

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1)  
तमिलनाडु  
“ऑडिट भवन”, 361, अण्णा सालै, तेनामपेट, चेन्नै – 600018.



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)

TAMILNADU

“Audit Bhawan”, 361, Anna Salai, Teynampet, Chennai - 600 018.

PAG (Audit-I)/OM-II/II/2025-26/ 42

Date:24.02.2026

Office : 044 24316493

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Website: <https://cag.gov.in/ag1/tamil-nadu/>

### NOTICE INVITING TENDER

E-TENDER NOTICE (THROUGH GEM PORTAL) FOR HIRING OF OUTSOURCED MANPOWER SERVICES - SECURITY, DATA ENTRY OPERATOR, MULTI TASK STAFF, CAR DRIVER, STENOGRAPHER AND GUEST ROOM ATTENDANTS AND COOK FOR **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I) TAMIL NADU**.

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 Security Personal, Data Entry Operator, Multi Task Staff, Car driver, Stenographer, Guest house Cook and Guest house Attendant to **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I), TAMIL NADU** (CHENNAI and MADURAI office) for the period of two years from **01.04.2026 to 31.03.2028** with mutual consent of both parties is invited. Requirement/eligibility criteria, Terms and Conditions of the contract have been clarified in the additional terms and conditions (ATC) attached in GeM bid. Tender document (including ATC) is available online at GeM portal as well as on the website of **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)**, i.e. <https://cag.gov.in/ag1/tamil-nadu/>. However, for any clarification, bidders may mail to [om.tmn1.au@cag.gov.in](mailto:om.tmn1.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

Name of the Work	E-Tender (GeM) for Providing Outsourced Manpower Services - Security, Data Entry Operator, Multi Task Staff, Guest house Cook and Guest house Attendants, Car driver and Stenographer on contract basis for the Office of the Principal Accountant General (Audit-I), Tamil Nadu. (Chennai and Madurai office)
Estimated Cost for contract (Two years)	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 the 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

**Details of Manpower requirements, Place of Deployment, and Duty Timings**

Location	Name of the post	Total No. of persons	Timing	Total no of working days	Hours of duty
<b>PAG(Audit I) Audit Bhawan, 361, Anna Salai, Teynampet, Chennai -600018</b>	Security Personal	26	3 Shifts (Round the clock)	6 days a week	9 hours
	MTS	25	9.00 AM to 6.00 PM	6 days a week	9 hours
	DEO	09	9.00 AM to 6.00 PM	6 days a week	9 hours
	MTS -Guest house attendant	01	9.00 AM to 6.00 PM	7 days a week	based on occupancy of guests in guest house
	Guest House Cook	01	9.00 AM to 6.00 PM	7 days a week	
	Car Driver	01	9.00 AM to 6.00 PM	6 days a week	9 hours
	Stenographer	02	9.00 AM to 6.00 PM	6 days a week	9 hours
<b>IA&amp;AS Officers transit Quarters B-3 Block, SAF Games Village, Koyambedu, Chennai 106.</b>	MTS -Guest house attendant	01	9.00 AM to 6.00 PM	7 days a week	based on occupancy of guests in guest house
<b>Branch Office Madurai Audit Bhawan, AG's Avenue, Press Colony, Opp: M G R Bus Stand, Madurai-625 007</b>	Security Personal	07	3 Shifts (Round the clock)	6 days a week	9 hours
	MTS	04	9.00 AM to 6.00 PM	6 days a week	9 hours
	DEO	01	9.00 AM to 6.00 PM	6 days a week	9 hours
	MTS -Guest house attendant	01	9.00 AM to 6.00 PM	7 days a week	based on occupancy of guests in guest house

**Chennai – 66 Madurai – 13 total – 79 outsourced personnel**

**Availability of Tender Document and Corrigendum**

Detailed information regarding specifications, EMD, and terms and conditions may be downloaded from: <https://cag.gov.in/ag1/tamil-nadu/> and [www.gem.gov.in](http://www.gem.gov.in)

Any corrigendum or amendment to this tender shall be notified only through the above-mentioned websites.

