



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4956289
Dated/दिनांक : 17-05-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	01-06-2024 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	01-06-2024 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Comptroller And Auditor General (cag) Of India
Department Name/विभाग का नाम	Indian Audit And Accounts Department
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Office Of The Accountant General (e&rsa) Tamilnadu Ch-18
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Data Entry Operator
Contract Period/अनुबंध अवधि	9 Month(s) 4 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	100 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण

Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	120000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	11

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Senior Audit Officer
office of the Accountant General (E&RSA) TamilNadu Ch-18, Indian Audit and Accounts Department, N/A,
Comptroller and Auditor General (CAG) of India
(Ramnath Ekambaram)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:he Bidder should have executed at least 5 No. projects with contract value not less than (Rs) 30 lakh for each contract of providing manpower services to Central/ State Govt Depts/ Public Sector

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector

Undertakings/ Autonomous Bodies in last N financial years:The Bidder should have executed at least 3 No. projects with supply of 10 no. of manpower in each contract of providing manpower services to Central/ State Govt Departments/ Public Sector Undertakings/ Autonomous Bodies in last 3 financial years

Geographic Presence: Office registration certificate:Registered office in Chennai or branch office in chennai

Scope of work & Job description:[1715951308.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1715952170.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Skilled; Admin; Data Entry Operator (9)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Type of Function	Admin
List of Profiles	Data Entry Operator
Educational Qualification	Secondary School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	3 to 7 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Ramnath Ekambaram	600018,O/o THE ACCOUNTANT GENERAL (AUDIT-II) TAMILNADU & PUDUCHERRY, 361 ANNA SALAI, TEYNAMPET CHENNAI-600018	9	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 948 • Bonus (INR per day) : 78.97 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 0 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 30.81 • Provident Fund (INR per day) : 88.64 • Number of working days in a month : 22 • Tenure/ Duration of Employment (in months) : 9

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Service & Support

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

6. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

PAO / IAD
payable at
Chennai

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Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

7. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

8. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

कार्यालयप्रधानमहलेखाकार (लेखापरीक्षा-II)

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - II),
361, अण्णासालै/ANNA SALAI, तेनामपेट/TEYNAMPET, चेन्नै/CHENNAI -18.

Office : 044 24316595

Email: sao-admin.tmn.au@cag.gov.in

[du/](#)

Website: <https://cag.gov.in/ag2/tamil-na>

NOTICE INVITING TENDER

TENDER NOTICE (THROUGH GEM PORTAL) FOR ENGAGEMENT OF MANPOWER AGENCY FOR DATA ENTRY OPERATOR TO **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - II) TAMIL NADU & PUDUCHERRY, CHENNAI.**

E-tender (through GeM Portal) under two-bid system from eligible Manpower Service providers (with registered office or branch office in Tamil Nadu only) for providing Data Entry Operator to **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - II), CHENNAI** for the period of one year from **01.07.2024 to 31.03.2025** with mutual consent of both parties is invited. Requirement/eligibility criteria, Terms and Conditions of the contract have been clarified in the additional documents attached in GeM bid. Tender document (including additional documents) is available online at GeM portal as well as on the website of **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II)** i.e. <https://cag.gov.in/ag2/tamil-nadu/>. However, for any clarification, bidders may contact on sao-admin.tmn.au@cag.gov.in Bidders are advised to read tender document (uploaded on website and on GeM portal) and check their eligibility before participating in the bid.

TENDER SCHEDULE

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Name of the Work	E-Tender (GeM) for Providing Data Entry Operator , on outsourced basis at the Office of the Principal Accountant General (Audit-II), Tamil Nadu & Pudu chery, Chennai
Estimated Cost for one year contract	Refer GEM Bid Document
Last Date & submission of E-Tender	As per Bid specification uploaded on GeM portal.
Date & Time of opening of online Tender	As per Bid specification uploaded on GeM portal.
Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before t he last date of submission of E Tender (Technical)	5 % of the contract value
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder	3% of the Contract Value

INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

1. The e-tenders are being invited for Data Entry Operator through GeM. All the instructions of GeM bidding are applicable. Tender must be submitted through GeM only. The bid received in physical mode shall not be considered at all. Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following <https://cag.gov.in/aq2/tamil-nadu/> or gem.gov.in.
2. The interested bidders shall submit their tender(s) both Technical bid and financial bid through online mode in www.gem.gov.in. The bidders shall upload all the documents as per Eligibility criteria for Bidders.
3. Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
4. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
5. **Manpower Service (Outsourced Personnel)- Number of persons and place of work:**

