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भारत सरकार Government of India
गृह मंत्रालय Ministry of Home Affairs
जनगणना कार्य निदेशालय Directorate of Census Operation
महाराष्ट्र Maharashtra
एक्सचेंज बिल्डींग, २ री मंजिल, Exchange Building, 2nd Floor,
सर शिवसागर रामगुलाम मार्ग, Sir Shivsagar Ramgulam Marg,
बॅलार्ड इस्टेट, मुंबई - ४००००१. Ballard Estate, Mumbai-400001
टेलीफैक्स/Phonefax : 22691266 टेली /Phone : 22615494
Email : dco-mah.rgi@censusindia.gov.in

No. A 12021/01/Ad-I/2013-14 (708)
Dated: 26th August 2015

OUTSOURCING THE SERVICES OF 14 MULTI TASKING STAFF (MTS) IN THE DIRECTORATE OF CENSUS OPERATIONS (DCO) MAHARASHTRA

Sealed tenders are invited from reputed firms/agencies under two bid system (Technical Bid and Financial Bid) for engaging the services of **14 Multi Tasking Staff (MTS)** to work in the various branch offices of this Directorate including the Head Office located in the different locations noted below as per the rates of prevailing minimum wages approved by the Government of Maharashtra.

Sr No	Name of the Section Office	Address
1	Head Office	2nd floor, Exchange Building, Sir Shiv Sagar Ram Ghulam Marg, Ballard Estate, Mumbai 400001
2	Data Centre	2nd Floor, 'T 'Ward Municipal Office, Devi Dayal Road, Mulund (West), Mumbai 400080
3	Storage cum Scanning Centre	CWC Godown, Near Turbhe Rly Station, Vashi Navi Mumbai
4	Record Section	CWC Godown, Near Garlik Company, MIDC Ambernath Badlapur Rd, Badlapur (West)
5	SRS, Census & Map Section	01 & 02nd Floor, MTNL Building, Sector 10, Opp Millennium Tower, Near D'Mart, Sanpada, Navi Mumbai 400705

The competent and experienced firms/agencies with minimum 05 years experience in providing such services to Government/Semi Government/Undertaking/Industrial Sector etc, on contract basis may submit their sealed tender in the prescribed proforma at **Annexure I & II.** There should be separate sealed covers for Technical and Financial bid for Semi-Skilled Casual Workers respectively. Both covers should be addressed to the 'Directorate of Census Operations Maharashtra, 2nd Floor, Exchange Building, Sir Shiv Sagar Ram Gulam Marg, Ballard Estate, Mumbai 400001 and put in a separate outside cover and addressed to this Directorate superscribing **"Tender for Outsourcing of Multi Tasking Staff (MTS)"**

Any Tender offer without two bid systems will not be entertained. Telegraphic/Fax/E-mail Tenders shall not be accepted. All documents /material enclosed with Tender bids should duly be self attested by the bidder with seal of their agencies on each page and that they be serially page numbered.

The brief description of duties and other terms and service of Multi Tasking Staff is as under :

Multi Tasking Staff

i) Physical Maintenance of records of the Section, Carrying/handling over the official files within the office premises
ii) Photocopying set making and maintenance of records of the sections/units
iii) Distribution of files and other dak.
iv) Maintenance of office records, cleaning of furniture, rooms and General cleanliness & upkeep of the Section/Unit any other work assigned by the superior authority.
v) Cleaning & dusting of office cabins, tables ect.

Terms & Conditions:

1) The age of MTS should be between 20 to 30 years
2) The MTS should possess a minimum educational qualification of Metric (10th pass).
3) The Head Quarter of the firm should be located in Maharashtra preferable Mumbai
4) The bids of firm quoting impracticably low or nil service charges are liable to be rejected on technical grounds.
5) The contract will be for a period of one year initially and on satisfactory service, it can be extended further with mutual agreement. However, in the event of the services rendered being found unsatisfactory, the contract is liable to be terminated by giving a month's notice.