**Contract Period**

- The contract shall be valid for two years from the date of award of contract.
- This Office reserves the right to extend the contract for a further period of one year on mutual agreement, without increase in service charges, subject to satisfactory performance.

### **Instructions to Bidders for Submission of Bids**

- E-tenders are invited through the GeM portal for providing outsourced manpower services, viz., Security Personnel, Data Entry Operators (DEO), Multi-Tasking Staff (MTS), Car Drivers, Stenographers, Guest House Cook and Guest House Attendants.
- All instructions issued under GeM bidding guidelines and the Additional Terms & Conditions (ATC) shall be applicable to this tender.
- The tender (Technical Bid and Financial Bid) shall be submitted only through the GeM portal. Bids received in physical mode shall not be considered.
- Bids received without Earnest Money Deposit (EMD) or valid EMD exemption declaration with supporting documents shall be summarily rejected (details in EMD clause).
- All required documents, including Annexures as per eligibility and evaluation clauses, shall be uploaded through GeM.
- Conditional, incomplete, illegible, ambiguous, or partially filled bids shall not be considered.
- Mere submission of a bid shall not create any contractual obligation on this Office.
- This Office reserves the right to accept or reject any or all bids at any stage without assigning any reason.
- The bidder is expected to carefully examine all instructions, eligibility criteria, annexures, specifications, and terms & conditions before submission. Failure to furnish complete and accurate information may result in rejection of the bid.
- Any clarification regarding eligibility or tender conditions may be sought through email at: [om.tmn1.au@cag.gov.in](mailto:om.tmn1.au@cag.gov.in).

### **Integrity and Ethical Standards**

- The bidder and this Office shall observe the highest standards of integrity during the tender evaluation and execution of the contract.
- Any attempt to influence the tender process, directly or indirectly, shall result in disqualification.
- If a bidder is found to have engaged in corrupt or fraudulent practices, the bid shall be rejected and the bidder shall be liable for blacklisting from participation in Government tenders, in addition to action as per applicable rules.

### **Important Advisory to Bidders**

- Bidders are advised to visit the site at their own cost and risk to acquaint themselves with the nature and scope of services required.
- Bidders are advised to read all tender conditions thoroughly and carefully before quoting rates or submitting the bid. This Office shall not be responsible for any error, omission, or oversight on the part of the bidder.
- Bidders intending to participate must ensure that they fulfil all eligibility criteria prescribed in the tender document, failing which the bid shall be summarily rejected.

### **Eligibility Criteria**

- The bidder must possess proof for these three criteria failing which the bid will not be considered for evaluation
- 1. **A valid Labour Licence for supply of manpower in Tamil Nadu.**
- 2. **A valid licence under the Private Security Agencies (Regulation) Act, 2005 for operating security services in Tamil Nadu.**
- 3. **The bidder must have a registered corporate or branch office in Chennai/Tamil Nadu. Valid Government proof shall be enclosed (telephone bill, EB bill, GST registration, etc.). Rental agreement shall not be accepted as valid proof.**
- The bidder must be registered with statutory authorities such as ESI, EPF, GST, Income Tax.
- Copies of PAN, Income Tax Returns, GST filing, ESI-EPF challans, company registration, and turnover statements shall be enclosed.
- The bidder shall have a minimum of three years' experience in providing manpower services to Central/State Government offices. Copies of Agreements/Work Orders shall be attached.
- The bidder must satisfy the turnover criteria as prescribed by GeM.
- The bidder must submit the duly signed Annexure I & II (declaration) attached in the ATC.

### **Deployment of Outsourced Personnel Conditions**

- All personnel deployed by the Service Provider shall be suitably trained and competent to perform the assigned duties.
- The age of deployed personnel shall be within the following limits as on the date of deployment: The Service Provider shall ensure compliance with age criteria.
  - Security Personnel – Above 21 years and below 60 years;
  - Driver – Above 21 years and below 58 years;
  - MTS, Guest House Cook and Attendants – Above 18 years and below 60 years;
  - DEO and Stenographers – Above 21 years and below 60 years.
- The Service Provider shall verify the character and antecedents of each personnel prior to deployment and shall be responsible for any act of indiscipline, misconduct, or negligence on the part of the personnel deployed by them.
- The deployed personnel shall maintain discipline, proper conduct, and confidentiality of official matters at all times. Personnel found consuming alcoholic beverages, chewing paan/tobacco, smoking, loitering during duty hours, trespassing, or acting in any manner detrimental to the interests of this Office shall be liable for immediate removal. The decision of this Office in such matters shall be final and binding on the Service Provider.
- The outsourced personnel shall not divulge or disclose to any person any information relating to office operations, technical processes, security arrangements, or administrative matters acquired during the course of their engagement.
- There shall be no employer–employee relationship between this Office and the outsourced personnel, and they shall not claim absorption or regularization in this Office.

