevant documents uploaded on GeM along with their bid(s) in original in this office. Scanned copies of all the documents which have been requested in the Annexures and this tender document shall be uploaded and should be clearly visible. The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory otherwise the tender will be rejected straight away.
3. The bid forms and other details can be obtained from the CPPP Portal website <http://www.eprocure.gov.in> and department website <http://www.enforcementdirectorate.gov.in> and on GeM <https://gem.gov.in>.
4. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <http://www.eprocure.gov.in> and department website <http://www.enforcementdirectorate.gov.in> and on GeM <https://gem.gov.in>, shall not tamper / modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be summarily rejected and EMD would be forfeited and bidder is liable to be banned.
5. Bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> and department website <http://www.enforcementdirectorate.gov.in> and <https://gem.gov.in/cppp> regularly till closing date of submission of tender for any corrigendum / addendum / amendment.
6. Bids submitted on GeM shall only be considered for tendering process and its evaluation thereof.
7. The aforementioned number of manpower in each category is indicative and it may vary based on requirement.
8. Not more than one tender shall be submitted by bidders having business relationship among themselves. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another [i.e. when one or more partner(s)/director(s) are common] be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.



9. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.
10. Bidder to upload ITR for last three financial years.
11. The bidders under MSME / Startup India Category are exempted from the turnover criteria and Submission of EMD and accordingly if an exemption is claimed then proof of the same must be attached.
12. While all efforts have been made to avoid errors in the drafting of the tender documents, the bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents submitted through GeM shall be entertained. The parties to the Bid shall be the 'Bidders' (to whom the work has been awarded) and the Office of the Joint Director, Kolkata Zonal Office -II, Kolkata.
13. The Bidder should clarify any doubt / query if any, from Shri Ramchandra, Assistant Director (Admin.), Directorate of Enforcement, Kolkata Zonal Office - II, 6<sup>th</sup> Floor, 3<sup>rd</sup> MSO Building, DF Block, Salt Lake, Kolkata on any working day between 11.00 A.M. to 05:00 P.M. during the period 23-07-2025 to 13-08-2025.

  
( Ramchandra )  
ASSISTANT DIRECTOR (ADMIN)  
DIRECTORATE OF ENFORCEMENT  
KOLKATA ZONAL OFFICE - II,  
KOLKATA

फा. सं/F. NO.G-29/04/KLZO-II/2024

दिनांक/DATED- 21.07.2025

Copy to: -

1. The Deputy Director (Admin), ED, HO, New Delhi with request to upload the same on the official website of this Directorate.
2. Notice Board of Directorate of Enforcement, Kolkata.





Tenders are invited from registered bonafide Agency / Contractor / Manpower Service Providers to provide **"Skilled and Unskilled"** ON CONTRACT BASIS for **Directorate of Enforcement, Kolkata Zonal Office – II, Kolkata** for the period of one year which can be extended up to three years (after evaluation of office work each year).

The Technical and Financial terms and conditions shall be as follows: -

**ANNEXURE-A**

**(A). TECHNICAL:**

1. The Agency / Contractor should have a trade license issued by the concerned authority.
2. The Agency / Contractor providing the services should be in business of providing Manpower Services to Government / PSU / Corporate offices at least for seven years (Requisite documents to support this claim will have to be produced).
3. The Agency / Contractor must have successfully executed/completed similar works of services in law enforcement agencies i.e. CBI, NSG, CRPF, CGST, Income Tax etc. during the last seven years preceding the date of bid submission (Bidder to upload relevant document as part of bid submission. Buyer will verify the documents submitted by the bidder). (Also applicable for MSME registered bidders) of the required value as follows:

(i) Three similar works costing not less than the amount equal to 40% (Forty percent) of the estimated cost.

**OR**

(ii) Two similar works costing not less than the amount equal to 60% (Sixty percent) of the estimated cost.

**OR**

(iii) One similar work costing not less than the amount equal to 80% (Eighty percent) of the estimated cost.

Experience of only Govt. sector shall be considered with valid experience certificates of works having been completed satisfactorily, and the work completion certificate shall be issued by an authority of the rank not below the rank of Executive Engineer or equivalent. Similar work shall mean works of "Outsourcing Manpower Service work." and satisfactory completion shall mean "works completed within stipulated time or extended time without levy of compensation for delay".

