

OFFICE OF THE DEVELOPMENT COMMISSIONER,
KANDLA SPECIAL ECONOMICS ZONE,
MINISTRY OF COMMERSE,
GANDHIDHAM-(KUTCH) -370230.

Tender Enquiry No.KASEZ/EM/III/2014

Dated : 17.10.2014

Tender notice inviting bids from agencies for Outsourcing of Stenographers and Data Entry Operators (DEOs) on Contract basis.

Sealed tenders are invited from reputed Agencies for outsourcing of Stenographers and Data Entry Operators (DEOs) on contract basis in the office of the Development Commissioner, KASEZ as detailed below:

- 1.Total No. of persons required : **1 Steno and 4 DEOs** (Subject to change as per actual requirements)
- 2.Eligibility : Graduates with good knowledge of English and operating computers.
Proficiency in stenography (only for Stenographers).
3. Age : Not exceeding 30 years.
- 4.Period : For a period of two years which may be extended by one year by the Authority.
- 5.Security Considerations : The persons supplied by the agency should not have any Police record/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the Persons being recommended.
- 6.Period within which the manpower
Should be supplied. : Within 15 days of award of contract.

Other details like eligibility criteria, procedure for application, and terms & conditions may be down loaded from our web site www.Kasez.com

Sd/-
(Krishan Kumar)
Joint Development Commissioner

Eligibility Criteria:

- a) The Agency should be registered with the concerned Govt. Authorities under the Companies Act, ESI Act & for Service Tax and a self- certified copy each of the registration may be submitted. The Agency should also provide an undertaking that they will comply with all relevant statutory norms.
- b) The Agency should have a minimum of 3 years experience in supplying manpower. Proof in this respect to be submitted.
- c) The Agency should submit its self cetified copy PAN.
- d) An earnest money of Rs. 20,000/- (Rupees twenty thousand only) in form of a demand draft drawn in favour of **Chairman, Kandla SEZ Authority payable at Gandhidham** may be submitted along with the bid failing which bids will not be considered.
- e) The successful bidder would furnish a security deposit equivalent to Rs. 1 lakh which will be forfeited in case the supply of manpower is delayed beyond the stipulated period which is 15 days from the date of award of the contract or on account of unauthorized absence from duty/misconduct on the part of manpower supplied by the agency or in case of any other violation of terms of the contract. Decision of DC KASEZ and Chairman, KASEZ Authority shall be final in this regard.

How to apply:

The tenders should be submitted in two separate sealed covers. The first sealed cover should be super scribed "Technical Bid" and should contain (i) Company profile with details of manpower supply to other Government Department whether Central or State, PSUs/ Public Bank etc. The Supplier must have had at least one such contract in the past two years and a certificate about satisfactory work from the concerned office is to be furnished. Documents in support of (a) to (d) above. The second sealed envelope super scribed as 'Financial Bid' and should contain only rates which is to be quoted on monthly basis for normal duty of 8 hours per day per person for five days a week on all working days. Both the sealed covers should be put in single cover super scribed 'Tender for supply of Stenographers and DEOs' and should be sent to *Office of the Development Commissioner, KASEZ, Deptt. of Commerce, Gandhidham, Kutch- 370230*. The tender must reach this office by ~~15.00 hrs on 27th Oct, 2014~~ 14th Nov., 2014. Tenders received after this time will not be considered.

The tenders will be opened by a Bid Committee at 1600 hrs on 27th Oct, 2014. First Technical bid shall be opened & then financial bid of only eligible bidders shall be opened.

TERMS & CONDITIONS

- (a) This office may require the service provider to change/ replace, any person or persons, provided by the service provider, who may be incompetent or for his/her/their misconduct. Decision of Chairman, KASEZ Authority & JDC, KASEZ, Member, KASEZ Authority shall be final in this regard. Service provider shall comply with such requirements. The service provider shall also replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and/or breach of confidentiality or improper conduct, upon receiving written notice from office.
- (b) The service provider shall provide Photo Identity Cards to persons employed, which should be invariably displayed during office hours. Loss of card must be reported immediately.
- (c) Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
- (d) The personnel deployed should be polite, cordial, positive and efficient, while handling the assigned work and shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (e) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- (f) The personnel deployed shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.
- (g) The service provider's personnel shall not be entitled to any benefit/compensation/absorption/regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking to this effect will be required to be submitted by the service provider to this office in respect of all personnel deployed at this office.
- (h) The service provider shall ensure deployment of suitable people from proper background 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 withdraw such employees who are not found suitable by the office for any reason, immediately on receipt of such a request.

- (j) The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering etc.
- (k) The service provider shall engage the necessary personnel as required by our office from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. For payment of Salary/ Wages, all rules of the Central/State Government shall be followed by the service providers.
- (l) The transportation, food, medical and other statutory requirement in respect of personnel of the service provider will be the sole responsibility of the service provider.
- (m) The character and antecedents of each of the personnel of the service provider will be got verified by the service provider before their deployment, and a certificate to this effect may submitted to this office.
- (n) Working hours would be normally 8 ½ hours per day between 9.30 A.M to 6.00 P.M during working days including half an hour's lunch break. Actual amount per hour would be calculated for the personnel deployed on duty.
- (o) The personnel may be called on Saturdays, Sundays and other gazette holidays, if required. The service provider shall be paid an extra amount per hour of extra duties performed @ rate of Rs. 50/- per hour. Extra Duty hours will be certified by a Gazetted Officer of this office and as accepted by JDC, KASEZ.
- (p) The service provider will submit the bill in triplicate in the 2nd week of the month. The payment will be released by the 1st week of the following month.
- (q) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- (r) Payments to the service provider would be strictly on certification by the officer with whom the personnel is attached that his/her services were satisfactory and attendance as per the bill preferred by the service provider.
- (s) The service provider shall be available for effective implementation of contract at all times, and receipt of message sent by e-mail/fax/Special Messenger from this office to the service provider shall be acknowledged immediately.