- This Office reserves the right to require removal and replacement of any personnel found unsuitable.
- Transportation, food, medical facilities, and other statutory requirements under various Acts/Government Regulations in respect of each outsourced personnel engaged shall be the sole responsibility of the bidder/service provider. This Office will not provide any of the above to the outsourced personnel under any circumstance.
- The number of personnel to be deployed may be increased or decreased as per the requirement of this Office at the agreed rates and terms of the contract.

#### **Earnest Money Deposit (EMD)**

- Bidders shall submit EMD @ 5% of the contract value in favour of PAO/IAD, Chennai (DD/Banker's Cheque/Bank Guarantee) along with the Technical Bid.
- Exemption from EMD is applicable only to MSMEs, CPO-registered bidders, and recognized Startups as per GFR 2017 Rule 170(i). Bidders seeking exemption shall submit the requisite documents in support of their claim.
- Bids received without EMD or valid EMD exemption declaration (Annexure II) with supporting documents will not be considered and shall be summarily rejected.

#### **Performance Bank Guarantee (PBG)**

- The successful bidder shall furnish a Bank Guarantee for 3% of the total contract value within one month from the date of award.
- The guarantee shall remain valid during the contract period and for sixty days beyond the completion of the contract (01.04.2026 to 31.05.2028).
- In case of deficiency of service or loss due to negligence, this guarantee shall be invoked in addition to other actions including termination.

#### **Statutory Compliance And Wage Payment**

- The Service Provider shall pay minimum wages to the outsourced personnel at the prevailing rates under the Minimum Wages Act.
- Any statutory increase in wages or Variable Dearness Allowance (VDA) notified by the Chief Labour Commissioner shall be implemented during the contract period.
- The Service Provider shall furnish copies of all remittance challans/receipts of statutory levies paid in respect of EPF, ESI, GST, etc., for the previous month along with claim/bill submitted
- No wages/remuneration shall be paid for outsourced staff for the days of absence from duty.
- **The Service Provider shall ensure that wages are paid before the 5th of every month and shall submit person wise payment report by 10th of every month along with the bills.**
- The Service Provider shall not make any unauthorized deductions from the salary of the deployed personnel.
- Payment to the Service Provider shall be made only through NEFT/RTGS/ECS on presentation of the bill. Deductions such as TDS on Income Tax and TDS on GST shall be made in the payment to the Service Provider as applicable under the relevant rules.

- The service charges/rates quoted by the Service Provider shall be fixed for the contract period, and no modification shall be entertained before expiry of the contract period.
- Any other service charges levied by the Government or the GeM shall be borne by the vendor.

### **Bid Evaluation**

- Only bids enclosing the prescribed essential details shall be considered for technical evaluation:
  - a) **Valid Labour Licence to operate in Tamil Nadu.**
  - b) **Valid Licence under Section 7(5) of Private Security Agencies (Regulation) Act, 2005 for operating security services in Tamil Nadu.**
  - c) **Registered corporate/branch office proof in Chennai/Tamil Nadu.**
  - d) Turnover criteria as prescribed by GeM
  - e) three years' previous experience with Government offices.
  - f) All statutory documents such as ESI, EPF, GST, PAN, Income tax returns, GST filing, Incorporation Certificate, MSME.
  - g) **Duly filled Annexure I to II, enclosed in the ATC.**
- Financial bids of technically qualified bidders only shall be considered for financial evaluation.
- The Bidder/Tenderer shall quote the rate in percentage (%) towards administrative/service charges in the Financial Bid only.
- Subject to fulfilment of all terms and conditions, the technically qualified bidder quoting the lowest service charge shall be awarded the contract. In case more than one bidder quotes the lowest service charge, this Office shall adopt the random auto-run/select feature available on the GeM portal for finalization of the L1 bidder, as per GeM guidelines