**Note:** The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion up to the previous day of last date of submission of bids.

4. The Agency / Contractor should be registered with Goods & Service Tax Department and should submit a copy of valid Goods & Service Tax Registration Number and GSTR-1.
5. The Agency / Contractor must submit a copy of the PAN/Income Tax Return and turnover for the



6. The registration certificate of the Agency / Contractor along with the address of the Office & telephone number, email id etc. should be furnished.
7. The participating bidder shall upload a scanned copy of the undertaking affirming that its registered office / branch office is located in Kolkata, West Bengal. Local bidders shall be given preference.
8. The vendor shall ensure all EPF and ESI norms while hiring his staff.
9. **Earnest Money (EMD) should be 5% of the total ceiling value. EMD submitted in the form of Account Payee Demand Draft in favor of the "Drawing and Disbursing Officer, Enforcement Directorate, Kolkata Zonal Office - II" shall be accepted. Details of EMD needs to be mentioned while uploading Technical bids on GeM and original instruments to be submitted in office at the address: - Directorate of Enforcement, Kolkata Zonal Office - II, CGO Complex, D.F. Block, Salt Lake, Kolkata-700064 before last date of bid submission. The original instrument in respect of Earnest Money should have validity period of 45 days beyond the final bid validity period & must be submitted with technical bid, failing which bid shall be summarily rejected without consideration. Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFRs, 2017, should submit documentary proof thereof along with technical bid through online Portal.**
10. **The Successful bidder will have to furnish a Performance Security of amount equivalent to 5% of the annual value in the form of either a Bank Guarantee, valid for 60 days beyond the term of the contract, issued by a scheduled bank as per format at Annexure - II or a Demand Draft issued by a Scheduled Bank, favoring "DDO, Directorate of Enforcement, Kolkata Zonal Office-II". No claim shall be made against Government of India / Deputy Director (Admn.), Enforcement Directorate, Kolkata Zonal Office - II in respect of interest accrued, if any, due on the Performance Security Deposit.**
11. The performance of the engaged Agency / Contractor will be assessed on regular basis and the Agency / Contractor must meet terms and conditions as stipulated in NIT should submit their bids. **Technical bid shall include documentary proof in respect of each of the aforementioned points of Technical terms and conditions. Financial bids of Agencies failing to fulfill the above conditions, will not be considered.**
12. The firm should give affidavit that they have not been blacklisted by any Central/State Government agency in the past three years.
13. **Declaration of bidders given in Annexure - IV must be filled in all respect and incomplete form may result into cancellation of the bid.**
14. The Technical Bid should be submitted in the enclosed Performa Annexure - III & IV. **(Technical).**

**(B). FINANCIAL:**

1. The Agency / Contractor capable of supplying outsourcing of manpower services as mentioned in the documents and ready to bid for all services / items only shall be considered.





2. Agency / Contractor should submit Technical Bid and declaration as per Annexure – II and III.
3. Bids complete in all respect will only be considered. The bid must be cost effective in totality (total payability in terms of number of persons to be deployed). No partial evaluation will be entertained while determining the lowest bidder. Same constraints shall be applicable for all bidders for evaluating the tender.
4. In case, engaged Agency / Contractor being a successful bidder, at a later stage refuses to provide services, the bid by Agency / Contractor may be considered for cancellation and Performance Security will be forfeited and department may consider to take necessary action including blacklisting the said Agency / Contractor. The department reserves the right to take services from other eligible bidders by engaging them in case of breach of terms by lowest bidder.
5. The rates shall be quoted in the format as per at Annexure – V (**Financial**).
6. **The Agency / Contractor shall also indicate the rate of deduction per day / per hour in case of any shortfall in attendance / specified duty hour of the worker provided by them. It is mandatory for the Agency / Contractor to provide substitute manpower in absence of regular manpower.**
7. **The rate of wages payable to the personnel engaged by the Agency / Contractor shall not be less than the rates prescribed for the schedule of employment under the Minimum Wages Act, 1948. The remuneration after deduction of EPF & ESI against deployed staffs are required to be paid, if applicable, as per law on the 1<sup>st</sup> day of next month positively through ECS to their Bank Account. The photocopy of bank statement showing remuneration payment has to be submitted to the office within 7 days of next month. The Agency / Contractor shall also provide proper pay slip duly signed and with company seal to their employee mentioning the total breakup of their salary details.**

