

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF FINANCIAL SERVICES
(BANKING DIVISION)
DEBTS RECOVERY TRIBUNAL

31-31-21, Sai Baba Street,
Narayana Bhavanam,
Dabagardens,
Visakhapatnam-530020

No.DRT/VSP/Admn-Contract/A.29/

Dated: 22.02.2020

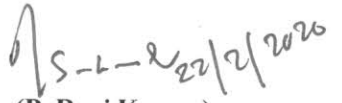
NOTICE

Quotations are invited from amongst the manpower supply/outsourcing agencies firms in Visakhapatnam to provide following manpower to this Tribunal purely on temporary contract basis through outsourcing:

Steno	: 2 Nos
Assistant /Accounts Assistant	: 1 No
DEOs	: 3 Nos
MTS	: 2 Nos

Note : The details of educational qualification, age etc. can be seen in the terms and conditions.

The outsourcing of manpower is purely on temporary contract basis through outsourcing agency for one year or further extended till the regular vacant posts of the Tribunal are filled up whichever is earlier. The rate of payment for the manpower provided should be the minimum wages as prescribed by the State Government of Andhra Pradesh plus statutory taxes (Service Tax (GST), ESI, EPF.,) etc. + 5% service charge to be quoted by outsourcing agency. The interested manpower agencies may submit their quotations and their testimonials for providing the above manpower to this Tribunal purely on temporary contract basis through outsourcing by 29.02.2020 at 15.00 hrs. to the undersigned in a sealed cover.


(P. Ravi Kumar)
Registrar I/c & HOO

Copy to:-

1. DRT Website
2. Notice Board
3. Office Order file.

Government of India
Ministry of Finance
Department of Financial Services
Debts Recovery Tribunal
Visakhapatnam

31-31-21, Sai Baba Street,
Narayana Bhavanam, Dabagardens,
Visakhapatnam - 530 020.

F.No. DRT/VSP/Admn/29


Date:22.02.2020 -

NOTICE INVITING TENDER

**Name of Contract: TENDER FOR OUTSOURCING OF MANPOWER SERVICES AT
DRT,VISAKHAPATNAM.**

Sl. No.	Particulars Details	Schedule
1.	Last date & Time for submission of sealed tenders	29.02.2020 upto 15.00 hours
2.	Technical bid opening date	29.02.2020 at 15.30 hours at Debts Recovery Tribunal, 31-31-21, Sai Baba Street, Narayana Bhavanam, Dabagardens, Visakhapatnam - 530 020.
3.	Financial Bid opening date for eligible bidders	29.02.2020 at 16.30 hours

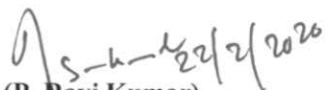
- 1) Debts Recovery Tribunal at Visakhapatnam invite sealed tenders from reputed and experienced firms who have experience in providing manpower in PSU's/ Banks/ Railways/Govt. Departments/Govt. Institutions during last three years. The work shall be executed in the Debts Recovery Tribunal Visakhapatnam, 31-31-21, Sai Baba Street, Narayana Bhavanam, Dabagardens, Visakhapatnam - 530 020 Details of the services required and other terms and conditions relating to the award of Contract are given below.
- 2) Validity of the contract: The period of contract shall be for a period of one year from the date of commencement of the contract, preferably from 01.03.2020, which may be extended further with mutual consent with same terms and conditions.
- 3) The tender documents can be downloaded from the website/s <https://drt.gov.in> from 22.02.2020.


(P. Ravi Kumar)
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GENERAL TERMS AND CONDITIONS

1. The contract service shall commence from 01.03.2020, which will be for a period of one year or until further orders whichever is earlier.
2. The contract service may be extended on the same terms and condition or with some addition/deletion/modification, for a further specific period mutually agreed upon by the Agency and DRT, Visakhapatnam.
3. The Agency shall furnish the following documents in respect of the individual Steno/DEOs/Account Assistant who will be deployed by it in DRT, Visakhapatnam before the commencement of work contract service.
 - a) List of person deployed.
 - b) Bio-data of the person with proof of residence.
 - c) Attested copies of certificates containing date of birth
 - d) Character Certificate from Group 'A' or Class-I Officers of the Central/State Government or Notary Public.
 - e) Certification of Verification of antecedents of person by local police authority
 - f) Identify cards bearing photograph, if any, issued by the Agency.
4. The person deployed shall be required to report for duty in the Tribunal at 9.45 AM and would not leave office before 06.00 PM (Mon to SAT except declared holidays). If necessary the deployed persons shall be required to attend Tribunal on holidays etc., in exigencies. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions. One day wage shall be deducted.
5. The Steno/DEOs/Accountant provided by the Agency shall be removed without any notice to the individual and no reason/explanations needs to be given by the Tribunal. The Agency shall be informed for removal of the person deployed.
6. The Agency shall depute a coordinator who would be responsible for immediate interaction with DRT, Visakhapatnam so that services of the person deployed by the agency could be availed without any disruption.
7. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons.
8. The persons deployed by the agency in DRT, Visakhapatnam shall not have claims with or against the DRT, Visakhapatnam. An undertaking to this office may be obtained from such deployed steno/DEOs/Accountant before his /her deployment in DRT, Visakhapatnam.
9. The service providing agency shall be solely responsible for the redressal of grievance/resolution of disputes relating to person deployed. The DRT, Visakhapatnam shall, in no way be responsible for settlement of such issues whatsoever.
10. The DRT, Visakhapatnam shall not be responsible for any damages, Losses. Claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
11. The person deployed by the service providing agency shall not have any claim or be entitled to pay perks and other facilities admissible to the employees of this DRT, Visakhapatnam during currency or after expiry of the contract.

12. In case of termination of this contract on its expiry or otherwise, the person deployed by the service providing agency shall not be entitled to and will have no claim for regular employment in DRT, Visakhapatnam.
13. The Agency will be responsible for compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it in DRT, Visakhapatnam.
14. The Agency shall also liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to DRT, Visakhapatnam to the concerned tax collection authorities from time to time as per extant rules and regulation on the matter.
15. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by DRT, Visakhapatnam.
16. The agency shall raise the bill in duplicate, alongwith attendance sheet (duly verified by Admn) in respect of the persons deployed and submit the same to the DRT, Visakhapatnam in the first week of the succeeding month. As far as possible the payment will be released by the DRT, Visakhapatnam through PAO, Nagpur to the Agency directly and the payment to the DEOs/Stenographers/Accountant to be made through ECS in their Bank Accounts by the Agency.
17. The agency shall pay/credit the wages to the persons deployed in DRT every month salary on or before 10th of following month.
18. The Agency should be financially sound to make payment to the outsource personnel engaged by him for consecutive three (3) months, in case, if there is any eventuality/technical problem in making payment by this office.
19. Generally payment shall be made on monthly basis after submission of bills with necessary enclosures. However, in case of delay in any particular month due to valid reasons, the contractor should ensure the payment of its employees in time. The contractor should ensure that payment to its employees deployed at DRT, Visakhapatnam is made by 10th of every month, without linking to payment receivable from DRT, Visakhapatnam.
20. The payment shall only be released on confirmation of disbursement of wages to its employees deployed at DRT, Visakhapatnam on or before 10th of every month with salary slip. The contractor may make payment to employees posted at DRT, Visakhapatnam through direct transfer to their respective bank accounts.
21. The contractor will have to enclose the (i) Acknowledgement of receipt of wages by employees duly indicating the earnings, deductions towards EPF and ESI,(ii) copies of deposit challans of EPF, ESI, GST or any other tax levied by Government of previous month. DRT, Visakhapatnam may ask the contractor for producing the originals of any document for verification, (iii) in case of payment made through direct transfer, bank statement showing debits from Contractors bank account towards payment of wages to its employees posted at DRT, Visakhapatnam.



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**THE DETAILS OF CATEGORIES OF MANPOWER REQUIRED AND MINIMUM QUALIFICATION
AND CONSOLIDATED PAY RANGE**

Sl. No.	Categories	Manpower Required	Minimum Qualification	Consolidated Pay
1.	Stenographer	2	10+2 with knowledge of English and a minimum speed @ 80 WPM in English shorthand and speed in typing @45 WPM in English is required for the post of Steno and well versed in computer	Minimum wages prescribed by the Government of Andhra Pradesh
2.	Data Entry Operator	3	10+2 with a good typing skill in computer	Minimum wages prescribed by the Government of Andhra Pradesh
3.	A/c. Asst.	1	Graduate	Minimum wages prescribed by the Government of Andhra Pradesh
4.	MTS	2	Matriculation or equivalent	Minimum wages prescribed by the Government of Andhra Pradesh

Note:

1. The outsourced staff cannot demand any bonus or benefits available to the employees of this tribunal from DRT, Visakhapatnam.
2. The employer's contribution towards ESI and EPF will be made by DRT, Visakhapatnam in case of each outsourced staff at applicable rates in addition to the wages mentioned above.


(P. Ravi Kumar)

Registrar I/c & HOO
DRT, Visakhapatnam