### **Penalty & Administrative Rights**

- Any complaint regarding non-performance, absenteeism, deployment of unqualified personnel, improper conduct, non-compliance with statutory obligations, delay in wage payment, or deviation from contract terms shall attract proportionate penalty. Repeated violations may result in termination.
- Imposition of penalty shall not prejudice the right of this Office to initiate further action including termination, forfeiture of PBG, or blacklisting.
- The Service Provider shall not assign, transfer, pledge, or subcontract the services.
- This Office reserves the right to introduce additional clauses or modify existing terms during the currency of the contract with prior intimation and acceptance by the Service Provider.

### **Indemnity Clause**

- The Service Provider shall indemnify and keep indemnified the Office of the Principal Accountant General (Audit-I), Tamil Nadu, its officers and employees, against all losses, claims, damages, liabilities, penalties, costs or expenses arising out of:
- Any act, omission, negligence, or misconduct of Service Provider or its deployed personnel

- Any violation of statutory provisions including EPF, ESI, GST, Income Tax, Minimum Wages Act, Contract Labour Act, Bonus Act, PSARA Act, or any other applicable law
- Any claim raised by deployed personnel relating to wages, statutory dues, compensation, injury, or employment matters.
- All damages caused by outsourced personnel to office property shall be recovered from the Service Provider.
- The outsourced personnel shall not claim any benefit, compensation, absorption, or regularization of services from or in this Office under the provisions of the Industrial Disputes Act, 1947 or the Contract Labour (Regulation & Abolition) Act, 1970.
- An undertaking to this effect from each deployed person shall be obtained by the Service Provider and submitted to this Office at the time of deployment.

#### **Dispute Resolution, Governing Law & Jurisdiction**

- Any dispute or difference arising out of or in connection with this contract or interpretation of its terms shall initially be referred to the Sr. Deputy Accountant General (Admn) or an officer authorized by him for amicable settlement.
- Pending resolution of any dispute, the Service Provider shall continue to perform its contractual obligations without interruption.
- If the dispute is not resolved amicably within a reasonable period, the matter shall be governed by the applicable laws of India. This contract shall be governed by and construed in accordance with the laws of India and applicable Central and State laws in force.
- Jurisdiction: The courts at Chennai, Tamil Nadu, shall have exclusive jurisdiction over all disputes arising out of or in connection with this contract.

#### **Force Majeure**

- Neither party shall be liable for delay or failure due to events beyond reasonable control.
- Written notice shall be given within seven (7) days.
- If it continues beyond thirty (30) days, either party may terminate without financial liability except for services rendered.
- Force Majeure shall not apply to failure to pay wages, statutory dues, financial incapacity, or statutory non-compliance.

#### **Termination Of Contract**

- Any unethical practice or material breach shall entitle this Office to terminate the contract and take action under GeM Incident Management Policy.
- In case of breach, the Competent Authority may terminate forthwith without assigning reason.
- The contract may be terminated by giving one month's notice.
- The Head of Office may curtail or terminate by giving one week's notice.
- Termination shall be without prejudice to recovery of losses including forfeiture of PBG.

# Terms and Conditions for Outsourced Manpower Cadres

## SECURITY SERVICES

### 1. Reporting and Deployment

1. Security Guards shall report to the Designated Officer/Caretaker of this office and strictly follow his/her instructions. They must report for duty before the commencement of each shift. In case of absence, the Service Provider shall deploy a suitable substitute without fail.
2. Security services shall be provided round the clock in 9-hour shifts (including a half-hour break). Personnel shall work on all days with one weekly off on rotation basis. No food or beverages will be provided by this office.

### 2. Eligibility and Uniform

2. Only able-bodied, physically fit, well-trained, disciplined and honest personnel shall be deployed. The age of personnel shall not be below 21 years and not above 60 years. They shall perform duties to the satisfaction of this office.
3. The Service Provider shall provide proper uniforms with accessories such as whistle, torch, baton, etc., and ensure neat turnout at all times. Raincoats and rain boots shall be provided during the rainy season.
4. Guards must be able to read and write English and speak Tamil. Knowledge of Hindi will be preferred.