**(C). SCOPE OF WORK:**

1. Data Entry Operators: Preparation of drafts / documents, letters and computer file handling. Cataloguing, filling, maintenance of files. Movement of files from one room to other as per instructions of the officers and staff. In addition to the above works, other related work may also be entrusted by the office.
2. Multi Tasking Staffs : The deployed persons / outsource staff will carry out sweeping, dusting and mopping of all areas in office premises including chair, tables & other furniture, window glass, door, entrance and almirah, rack etc. and cleaning of washrooms/toilets. In addition to regular maintenance and upkeep of office premises / regular sanitization related work may also be entrusted by the office.
3. Security Staff : The security staff deployed will look after and secure the premises, equipments and access points.
4. Driver : The driver shall be responsible for maintaining of Government vehicle and updating the log book as and when the vehicle is used, regular servicing of the vehicle.





5. The Agency / Contractor has to provide services to their respective places in the state of West Bengal and when required. They may also be asked to provide services at different locations also on urgency.
6. Agency / Contractor will ensure educational qualification/physical efficiency of the engaged personnel as **per Govt. prescribed classification of category of staff (for daily wages labour)** and accordingly applicable rate will be paid.

#### ANNEXURE-B

#### (D) GENERAL TERMS AND CONDITIONS:

1. The period of contract will initially be for a period of one year from the date of award of contract and subject to review of performance, the extension of the said contract will be decided based on performance of the Agency / Contractor on quarterly basis.
2. The outsourced personnel engaged for the work should not have any criminal antecedents. His / her antecedents should be verified by the Agency / Contractor from the local police authorities and a certificate to this effect is to be provided by the Agency / Contractor to this office.
3. The outsourced personnel's provided by the Agency / Contractor should submit educational testimonials & character certificates at the time of their deployment with their antecedents to the Agency / Contractor, who in turn under covering letter shall submit copies of such documents duly certified to this office.
4. Only the required documents in legible form should be properly scanned and uploaded. Irrelevant documents should not be uploaded. The onus of a non-readable document shall be wholly with the bidder.
5. The outsourced personnel should be above 18 years of age and he/she should be physically and mentally fit. The Directorate of Enforcement, Kolkata Zonal Office-II reserves the right to select suitable candidates from the persons provided by the Agency/Contractor.
6. The engagement of the personnel for the job will be made by the Agency/Contractor. The engaged personnel will not have any claim whatsoever with the department. The department shall not be responsible fully or partly to any other dispute that may arise between Agency/Contractor concerned and its staff. The personnel deployed by the Agency/Contractor should be on Agency/Contractor's payroll and an engagement certificate to this effect should be submitted by the Agency/Contractor to this office.
7. The Agency/Contractor will be directly responsible for the administration, general discipline and courteous behavior of outsourced personnel.
8. The payment will be made directly to the Agency/Contractor on monthly bill basis.
9. The Agency/Contractor will be fully responsible to compensate the losses caused by its personnel to the department such as damage caused to the office documents and/or equipment's, if the personnel provided by the Agency/Contractor are found responsible for the said loss.
10. The duty hours will be fixed by the Agency/Contractor and service will be provided on holidays, if necessary. The deployment of the personnel are to be on the basis of **"NO WORK, NO PAY"**.
11. The Agency/Contractor will be wholly responsible for payment of salary to the deployed outsourced personnel. The Agency/Contractor will be responsible for compliance of statutory obligations such as **Minimum Wages Act, Employees Provident Fund, ESI Act, Labour Law, Contract Law** etc. as applicable. The pay of deployed staff needs to be reviewed in accordance with pay revised by Ministry of Labour from time to time by Agency/Contractor and submit the bills accordingly.





