

**OFFICE OFF THE PRINCIPAL ACCOUNTANT GENERAL (A & E),  
MANIPUR, IMPHAL**

**Tender Notice**

*Date: 10-04-2024*

The Principal Accountant General (A & E), Manipur invites sealed tenders from interested and eligible bidders for providing services for (i) Multi-Tasking Staff; (ii) Data Entry Operator; (iii) Staff Car Driver; (iv) Departmental Canteen Staff; and (v) Stenographer to the office of the Principal Accountant General (A&E), Manipur during the financial year 2024-25. The last date for submission of duly-filled tender and the opening date of the bidding are 22<sup>nd</sup> April 2024 and 23<sup>rd</sup> April 2024 respectively. For further information and details of the tender documents (both English and Hindi versions), interested bidder may visit <https://cag.gov.in/ae/manipur/en>.

Corrigendum/addendum, if any, shall be displayed in the aforesaid website only. The Office reserves the right to reject any or all offer(s) without assigning any reason(s) thereof. Hindi version of this advertisement is also available in the website mentioned above, i.e., <https://cag.gov.in/ae/manipur/en>.

**TAJUDDIN  
CHOUDHURY**

Senior Accounts Officer (Record)

Digitally signed by TAJUDDIN CHOUDHURY  
DN: c=IN, o=PERSONAL,  
pseudonym=37d74ae0f04b4797a41616355cd73c1e,  
2.5.4.20=440dd00d48197e4adf989b97403fb77a09f71c9798ee  
c724c6a995e8a363feef, postalCode=788101, st=ASSAM,  
serialNumber=0d81d87b4d6cd60c254290d75f53857ec2ec5b  
4ba869dc5f7427408398eb603, cn=TAJUDDIN CHOUDHURY  
Date: 2024.04.10 16:30:03 +05'30'



SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

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## TENDER DOCUMENT

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Providing manpower services for (i) Multi-Tasking Staff; (ii) Data Entry Operator; (iii) Staff Car Driver; (iv) Departmental Canteen Staff; and (v) Stenographer to the office of the Principal Accountant General (A&E), Manipur during the financial year 2024-25.

कार्यालयप्रधानमहालेखाकार (लेखापरीक्षा), मणिपुर, इंफाल - ७९५००१  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)**  
**MANIPUR, IMPHAL - 795 001**

**1. Detail requirement of Job Contract Services at Pr. AG Office, Manipur Imphal-795001.**

<b>Agricultural</b>				
<b>Sl. No.</b>	<b>Category wise</b>	<b>No. of workers required</b>	<b>Job/work description/profile</b>	<b>Remarks</b>
1.	<b>Multi-Tasking Staff</b>	12	1. Daily dusting of office furniture, fixtures, etc. and switching on/off all electrical points 2. Carrying of files and papers within the building/outside building. 3. Physical maintenance of records of the office. 4. Photocopying and other non-clerical work in the Section. 5. Assisting in routine office work like the diary, dispatch, etc. including on computer work. 6. Making arrangements for meeting including serving tea, coffee, water, etc. during the meeting. 7. Attending the calls of the officers viz. bringing and serving tea, water, etc. 8. Watch and ward duties. 9. Driving of vehicle in case of exigencies. 10. Such other duties and responsibilities as may be assigned to him/her from time to time.	*Nos. of workers required under the job contract work as mentioned in the table is tentative which may be increased or decreased as per the requirement. The payment will be made to the Job Contract Service Provider for the workers actually engaged by him for the contract as per the requirement given by office of the Principal Accountant General (A&E), Manipur.  <b>(For Job Contract Workers engaged, Minimum wages, VDA and other statutory payment as per the labour laws/ Act Ministry of Labour &amp; Employment, Govt of India)</b>
2.	<b>Data Entry Operator</b>	7	1. Perform all assignments requiring the use of MS Office like DTP works, PPT preparation, formatting, etc. 2. Scanning of documents and diarizing in e-Office. 3. Carry out necessary updates in e-Office application, online and offline updating of records, preparation of PPT, etc. 4. Handling existing data and editing current information. 5. Proofreading new entries into a database, etc. 6. Such other duties and responsibilities as may be assigned to him/her from time to time.	
3.	<b>Staff Car Driver</b>	3	1. Driving the office vehicles on a requirement basis irrespective of timing and date/day. 2. Proper cleanliness and maintenance of office vehicles. 3. Maintenance of Logbook, records of petrol consumed/taken. 4. Remove minor defects in the vehicle which are within his/her expertise. 5. He/she is also responsible for getting servicing/repair of office vehicle done under his/her direct supervision, wherever required. 6. Such other duties and responsibilities as may be assigned to him/her from time to time.	