### 3. Scope of Duties

5. Security Guards shall:
  - Safeguard the entire premises (open and built-up areas).
  - Protect movable and immovable properties.
  - Check vehicles and regulate entry/exit.
  - Maintain entry/exit registers.
  - Monitor visitor movement.
  - Prevent unauthorized removal of office property.
  - Manage traffic within premises.
  - Operate firefighting equipment.
  - Alert the Officer-in-charge in emergencies.

### 4. Supervision and Conduct

7. The Service Provider shall be responsible for discipline and conduct of personnel. A supervisory officer shall periodically inspect deployed staff and report to the Officer-in-charge.
8. If any personnel indulge in misconduct, the Service Provider shall immediately remove such person upon instruction. This office reserves the right to lodge complaints with appropriate authorities.

### 5. Liability and Responsibility

9. In case of theft or pilferage, the Service Provider shall cooperate in filing police complaints and pursue the matter. Liability shall rest with the Service Provider if negligence is established.

## DEO AND MTS SERVICES

1. Reporting and Substitution: DEO/MTS personnel shall report to the Designated Officer/Caretaker of this office and strictly follow his/her instructions. They shall report for duty before commencement of office hours. In case of absence, the Service Provider shall deploy a suitable substitute without disruption of work.
2. Working Hours: Working hours shall be from 9:00 AM to 6:00 PM with a half-hour lunch break, from Monday to Saturday. In case of exigency, personnel may be required to work beyond office hours or on Sundays/holidays as per office requirement. No food or beverages shall be provided by this office.
3. General Conditions: All personnel deployed shall be experienced, adequately trained, medically fit, disciplined and well-mannered. They shall be provided with uniforms and identity cards, which must be displayed prominently during duty hours.
4. MTS Personnel:
  - Age: 18 to 60 years.
  - Must possess basic ability to read and write in English and Tamil.
  - Shall maintain cleanliness and upkeep of the entire premises (open and built-up areas), including movable and immovable properties.
  - Perform duties assigned by officers from time to time.
5. DEO Personnel:
  - Age: 21 to 60 years.
  - Must be a Graduate.
  - Must be able to read, write and speak English and Tamil.
  - Must be proficient in data entry and skilled in MS Word, MS Excel, MS PowerPoint and Internet operations.
6. Conduct and Responsibility: The DEO/MTS personnel shall perform duties diligently and to the satisfaction of this office. In case of misconduct, negligence or undesirable activities within the premises, the Service Provider shall be solely responsible and shall immediately remove the concerned person upon instruction. This office reserves the right to lodge complaints with appropriate authorities.

## MTS – COOK & GUEST ROOM ATTENDANT

1. Reporting and Substitution: The Cook/Guest Room Attendant (under MTS cadre) shall report to the Designated Officer/Caretaker and follow all instructions issued. In case of absence, the Service Provider shall provide a suitable substitute without disruption of services.
2. Age and Eligibility: Personnel deployed shall be between 18 and 60 years of age, experienced, adequately trained, medically fit and disciplined. They must have basic ability to speak, read and write English and Tamil (knowledge of Hindi preferred).
3. Scope of Duties: The Guest House shall be manned based on occupancy. Duties include complete housekeeping and maintenance such as cleaning, mopping, dusting, washing and all related services (as per enclosed scope of work).
4. Accommodation: In-house accommodation shall be provided within the building in the room earmarked for the Cook/Attendant.
5. Guest Management and Registers: The Cook/Attendant shall maintain prescribed registers and strictly follow guidelines issued by this office regarding accommodation and servicing of guests. Allocation of rooms shall be done only by this office. Unauthorized use of guest house facilities shall not be permitted under any circumstances.
6. Rental Collection and Remittance: The Cook/Attendant shall maintain proper accounts of rentals collected and remit the same as directed, at least once every month. Receipts shall be issued only in the format prescribed by this office. Monthly contractual payment shall be released only upon submission of proof of remittance.
7. Inventory and Maintenance: The Service Provider shall be responsible for safe custody of all inventories such as mattresses, linen, furniture, cutlery, appliances, utensils, etc. Loss or damage shall be made good by replacement of equivalent quality. The decision of this office in such matters shall be final.
8. Common Area and Utility Maintenance: The Cook/Attendant shall:
  - o Maintain cleanliness of guest houses
  - o Operate motor pumps timely and prevent overflow of overhead tanks.
  - o Switch on/off common lights at dusk/dawn.
  - o Follow up with local authorities regarding water, drainage or power issues and ensure early rectification.
9. Kitchen Facility and Food Services: Kitchen space, utensils and gadgets shall be provided free of cost. Expenditure towards cooking ingredients, LPG and kitchen upkeep shall be borne by the Service Provider. The Cook shall prepare food based on guest requirements and collect payment directly. Rates shall be nominal and fixed in consultation with this office.
10. Conduct and Responsibility: The Cook/Attendant shall remain in the allotted premises during duty and shall not leave without prior permission. The Service Provider shall respond to complaints recorded in the complaint/visitor register and shall be responsible for deficiencies in service.