12. The Agency/Contractor should specifically note that the procurement of the service under this contract does not in any way confer any right on the Agency/Contractor or the deployed outsourced personnel in this office for claiming any regular employment in this office or any other Government Office.
13. The Agency/Contractor will maintain an attendance cum duty register in respect of the engaged personnel for **"Outsourcing Services / Manpower on contract basis"** based on which the cost of service will be paid.
14. The outsourced personnel/Agency/Contractor will not take any article out of the Directorate of Enforcement premises without a Gate Pass to be issued by the competent authorities. For such violation, the engaged outsourced personnel /Agency/Contractor will be liable for penal action under IPC or any other act in force.
15. In case of failure to provide the requisite manpower within the stipulated time frame, the department would be free to engage other Agency/Contractor.
16. In case department paid more than the entitled amount, differential amount would be adjusted or recovered against the future bills.
17. The Agency/Contractor shall not sublet the contract to any other persons or party.
18. **The security / staff of Directorate of Enforcement, Kolkata Zonal Office-II shall have the right to search the Agency/Contractor's Manpower at any time while going in or out of the office premises and there shall be no grievance expressed/ felt on this account either by the Agency/Contractor or his employee.**
19. **The Agency/Contractor should comply with all the statutory regulations that are in force and that may come in force from time to time. This office may consider to cancel the Contract, if any violation/ deviation in compliance of statutory laws/Acts reported and found correct.**
20. **The Agency/Contractor's personnel shall not divulge or disclose to any person, any details of office, operational process, and technical know-how, security arrangements and administrative / organizational matters as all are of confidential / secret nature that can attract legal action.**
21. **The Agency/Contractor's personnel must wear their ID card at all times in the office premises and should show it to the security authority whenever asked.**
22. **The Agency/Contractor's personnel are required to mark their biometric attendance each time of Entry/Exit from the premises.**
23. **The Agency/Contractor's personnel especially Data Entry Operators should not bring to this office his/her separate computer/Pen-drive/Laptop/tablet etc.**





24. Frisking and checking of DEOs and MTS shall be done on daily basis before entering and exiting the office premises so that any office material is not moved out by them and any items which is harmful and dangerous to Enforcement Directorate premises and its staff is not taken inside. Their bags/personal belongings to be scanned daily.
25. No contractual Data Entry Operator should use or open or save his/her personal email accounts / social network on office Desktop/laptops. Access to any online material by DEOs and MTS are strictly prohibited in the office premises on any office computers/Laptop except with the permission of ED Officers/officials.
26. In the course of attending the assigned work, the officers may share confidential information including documents with the outsource staff so as to discharge the assigned functions to protect the interest of the Directorate. For the purposes of this undertaking, "Confidential Information" means any data or information that is proprietary of the Directorate and not accessible to general public, whether tangible or intangible or in electronic or virtual form, whenever and however disclosed but the Agency/Contractor shall never try to get/access through their deployed employees not limited to :-
- (a) any official/investigation/strategy, plan, information result relating to the past, present or future official functions of the Directorate and its Regional, Zonal and Sub-Zonal offices throughout the country;
  - (b) any report, data, information and official secret; and
  - (c) any other information reasonably treated as confidential.
27. The TDS will be deducted as per the provisions of Income Tax Act/Rules issued from time to time from the payment to be made to service provider and a certificate to this effect will be issued.
28. The outsourced personnel may, from time to time, assigned /exposed to 'Confidential Information' the Agency/Contractor/his deployed staff also undertakes to:
- (a) keep all Confidential Information strictly confidential by using a reasonable degree of care and also sign the non-Disclosure obligation, failing of which the personnel shall be liable to face legal proceedings.
  - (b) not disclose any Confidential Information received from the Directorate to any third party/Agency/Contractor.
  - (c) The Agency/Contractor/his deployed staff accepts that he/she shall be held responsible for any breach which is contrary to this Undertaking.
29. In case of any dispute, the decision of the Additional Director/Joint Director, Directorate of Enforcement, Kolkata Zonal Office – II over the issue shall be final and binding on all the parties concerned.
30. The Data Entry Operator deployed by the Agency/Contractor also undertakes to immediately return to the Directorate all tangible and intangible material embodying the Confidential Information provided herein and all notes, summaries, memoranda, Manuals, records, materials, documents or derivative information deriving there from and all other typing ( and all copies of any of the foregoing, including "copies" that have





been converted into electronic media in the form of image, data or word processing files either manually or by image capture) based on or including any Confidential Information, in whatever form of storage or retrieval, upon –