4.	<b>Canteen Staff</b>	5	<p>1. Daily dusting of office furniture, fixtures, etc. and switching on/off all electrical points.</p> <p>2. Person engaged will be expected to observe discipline &amp; decorum in the office.</p> <p>3. Making arrangements for meeting including serving tea, coffee, water, etc. during the meeting.</p> <p>4. Attending the calls of the officers viz. bringing and serving tea, water etc.</p> <p>5. Such other duties and responsibilities as may be assigned to him/her from time to time.</p>	
5	Stenographer	1	<p>1. Typing of essential or confidential/secret documents including other typing work as considered necessary in administrative interest.</p> <p>2. Screening of telephone calls and the visitors in a tactful manner.</p> <p>3. Fixing up of appointments, and if necessary cancelling them.</p> <p>4. Keeping an accurate list of engagements, meeting etc. and reminding the officer sufficiently in advance.</p> <p>5. Maintaining in proper order the papers required to be retained by the officer.</p> <p>6. Keeping a note of the movement of files.</p> <p>7. To assist the officer in the manner desired by him/her.</p>	
<b>TOTAL</b>		<b>28</b>		

### **TERMS AND CONDITIONS**

**A. Evaluation of Technical Bids:- Bidders are required to submit/upload the following documents. Bid will be cancelled/ rejected on Non submission of any of the following mentioned documents.**

1.	Bidder should be either Private Limited Company or Partnership Firm or Limited Liability Partnership(LLP). Copy of Registration certificate of Company/firm under the Act.
2.	EMD of Rs. 25,000/- (Rupees Twenty five thousand only) in the form of Banker Cheque in favour of Principal Accountant General (A&E), Manipur.
3.	Copy of Trade License (License must be renewed and valid on the closing date of bid)
4.	The agency should have experience of 10 years or more for providing Manpower Outsourcing Service to the Govt. offices located in Manipur.
5.	Performance certificate for last three years obtained from at least 5 Central/State Government offices where the services were the services were provided by the Outsourcing Agency should be furnished along with the tender.
6.	Average Annual Turnover (For last 3 years i.e. 2022-23, 2021-22 & 2020-21) must be Rs.1.5 crore. Turnover certificate signed and sealed by Chartered Accountant to be provided.
7.	PAN/TAN No./TIN in the name of the firm.
8.	EPF Registration Certificate.
9.	Copy of challan for payment of EPF for last 6 months
10.	ESI Registration Certificate.
11.	Copy of challan for payment of ESI for last 6 months
12.	GST Registration Certificate.
13.	Copy of GST filing statements
14.	The bidder should have the proper up-to-date Registration License and renewal thereof, Duly issued by the Appropriate Authorities for engagement of labourers
15.	Bidder must have GST registered & registered functional office in the consignee location from the last 10 years.
16.	Bidder should quote a minimum service charge of at least 3.85%
17.	The bidder should furnish an undertaking that they will pay statutory minimum wages to the outsourced employees as stipulated by this office. In case the bidder fails to pay statutory minimum wages to the outsourced employees, the contract shall be liable to be cancelled with immediate effect.
18.	Bidder should not be blacklisted by any government departments or agencies.
19.	Bidder should have a proper service set up with escalation matrix.(valid documents required)
20.	All pages of e-bid or corrigenda if any shall be signed to be uploaded as a proof that the bidder had read and understood the bid document.
21.	Bidders submitting incomplete and wrong documents will be summarily rejected and no representation will be entertained.
22.	The office reserves the right to reject any quotation without assigning any reason thereof.