## CAR DRIVER

### 1. Eligibility and Qualification

1. The Driver shall possess a valid Indian Driving Licence and have minimum three (3) years of driving experience. He must be well conversant with Traffic Rules and Regulations.
2. The Driver shall have basic knowledge of motor mechanism and be capable of carrying out minor repairs when required.
3. The Driver shall be between 21 and 58 years of age and must be able to speak Tamil and English.

### 2. Conduct and Discipline

3. The Driver shall be punctual, disciplined, well-behaved and medically fit, and shall perform duties to the satisfaction of this office.
4. The Driver shall strictly refrain from consuming alcohol or smoking while on duty or operating the vehicle. Violation shall result in immediate removal from contract without notice and reporting to appropriate authorities.
5. The Driver shall follow all instructions issued by the Officer/Office from time to time.
6. The Driver shall report for duty in proper uniform and must possess a mobile phone (preferably a smartphone) with active SIM connection.

### 3. Duty Hours and Deployment

6. The normal duty hours shall be 9:00 AM to 6:00 PM (9 hours per day), Monday to Saturday. The Driver shall report sufficiently in advance to collect the vehicle from office and proceed for official pickup. After completion of duty and dropping the Officer at residence, the vehicle shall be parked in the office campus.
7. The Driver may be required to work beyond office hours or on Sundays/holidays as per official requirement. Payment of wages shall be regulated as per applicable Minimum Wages Act and Rules.
8. In case of absence of the regular Driver, the Vendor shall provide a suitable substitute without disruption of service.

### 4. Responsibility and Liability

10. In case of accident due to negligence of the Driver resulting in loss or damage to vehicle/property or injury/loss of life, the entire legal and financial liability shall rest with the Driver/Vendor. The Vendor shall submit an affidavit accepting such responsibility. Any traffic violations, penalties or challans shall also be borne by the Driver/Vendor.

### 5. Record Maintenance

12. The Driver shall sign the attendance register maintained by this office and maintain the vehicle log book on a daily basis.

## STENOGRAPHER

1. Working Hours: The working hours shall be from 9:00 AM to 6:00 PM (including half-hour lunch break from 1:00 PM to 1:30 PM), Monday to Saturday. The Stenographer may be required to work beyond office hours or on Sundays/holidays as per official requirement. Payment of wages shall be regulated in accordance with the applicable Minimum Wages Act and Rules.
2. Age and Qualification: The person deployed shall be between 21 and 60 years of age and must be a Graduate.
3. Professional Skills: The Stenographer must possess proficiency in shorthand and typing and submit valid proficiency certificates. Adequate knowledge of MS Office applications, computer operations and email handling is mandatory.
4. Language Proficiency: Must be proficient in reading and writing English and Tamil.
5. Nature of Duties: The Stenographer shall be posted as Steno/Personal Assistant to senior officers and shall:
  - Assist the Officer in all official matters as directed.
  - Manage appointments, meetings, engagements and daily programmes.
  - Handle telephone calls and coordinate with officers/staff.
  - Maintain movement of files and proper record of documents.
  - Receive, dispatch, scan, photocopy and diarize dak/correspondence.
  - Operate and maintain office equipment such as computer, printer, scanner, photocopier and telephone.
  - Supervise staff, wherever admissible, in the officer's section to ensure punctuality and discipline.
  - Maintain secrecy and confidentiality of official records and communications.
  - Perform any other duties assigned by the Officer/Office.