- (i) the completion or termination of the engagement of the Agency/Contractor with the Directorate;
  - (ii) the breach of the terms and conditions of the Undertaking; or
  - (iii) such time as the Directorate may so desire.
- (a) Besides these, for any matter in respect of which no specific provision has been made, the Agency/Contractor/his deployed staff undertakes that the decision of the Directorate in all such matters shall be final and binding. This office may consider to cancel the Contract, if any violation/ deviation in compliance of statutory laws/Acts reported and found correct.

31. In case of breach of terms and conditions mentioned above, the competent authority will have the right to cancel the contract without assigning any reason thereof and no damages/loss will be payable by the department in that situation.
32. For termination of this agreement, two months prior notice will be required from the Agency/Contractor's side in writing. The Directorate of Enforcement, Kolkata Zonal Office-II can however, terminate this contract on a notice of 30 days in normal circumstances, The Enforcement Directorate, Kolkata Zonal Office-II remains the right to terminate the contract without any notice/reason whatsoever to the Agency/Contractor in case of Administrative issues and Security issues etc.
33. The Agency/Contractor engaged outsourced personnel shall not divulge or disclose any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters, confidential/secret information etc., if any, to any person or Agency/Contractor. In case of violation of the said terms & conditions, strict action including penal action will be taken, if required.
34. The Agency/Contractor should ensure that all the **DEOs, MTS, Driver and other contractual staff must have one basic mobile phone with them.**
35. The prospective Service provider should preferably visit the site (with own expenses) and acquaint himself with the existing site conditions, restrictions on movement, working time, security aspects of the O/o Directorate of Enforcement, KLZO-II and ascertain the existing status of the work site/fittings/furniture/equipment etc., before quoting for the job. Record of the same to be uploaded for technical evaluation.
36. Documents to be uploaded mandatorily along with the GeM bid, failing which the bid may be liable to be rejected –
- a. An undertaking stating that "I/We hereby declare that I/we have perused and understood the tender document and do hereby accept all the terms & conditions, stipulated in ADDITIONAL TERMS AND CONDITIONS."
  - b. Bid Security Declaration is to be given by the bidder stating that "I/We am/are accepting that if I/We withdraw or modify my/our bid during the period of validity etc., I/ We may be barred for a period of one year from participation in the bid process in O/o Directorate of Enforcement, Kolkata."





- c. Experience Criteria: Experience certificate as mentioned above.
- d. The participating bidder shall upload a scanned copy of the undertaking affirming that its registered/branch office is located in Kolkata, West Bengal.
- e. PAN, GST Registration Certificate and GSTR-1 of the State in which the work is to be taken up, EPF and ESIC registration Certificate, ISO Certificate.
- f. Labour License and Labour Identification Number (LIN) or an undertaking to the effect that he will arrange the required labour license within 1 month of the award of work.
- g. MSME Registration Certificate, if applicable and Trade License of the state must be uploaded.
- h. Registration certificate of West Bengal Shop & Establishment Rules, 1964 is mandatory.
- i. Duly signed and accepted copy of this ATC.
- j. Bank solvency certificate or bank certificate (40% of estimated cost put to the tender) was mandatory for qualify the technical bid.
- k. The Vendor must be composite type enlistment certificate with CPWD/Railway/MES/BSNL or specialized law enforcement agency certificate etc., otherwise the vendor is liable to be rejected.
- l. The Bidder should scan a copy of the earnest money deposit and upload it through online Portal. The original copy of the earnest money deposit should be sent to the ED Office Kolkata on or before the time of closing of the uploading of the Bids. The original of the EMD can be sent by Speed Post or Registered Post. It can also be handed over in person. In the event of non-receipt of the EMD before the closing of the uploading of the Bids, the bid shall not be opened.
- m. Professional Tax Registration Certificate and Professional Tax Payment certificate of the State (WB), should be uploaded at the time of bidding.

37. Interested agencies may submit their bids on GeM with **Technical Bid and "Financial Bid for Outsourcing of Services"** (by fulfilling all the criteria mentioned in the ANNEXURE (I to V mentioned below). The duly filled up forms, to be submitted at the earliest, but not later than **11:00 hrs on 14.08.2025** on GeM. The formats for bids which are given in Annexure I to V. The bids will be opened on **14.08.2025 at 11:30 hours**. **The Technical Bids will be opened first on GeM and only that Agency/Contractor/firm, who fulfills the technical terms and conditions, will be eligible for participating in the financial bids.**



( Ramchandra )  
**ASSISTANT DIRECTOR (ADMIN)**  
**DIRECTORATE OF ENFORCEMENT**  
**KOLKATA ZONAL OFFICE-II,**  
**KOLKATA**

**Annexure- I**

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**

I/ We, the authorized signatory of M/s.....  
participating in the subject tender No. ....  
for the item / job of ..... do hereby declare:

- (i) That I/ we have availed the benefit of waiver of EMD while submitting our offer against the subject Ender and no EDM being deposited for the said tender.
- (ii) That in the event we withdraw/ modify our bid during the period of validity or I/ we fail to execute formal contract agreement within the given timeline or I /we fail to submit a performance security within the given timeline or I/ we commit any breach of Tender Conditions which attracts penal action of forfeiture of EMD and I/ we will be suspended from being eligible for bidding/ award of all future contract(s) of Enforcement Directorate, Kolkata for a period of one year from the date of committing such breach.

Signature and seal of Authorized Signatory of Bidder

Name of Authorized Signatory .....

Company Name .....





## Annexure-II

To  
The Assistant Director (Admn.)  
Directorate of Enforcement,  
Kolkata Zonal Office-II  
Kolkata

WHEREAS \_\_\_\_\_ (Name of Successful bidder)  
hereinafter called "Successful Bidder" has undertaken, Work Order No.  
\_\_\_\_\_ dated \_\_\_\_\_ 2025 to  
\_\_\_\_\_(Description of Services) hereinafter called  
"the Contract" in pursuance of Tender Document dated \_\_\_\_\_ issued by  
Directorate of Enforcement, Kolkata Zonal Office-II, Kolkata.

AND WHEREAS it is one of the terms of the tender document that the successful bidder  
has to submit a performance bank guarantee by a nationalized bank for entering into a  
contract.

AND WHEREAS it has been stipulated by you in the said contract that the successful  
bidder shall furnish you with a bank guarantee by a nationalized bank for the sum  
specified therein as security for the compliance with the successful bidder's performance  
obligations in accordance with the contract.

AND WHEREAS we have agreed to give unconditional and irrevocable guarantee for the  
successful bidder.

THEREFORE WE hereby affirm that we are guarantors and responsible to you up to a  
total sum of Rs.-----/Rupees \_\_\_\_\_ only) and we undertake to immediately  
pay you, upon your first written demand declaring the successful bidder to be in default  
under the contract and without demur cavil or argument, any sum or sums within the  
amount as aforesaid, without your needing to prove or to show the grounds or reasons  
for your demand or the sum specified therein.

A letter from your office that the successful bidder has committed default in the due and  
faithful performance of all or any of its obligations under and in accordance with the  
contract shall be conclusive, final and binding on us. We further agree that you shall be  
the sole judge as to whether the successful bidder is in default in due and faithful  
performance of its obligations under the contract and your decision that he is in default  
shall be final and binding on us, notwithstanding any differences between you and  
successful bidder or any disputes between you and him pending before an Arbitrator or  
any other court or tribunal or authority.

In order to give effect to this guarantee you shall be entitled to act as if we are the  
principal debtor and any change in our constitution or that of successful bidder shall  
not, in any way, or manner affect our liability or obligation under this guarantee. You  
shall have liberty, without affecting in any manner our liability under this guarantee, to  
vary at any time, the terms and conditions of the contract or to extend the time or period  
for compliance or to postpone for any time the exercise of any of your rights or enforce or  
forebear from enforcing any of the terms and conditions of the contract and we shall not



be released from our liability or obligation under this guarantee by any exercise of such liberty by you or other forbearance, indulgence, act or omission on your part.

We undertake not to revoke this guarantee during its currency.

Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to us at above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by any of your officers that the envelope was so posted shall be conclusive.

This guarantee shall come into force with immediate effect and shall remain in force and effect for a period of two months beyond the validity of the contract or until it is released by you pursuant to the provisions of the contract.

Signed and sealed this ..... day of ..... 2025 at .....

SIGNED SEALED AND DELIVERED

For and on behalf of (Name of the bank)

(Signature)

Name :

Designation:

Address:





## TENDER FOR OUTSOURCING OF VARIOUS SERVICES

### ANNEXURE – III (TECHNICAL)

SL. No.	Particulars	To be filled in by the Agency/Contractor
01.	Name of the Agency/Contractor	
02.	Date of establishment of the Agency/Contractor	
03.	Office address of the Agency/Contractor with office Telephone number, Fax number, email id and name of the contact person.	
04.	Whether registered with concerned Government Authorities (copies of all certificates of registration to be enclosed)	
05.	PAN (copy to be enclosed)	
06.	Service Tax Registration number and GST (copy to be enclosed)	
07.	Registration/License No. under Contract Labour (Regulation & Abolition) Act, 1970 & others	
08.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking in this regard to be attached)	
09.	Length of experience in the field	
10.	Experience in dealing with Government Departments (indicate the names of the Departments and year of dealing with those Departments and attach copies of contract orders placed on the Agency/Contractor)	
11.	Whether a copy of the terms and conditions (Annexure-IV), duly signed, in token of acceptance of the same, is attached	
12.	Whether Agency/Contractor profile is attached	
13.	List of current clients	

(Signature)  
With date



**DECLARATION BY THE BIDDERS**

**(ANNEXURE – IV)**

Memo No. :

Date:

To

The Assistant Director (Admn.),  
Directorate of Enforcement, Kolkata Zonal Office-II  
CGO Complex, 6<sup>th</sup> Floor, DF Block,  
Salt Lake, Sector – I,  
Kolkata – 700 064.

I/We have carefully gone through the “Notice inviting e-Tender” bearing No. \_\_\_\_\_ dated \_\_\_\_\_ and other tender documents mentioned therein. I/We have also carefully gone through the Terms & Conditions of the above referred NIT and taking into account of all the terms & conditions of the above referred NIT, I/We are offering our Tender. If the same be accepted, I/We promise to abide by all the terms and conditions laid down in the said Tender documents and will carry out and complete the work to the satisfaction of the Directorate of Enforcement, Kolkata Zonal Office-II, Kolkata, CGO Complex, 6<sup>th</sup> Floor, Salt Lake, Sector – I, Kolkata – 700 064.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Full Name of the Applicant: \_\_\_\_\_

Signature : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of the Firm) : \_\_\_\_\_

(In Block capital letter or typed)

Office Address:

Telephone No.(s) (Office) : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail ID: \_\_\_\_\_

**(Signature)**  
**With date**





## TENDER FOR OUTSOURCING OF VARIOUS SERVICES

### ANNEXURE – V (FINANCIAL)

#### FINANCIAL BID

For providing manpower, ..... the name of Tendering  
Company/Firm/Agency/Contractor: \_\_\_\_\_

Sl. No.	Category	Daily wage rates as prescribed by Central Govt. (Basic minimum wage)	EPF	ESI	Service Tax	Any other statutory liability	Agency/Contractor's (Admn./Service charges including Dress, I-card etc)	Overtime (OTA), if permissible under Act.	Total
1.	Skilled (DEO)								
2.	Skilled (Security staff)								
3.	Unskilled (MTS)								
4.	Car Driver (Skilled)								

#### Notes:

1. Rates quoted should not be less than the minimum wages prescribed under Minimum Wages Act, 1948 as applicable in the Central Govt. offices and fixed by the Chief Labour Commissioner (C), Ministry of Labour and Employment, New Delhi.
2. If the rates of any category are less than the minimum wages as prescribed by Central Govt., entire Tender will be rejected.
3. Agency/Contractor's Administration/Service charges cannot be "NIL" or "ZERO".
4. No overwriting/superscripted/white fluid text/number shall be considered.
5. If any of the statutory liability is not included as above, the tender will be rejected.

(Signature)  
With date



**THIS PAGE IS KEPT BLANK INTENTIONALLY**