**UNDERTAKING**

**[Duly attested by Notary on a non-judicial stamp paper of value of Rs.100/-(Rupees one hundred only) and above.]**

1. I/We have read and understood all the terms & conditions of the Bid and hereby declare that all the details provided by us in the tender are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit Principal Accountant General (A&E), Manipur.
2. It is certified that we have not been blacklisted by any organization/Institute of Govt. of India/organization/Institute funded by Govt. of India including Central Vigilance Commission (CVC).
3. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the Tender Inviting Authority(TIA).
4. It is certified that the service charges mentioned/quoted in the bid by us includes cost of ID Cards, stationeries, First Aid Box etc., Term Insurance premium charges (for compensation in case of death or disability) for the workers etc.
5. I/We further undertake that we will follow all the statutory rules like Minimum Wages Act Govt. of India, Contract Labour Act and other Acts of Govt. of India as applicable to contract labour and take complete responsibility for the settlement of dispute for labour problems arising due to any reason.
6. I/We do hereby undertake that none of our workers engaged for day-to-day Job Work of Principal Accountant General (A&E), Manipur will be involve in any union nor form any union which will hamper the work of Principal Accountant General (A&E), Manipur. If found so, we take sole responsibility for the act for which our firm may be blacklisted, and our contract may be cancelled.
7. If our services are found unsatisfactory, Principal Accountant General (A&E), Manipur may forfeit the security deposit and terminate our contract at anytime.
8. The amount of service charges quoted/offered by us in the bid/tender for the job contract services will not be altered/ changed during the contract period. However, Minimum wages, VDA and other statutory payments as per the labour laws/Act(Ministry of Labour & Employment, Govt. of India for Workers employed in Agriculture in "C Area" for the workers engaged at of Principal Accountant General (A&E), Manipur will be paid at enhanced/revised rates to the workers whenever the same is notified by Ministry of Labour & Employment/Govt. of India and the claim is submitted to of Principal Accountant General (A&E), Manipur.
9. I/We are ready to execute the job contract for the period as per work order on mutual agreement executed on non-judicial stamp paper of appropriate value.

Date:

Signature and seal of the Bidder

Business Address.....

**TENDER/BIDACCEPTANCELETTER**

(Shall be submitted by the Bidder on his/their letterhead)

To,

**The Principal Accountant General (A&E),**  
Babupara, Imphal  
Manipur-795001.

**Sub: Acceptance of terms and conditions of Tender/Bid.**

Sir,

1. I/we have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from eProcurement Portal Bid Number.....
2. I/we hereby certify that I/we have read the entire terms and conditions of the bids, scope of work and corrigendum issued from time to time by your department / organization too has been taken into consideration and as mentioned/uploaded in eProcurement portal from Page No. **01 to 09** (including all documents like annexure(s), schedules(s) etc.) which form part of the contract agreement and I/we shall abide here by the terms/conditions/clauses contained therein.
3. I/we hereby unconditionally accept the tender conditions of above-mentioned tender document/ Bid(s) / corrigendum(s) in its totality/entirety.
4. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Bid Security (Earnest Money Deposit) absolutely.
5. I/we also certify that I will pay salaries/ wages alongwith all statutory payments of workers deployed at Principal Accountant General (A&E), Manipur on or before 7<sup>th</sup> day of each month. The Service Provider shall prefer its bill (as per the prevailing wage, EPF, ESI, GST rate prescribed by the Govt. of India) for a particular month by the 20<sup>th</sup> of that month.
6. I/we also certify that we have the capacity to pay wages for at least two months for the workers engaged/deployed at Principal Accountant General (A&E), Manipur, so that even Principal Accountant General (A&E), Manipur is not able to pay the bills due to any reason, the wages can be paid us on time.

Date and Place:

Name of Authorized Signatory

Stamp & Signature





## **MANDATE FORM FOR BANKING DETAILS**

(Shall be submitted by the Bidder on his/their letter head)

### **ANNEXURE-D**

To,

**The Principal Accountant General (A&E),**  
Babupara, Imphal  
Manipur-795001.

**Sub: Submission of mandate form for banking details.**

Sir,

I/We, the under signed is proving herewith the mandatory banking details of our company/firm/agency:

1.	Name of the Firm:		
2.	Registered/Postal Address:		
3.	Permanent Account Number: (PAN No.)		
4.	Goods & Service Tax Registration Number (GSTIN No.)		
5.	Bank Details:		
	a.	Bank Name	
	b.	Branch Address	
	c.	Account Number	
	d.	Type of Account (Current/Saving)	
	e.	IFSC Code	
	f.	MICR Code	

Name of Authorized Signatory  
Stamp & Signature

Date:  
Place:

