

OFFICE OF THE DEVELOPMENT COMMISSIONER,  
SEEPZ SPECIAL ECONOMIC ZONE,  
GOVERNMENT OF INDIA,  
MINISTRY OF COMMERCE & INDUSTRY,  
ANDHERI (EAST), MUMBAI – 400 096.  
TEL. No. 28294726 / 28294751 FAX: 28291385/ 28291754.  
E-mail – [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), [Website-www.mail.gov.in](http://www.mail.gov.in)  
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No. SEEPZ-SEZ/Admn/406/2013 - 14

05.11.2013

**Sub: - Providing Services of Executives and Data Entry Operators.**

Sealed quotation(s) are invited by the Office of Development Commissioner, SEEPZ-SEZ, Ministry of Commerce & Industry, Govt. of India on behalf of the President of India for empanelment of reputed companies **for a period of one year** for providing the services of Executives and Data Entry Operators in the Office of Development Commissioner, SEEPZ-SEZ. Tentative number may be as under:

Executive – 5 and Data entry operators – 30

The qualified applicants would be considered for empanelment at the rate stated by them in the given quotations. First preference would be given to those who have quoted the lowest rate. In case, the applicant with the lowest rate is unable to provide qualified candidates, then work order will be placed on the next lowest rate.

The terms and conditions are available on SEEPZ SEZ website [www.seepz.gov.in](http://www.seepz.gov.in) **OR** the same can also be collected from ADC (Admin) between 10.00 hrs and 17:00 hrs on any working day from 06.11.2013.

The terms and conditions are as follows:-

- (i) The firm(s) should have a minimum of three years experience in their field, duly supported by documentary evidence as regards competence and goodwill. The firm should have adequate qualified manpower having experience in the field.
- (ii) The firm(s) may submit their quotations super scribing **“Quotation for providing services of Executives & Data Entry Operators.”** The monthly charge for providing services for 26 days in a month for Data Entry Operator & Executive should be stated separately. The sealed quotation will be received by this office up to **5.00 P.M. on 02.12.2013.** Quotation received after stipulated date and time shall not be entertained. The quotations will be opened on **02.12.2013 at 5.30 P. M.** in the presence of agency representative who may like to be present by the Quotations Opening Committee.

- (iv) The firm may enclose the certificates with the financial quotations which should include the complete profile of the firm. The firm should also furnish the details of Govt. Deptt. where they have provided personnel Services.
- (v) The Service Providing contract will be valid for a period of one year from the date of awarding the Contract. This contract may be renewed for further period of one year on the same terms and conditions, provided the Office of DC, SEEPZ SEZ is satisfied with the services of the company or on the terms and conditions mutually agreed by the Office of DC, SEEPZ SEZ and the Company. Either of the parties can terminate the contract at any time by giving one month's notice in writing.
- (vi) To monitor the activities and to discuss other related matters, a monthly meeting between the Office of DC, SEEPZ SEZ and the Company will be held.
- (vii) The personnel of the Company will comply with all the security regulation in SEEPZ-SEZ premises.
- (viii) The payment will be released on monthly basis after completion of the month. The Service Provider will submit monthly bill within one week of completion of the month to Office of Development Commissioner, SEEPZ-SEZ. This office will endeavor to make the payment at the earliest on receipt of a clear and correct bill. No advance payment will be made.
- (ix) The Office of Development Commissioner, SEEPZ-SEZ reserves the right to cancel any or all quotations without assigning any reason.
- (x) In case the successful Applicant(s) is found with breach of any of the condition (s) of the agreement at any stage, the legal action as per rules/laws shall be, initiated against the agency concerned. In that case security money deposited shall be forfeited after giving proper opportunity through Show Cause Notice.
- (xi) The firm should have minimum 3 years experience of providing personnel Services in Government Depts. And should have provided supporting documents in this regard.
- (xii) The firm (s) must be registered with the Service Tax Deptt. and they must submit the latest Service Tax Clearance Certificate. In absence of these documents, the quotation will not be entertained.
- (xiii) All the firms participating must submit a list of their owners/partners etc. along with their contact numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Deptt. nor any criminal case is registered against the firm.
- (xiv) Manpower of 500 persons during the preceding financial year.

- (xv) Quoting lowest rate does not entitle a firm for empanelment. The technical competence/infrastructure facilities of the firm shall be ascertained before empanelment.
- (xvi) The firm (s) may represent themselves personally or through authorized representative, if any, at the time of opening of quotations.
- (xvii) If the firm agrees to the terms & conditions, then the copy of the same duly signed & stamped should be send along with the quotation.

**NOTE:-**

- A) The following documents should be submitted with the Financial quotation failing which the quotation shall be rejected:-
- i) Copies of PAN/Service Tax Number, Income Tax Clearance certificate of Firm of Last three years.
  - ii) Performance Certificate issued by the Government of India department (s) where the Personnel Services are provided was by the firm (s).
  - iii) Proof of providing services of 500 persons during preceding financial year
  - iv) Proof of past experience of at least 3 years of providing Personnel Services only in Government organizations.
  - v) The address of the Service Centers with Contact Person Name, Telephone and fax numbers at Mumbai.
  - vi) Annual Turnover for services only.
  - vii) Security deposit for Rs. 1,00,000/- in the form of Demand Draft in favour of "PAY & ACCOUNTS OFFICER, SEEPZ-SEZ".
  - viii) If the firm agrees to the terms & conditions, then the copy of the same duly signed & stamped should be send along with the quotation.

Asstt. Development Commissioner,  
Administration, SEEPZ-SEZ.  
Tel. Phone No. 28294749

## Details of Executives and Data Entry Operators

Sr. No.	Post	Qualification required
1	<b>Executive</b>	(i) Candidate should have completed MBA degree or other professional degree from recognized college/university. (ii) Candidate with 1 year experience. (iii) Preference would be given to candidates who have experience in relevant field.
2	<b>Data Entry Operator</b>	(I) Candidate should possess B.Com degree from recognized University. (II) Candidate should have 2 years experience. (III) Minimum typing speed of 30 w.p.m in English, Proficiency in word Processing, Excel & power Point.