Location	Name of the post	Total No. of persons	Timing	Total no of working days	Hours of duty

Lekha Pariksha Bhavan , 361, Anna Salai, Teynampet, Chennai -600018	DEO	08	9.15 AM to 5.45 pm	5 days a week	8.5 hours
Branch office, Puducherry	DEO	01	9.15 AM to 5.45 pm	5 days a week	8.5 hours

6. Bidders have to submit EMD @ 5% on the contract value drawn in favour of PAO/IAD, Chennai (DD, Banker's cheque, Bank Guarantee) or a EMD declaration if they are eligible for EMD exemption as per GOVT norms in the Technical bid.
7. **Bids received without EMD / EMD exemption declaration will not be considered and summarily rejected.**
8. **The bidders must compulsorily have the following: else the bid will not be considered for evaluation. a) registered corporate office or branch office in Tamil Nadu, b) and all statutory certificates for ESI, EPF, GST, PAN, TAN, incorporation certificate, labour licence.**
9. The bidder shall fill in the required details as per annexure and enclose all the supporting documents which does not contain any ambiguity. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
10. Any attempt to negotiate directly or indirectly by or on behalf of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
11. Mere submission of any tender connected with this document shall not constitute any agreement of contract. The tenderer shall have no clause of action or claim, against this office for rejection of this offer. This office shall always be at its liberty to reject or accept any offer or offers at its sole discretion, and any of such action will not be called into question and tenderer shall have no claim in this regard against this office.
12. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
13. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mail at sao-admin.tmn.au@cag.gov.in

14. It requires that this office as well as bidder must observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder eligible for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question. It will also declare a firm ineligible for award of contract at any time either indefinitely or for a stated period of time, if it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
15. Bidders/Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent Authority of this office will not be held responsible for any error/oversight of his own. Manpower Service Agencies intending to participate in the tender contract should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions mentioned herein before, otherwise the tender will be summarily rejected. Bidder/Tenderer should quote only for the rate in Percentage(%) for administrative charges/ service charges in the Financial Bid.

GENERAL TERMS AND CONDITIONS

1. The Bidder must be registered with the statutory Central and State authorities viz., ESI, EPF, Income Tax, GST Registration etc., and should have a valid Labour License / obtain valid Labour License for supply of manpower as mentioned in the tender document. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the contractor and all records maintained thereof shall be available for scrutiny by this Office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
2. **The annual turnover of the bidder must be 10 crores in last three financial years. The copy of PAN, IT returns along the tax/turnover statement should be enclosed.**
3. The contract will be in force for a period of one year from the date of award of contract. This Office reserves the right to extend the contract further, subject to satisfactory performance of the contractor.
4. The service provider agency should have at least a minimum of three years' experience in all the services to be provided [security, MTS, DEO, and Guest room attendant] called for. Copies of Agreement / Work Order from previous clients as documentary evidence shall be provided in **Annexure III**.
5. Bank Guarantee from a reputed bank for 3 % (Three) of Annual Value of the contract as performance guarantee must be submitted within one month from award of contract. In case of deficiency of service / loss due to negligence, this guarantee will be invoked in addition to any other action that may be initiated including termination of contract. The guarantee will be valid during the contract period and also two months after the end of the contract period.
6. The service charges/rates quoted by the agency shall be fixed for the contract period and no request for any change / modification shall be entertained before expiry of contract period.
7. The contractor should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act. During the contract period if any statutory increase of wages/ DA, etc is to be maintained based on the circular/Notifications issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India from time to time. Any breach of this condition will result in

n the immediate termination of the contract.