6) The duty time of the MTS will be from 09.00 AM to 06.30 PM 05 days in a week.
7) The firm should have a minimum Annual Turnover of Rs 03 lakhs in the preceding financial year i.e. 2014-15
8) The Tenders are to be submitted along with an Earnest Money Deposit (EMD) of Rs 30,000/- (Thirty thousand only) by way of Demand Draft in favour of the "Joint Director of Census Operations, Maharashtra, payable at Mumbai.
9) Financial bids of only the firms who submit the required documents and fulfill the terms and conditions stipulated in this enquiry letter will be opened for further consideration.
10) The bids should comply with the provision of Minimum Wages Act, ESI/PF Acts and other such applicable statutory provisions.
11) After award, the contractor will not engage any sub-contractor or transfer the contract to any other person
12) In case of absence of any personnel from duty on any reason, the agency should make immediate alternative arrangements to avoid dislocation of office work.
13) In case of absence of any personnel, payment on pro-rata basis is deducted for the absence period.
14) In case, any statutory obligation like EPF, ESI, and Minimum wages is increased by the respective laws during the contract period, the additional cost would have to be borne by the firm only. Only the changes in the Service Tax, if any, would be borne by this Directorate.
15) Monthly rates are to be submitted keeping in view the working days of the Government of India. The MTS who are called for duty on weekends and Government Holidays will be paid extra on pro-rata basis.
16) Payment will be made on monthly basis after the work for the month has been completed against your pre-receipted bill.
17) The successful bidder will have to submit Security Deposit of Rs 50,000/- (Rupees fifty thousand only) pledged in favour of "Assistant Director of Census Operations, Maharashtra" in the form of Fixed Deposit of a Nationalized Bank, which should be valid for at least 60 days beyond the completion of Contractual obligations by the firm. The EMD paid by the un-successful tenderers will be refunded without any interest whatsoever after finalization of tenders.
18) No criminal court cases should be pending against the personnel to be deployed before any court of law.
19) The Directorate of Census Operations, Maharashtra reserves the right to reject any or all quotations without assigning any reason thereof.
20) If any dispute or differences is arising in the interpretation of Tender Notice, the decision of this Directorate is final.

The Tender in the prescribed Annexure I & II may be submitted to the Directorate of Census Operations, Maharashtra, 2nd Floor, Exchange Building, Sir Shiv Sagar Ram Ghulam Marg, Ballard Estate, Mumbai 400001 latest by 03.00 PM on 29/09/2015. Financial Bids of technically qualified bidders shall be opened on 29/09/2015 at 3.00 pm in presence of representatives of firms if any.

Special Note: Any ambiguity in the offer may lead to disqualification. Conditional offer shall be summarily rejected.

(Y S Patil)
Dy Director & Head of the Office
Directorate of Census Operations
Maharashtra Mumbai

Encl : Proforma of Annexure – I & II

To

M/s _____
_____
_____
_____

Annexure – I

PRESCRIBED PROFORMA FOR TECHNICAL BID FOR PROVIDING SERVICES OF MULTI TASKING STAFF (MTS)

With reference to the Tender Notice Number A 12021/01/Ad-I/2013-14 (708) dated 26th August 2015, the undersigned is furnishing the following details/documents as part of **"Technical Bid"** for consideration

Sr No	Details Required	Details Provided
1	Name & full address of the agency / firm	
2	Period of validity of offer price (in days)	
3	Pan Numbers issued from the Income Tax Department	
4	Copy of registration of the firm with PF & ESI	
5	Copy of the registration of the firm with Labour Department	
6	Copy of the registration of the firm with Service Tax Department	
7	Copy of Income Tax Return filed by firm for last three years	
8	Copy of work orders from Government/Semi Government / Undertaking /Industrial Sector etc., as a proof experience in the field	
9	Brief profile of the agency	
10	Details of Earnest Money Deposit (EMD)	
11	Other if any,	
	(a)	
	(b)	
	(c)	

Signature .....

Name .....

Stamp .....

Annexure II

PRESCRIBED PROFORMA FOR FINANCIAL BID FOR PROVIDING SERVICES OF MULTI TASKING STAFF (MTS)

With reference to the Tender Notice Number A 12021/01/Ad-I/2013-14 (708) dated 26th August 2015, the undersigned is furnishing the following details/documents as part of **"Technical Bid"** for consideration

1	**Name of the firm**	
2	**Address**	
3	**Telephone Number**	
4	**Contact Person**	

Details of quoted rates for MTS

Name of the firm	Monthly rate (Rs per month) Basic + VDA	PF subscription (Rs)	ESI subscription (Rs)	Other Charges like Service Tax Service Charges of the firm/agency	Total Rate per month (Rs per month)	Rate per day (Rs per day)

Details of quoted rates for MTS

Name of the firm	Monthly rate (Rs per month) Basic + VDA	PF subscription (Rs)	ESI subscription (Rs)	Other Charges like Service Tax Service Charges of the firm/agency	Total Rate per month (Rs per month)	Rate per day (Rs per day)

Details of quoted rates for MTS

Name of the firm	Monthly rate (Rs per month) Basic + VDA	PF subscription (Rs)	ESI subscription (Rs)	Other Charges like Service Tax Service Charges of the firm/agency	Total Rate per month (Rs per month)	Rate per day (Rs per day)

Signature .....

Name .....

Stamp .....