8. The Contractor should furnish copies of all remittance challans /receipts of statutory levies paid in respect of EPF, ESI, GST, etc of previous month along with the claim/bill of current month.
9. No wages / remuneration will be paid to any outsourced staff employed for the days of absence from duty.
10. The contractor should ensure that wages are paid before 5th of every month and should submit report - personnel wise on the amount of wages paid by 10th of every month.
11. Payment to the contractor will be made by NEFT/RTGS/ECS only, on presentation of the bill. Income Tax, GST and other taxes, if any shall be deducted at source as per the rates notified by the respective authorities.
12. **All outsourced personnel engaged in this contract must be suitably trained from a registered institute under ministry of skill development and entrepreneurship**
13. (i) The DEO and MTS persons engaged shall not be below the age of 18 years or above the age of 55 years.
14. The transportation, food, medical and other statutory requirement under the various Acts / Government Regulations in respect of each personnel of the service provider agency will be the sole responsibility of the service provider. This office will not offer any of the above to the outsourced personnel under any circumstance.
15. The character of antecedents of each personnel of the service provider agency will be got verified by the service provider before their deployment. The Police Verification Certificate of each individual to be engaged by the Service Provider along with their Profiles & photos should be submitted by the service provider. The service provider shall be responsible for any act of indiscipline on the part of persons deployed him.
16. The Service provider agency shall be bound to ensure a) proper conduct of his persons in office premises, b) to enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering either individually or in groups while on duty and c) trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In-charge of this office upon any matter arising under this clause shall be final and binding on the agency.
17. The service provider's personnel 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.
18. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and they shall not interfere with the duties of the employees of this office.
19. The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damage.

es or compensation to any personnel or third party.

20. All damages caused by the outsourced personnel to the property of this office shall be recovered from the contractor.
21. There is no Master and Servant relationship between the outsourced employees and this office. Further the outsourced employees of the service provider agency shall not claim any absorption in this office or the Government of India stating this contract service.
22. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from / in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
23. The Office of the Principal Accountant General (Audit-II), Chennai may at its discretion at any point of time during the validity of the contract, require the service provider agency to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements immediately.
24. This office may increase or decrease in the no. of persons employed for outsourced services as per the needs of the office during the period of contract. The service provider agency shall provide additional persons if desired by the Office, during the period of this agreement at the rates/service charges already agreed in this contract
25. This Office reserves the right to terminate the contract at any time without giving any notice or reasons whatsoever.
26. The service provider agency shall not assign, transfer, pledge or sub contract the performance of such services without the prior written consent of this office.
27. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to courts of Chennai jurisdiction only.

BID EVALUATION

1. **Bids enclosed with the following will only be considered for technical evaluation. a) EMD or EMD exemption declaration as per GOVT norms furnished, b) proof for registered corporate office or branch office in Tamil Nadu, c) valid Licence under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005] for operating security services in Tamil Nadu and d) all statutory certificates for ESI, EPF, GST, PAN, TAN, incorporation certificate, labour licence., e) turnover above 50 crores and f) required details filled in as per annexure I to V in called in additional terms and conditions in GeM with all the supporting documents**
2. Financial bids of technically qualified bidders will be considered for financial evaluation.

3. The Service provider agency should quote the service charges as a percentage of monthly wage bills exclusive of GST.
4. Subject to satisfaction of all terms and conditions of this tender, the bidder quoting the lowest service charge shall be awarded the contract. If more than one bidder quotes the lowest rate, as per guidelines in GEM portal the buyer shall have two options for placement of Contract: a) Placement of contract by selection of an agency from amongst the L-1 bidders through a Random Algorithm run by GeM system or (b) Placement of contract on any one of the L-1 bidders based on any criteria as deemed fit by the Buyer with appropriate internal approvals.

TERMS AND CONDITIONS FOR DEO SERVICES:

1. The DEO personnel must report to the Designated Officer / Care taker of this office and follow his/her instructions. The personnel should be punctual and should report for duty before duty commencing time daily. If a particular person is absent on any day, a substitute should be deployed in his/her place by the service provider.
2. Persons so deployed shall not be below 18 years and not above 55 years. They shall perform their duties to the satisfaction of this office. The personnel deployed should be well experienced, trained adequately and of sound health.
3. They should be disciplined and well mannered. They should be provided with uniforms and identity cards, which should be displayed prominently. DEO personnel must have proficiency in typing both in English and Tamil languages. They should also read, write, and speak English and Tamil.
4. The working hours will be 9.15 AM to 5.45 PM for DEO daily with half-an-hour break for lunch/food in between. No food or beverages will be offered by this office.
5. The persons employed should work on Monday to Friday. In any exigency of work, the outsourced personnel must be available to work on Saturday, Sunday or closed holidays also. The workers must suitably adjust their working time to cater to any emergency work that may arise.
6. The DEO personnel, if required to stay beyond mentioned timings must be ready to work as per office needs. No overtime allowances will be paid for the same.
7. The DEO personnel shall perform their duties diligently to maintain neat and clean atmosphere of the entire premises of the offices that includes the open areas & the built up areas, its movable and immovable properties apart from attending to such other duties as may be assigned by officers concerned from time to time.
8. In case, DEO personnel provided by the service provider agency to this Office are found to indulge in any undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all the consequences and this Office shall be at liberty to lodge complaints before appropriate authorities and demand the service provider to remove such person from duty which shall be complied with forthwith.

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Sr. Deputy Accountant General/Admn.
Office of the Principal Accountant General (Audit - II)
Tamil Nadu, Chennai 18.

ANNEXURE - I

(To be submitted with technical bid)

DECLARATION of Authorized signatory

1. I, _____ Son/ Daughter /wife
of Shri _____ Proprietor/ Director, authorized signatory of the
Agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender (GeM and additional terms attached) and I submit the tender related documents and quote accordingly.
3. The information/ documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

ANNEXURE - II

(To be submitted with technical bid)

PROFILE OF THE CONTRACTOR / TENDERER

Sl. No	Particulars	To be filled in by the Tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency.	
3.	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the contact person(s) and email ID	
4.	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)	
5.	PAN/ TAN Number (Copy to be enclosed)	
6.	GST Number (Copy to be enclosed)	
7.	Licence under "The Private Security Agencies (Regulation) Act, 2005(Copy to be enclosed)	
8.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner / partner anywhere in India. Please attached an Affidavit stating that at the agency is / has not been black listed by Centre/ State Government/ PSU etc.	
9.	Length of experience in the field	
10.	Client list as per annexure III	

11.	Whether agency profile is attached?	
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Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Place:

Date:

ANNEXURE - III

(To be submitted with technical bid)

Details of the existing contracts

Sl. No	Name and Address of the organization, Name, Designation and Telephone / Fax No. of the officer concerned	In Govt/ Private Sector	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of the Contract	
					From	To
1.						
2.						

3.						
4.						
5.						

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Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

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ANNEXURE - IV

(To be submitted with technical bid)

DECLARATION FOR ACCEPTING ALL TERMS AND CONDITIONS

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- 1) I/We hereby accept that we are submitting the EMD for 5% of contract value of contract as per terms and conditions to participate in the tender or
- 2) I/We hereby are eligible from exemption of EMD as we are a MSME registered organization an

d submitting necessary documents for the exemption.

- 3) I/We hold a valid licence to operate security services in Tamil Nadu state as per Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005
- 4) I/We have registered with all Government authorities for statutory requirements - ESI, EPF, GST, PAN, TAN, incorporation certificate, labour licence.
- 5) I/We have a registered corporate office or branch office in Tamil Nadu.
- 6) I/We will not withdraw or modify the bid during the period of validity of contract.
- 7) I/We have not been blacklisted by any Government or private office in past ten years.
- 8) I/We will submit performance security for 3% of contract value before the deadline defined in the terms of contract if we are selected for the contract.
- 9) I/We will abide with the all the terms and conditions as per GeM and as per additional documents called for by the principal employer Office of the Principal Accountant General (Audit I), Tamil Nadu, Chennai.

I/We accept to all the conditions mentioned above failing which our contract will be terminated by the Office of the Principal Accountant General (Audit-II), Tamil Nadu & Puducherry, Chennai¹⁸ and will be suspended for a period of six months from being eligible to submit Bids/Proposals for contracts with this Office.

Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

ANNEXURE - V

TECHNICAL BID CHECK LIST

S.No.	Documents	Remarks Yes/NO
1.	EMD - Demand Draft/NEFT or EMD exemption MSME declaration	
2.	Copy of last 03 years annual income tax returns	
3.	Proof of experience as Manpower supplier	
4.	Copy of PAN	

5.	Copy of GST Registration, Latest Annual Return Copy	
6.	Copy of EPF Registration, Latest ECR Challans	
7.	Copy of ESI Registration, Latest Challans	
8.	Copy of valid Labour license under contract labour Act 1970 for engagement of manpower along with CLC Annual Return	
9.	Satisfactory work completion certificate.	
10.	Copy of Registration/Incorporation of the company/Firm/Agency	
11.	Affidavit regarding not blacklisting	
12.	Proof regarding local office	
13.	Any other statutory Registration	
14.	Annexure I to V	

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9. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

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In case, DEO personnel provided by the service provider agency to this Office are found to indulge in any undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all the consequences and this Office shall be at liberty to lodge complaints before appropriate authorities and demand the service provider to remove such person from duty which shall be complied with forthwith

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of

this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---