Encl:  
Profile of Bidder (Annexure - I)  
Declaration (Annexure – II)

-Sd-  
Senior Deputy Accountant General/Admn  
O/o. Principal Accountant General (Audit I)  
Tamil Nadu, Chennai -600018

**ANNEXURE – I**  
**(To be submitted with technical bid)**

**PROFILE OF THE BIDDER**

Sl. No	Particulars	To be filled in by the Tenderer
1.	Name of the Service Provider	
2.	Date of establishment	
3.	Detailed office address with office telephone number, Fax number and Mobile number and email ID	
4.	Contact Person with mobile no.	
5.	Whether registered with all concerned Government authorities (PSARA, EPF/ESI/Labour etc.) (Copies of all certificate of registration to be enclosed.)	
6.	PAN Number (Copy to be enclosed)	
7.	GST Number (Copy to be enclosed)	
8.	Whether the Service Provider is blacklisted by any Govt. Department or any criminal case is registered against the Service Provider or its owner anywhere in India. (Attach Affidavit that the Service Provider is not been black listed by Centre/ State Government/ PSU etc.	
9.	Length of experience in the field	
10.	Service Provider profile (to be attached)	

I, \_\_\_\_\_ Son/ Daughter /wife of Shri \_\_\_\_\_, authorized signatory of the Service Provider is competent to sign this declaration and execute this tender document.

**Signature of Authorized Signatory**

**Name and Seal of Service Provider**

**ANNEXURE – II**  
**(To be submitted with technical bid)**

**DECLARATION FOR ACCEPTING ALL TERMS AND CONDITIONS**

- 1) I/We hereby accept that we are submitting the EMD for 5% of contract value of contract as per terms and conditions or I/We hereby are eligible for exemption of EMD as a MSME/startup Service Provider and are submitting necessary documents for exemption.
- 2) I/We have registered with all Government authorities for statutory requirements - ESI, EPF, GST, PAN, Registration/incorporation certificate, Valid labour licence, PSAR licence to operate security service in Tamil Nadu
- 3) I/We have a registered corporate office or branch office in Chennai/Tamil Nadu.
- 4) I/We will not withdraw or modify the bid during the period of validity of contract.
- 5) I/We have not been blacklisted by any Government or private office in past.
- 6) 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.
- 7) I/We will pay the wages (as per min. wages act) to outsourced employees before 5<sup>th</sup> of every month as mentioned in the conditions failing which we may be terminated.
- 8) I/ We hereby undertake not to charge any money/ fees/ deduction in whatever manner, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/ employees engaged by us and deployed in your office.
- 10 ) I/ We agree that will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per Ge M Incident Management Policy.
- 11) I/We have carefully read and fully understood all the Terms and Conditions of the Tender, including those stipulated in the GeM Bid document and the Additional Terms and Conditions (ATC) attached thereto. I/We hereby unconditionally agree to abide by and comply with all such Terms and Conditions issued by the Principal Employer, Office of the Principal Accountant General (Audit-I), Tamil Nadu, Chennai – 600 018.
- 12) I/We further expressly accept that the evaluation of bids shall be carried out strictly in accordance with the eligibility criteria and evaluation methodology prescribed in the ATC, and I/We shall raise no objection whatsoever if our bid is rejected on this basis.
- 13) The information and documents furnished along with the tender are true and authentic to the best of my/our knowledge and belief. I/We am/are fully aware that furnishing any false information or fabricated document shall lead to rejection of the tender at any stage and may also attract prosecution under the appropriate law.
- 14) I/We accept all the above conditions. In the event of failure to comply with any of the said conditions, the Buyer/Office of the Principal Accountant General (Audit-I), Tamil Nadu, Chennai – 600 018, shall be at liberty to terminate the contract and suspend us from participating in bids/proposals for contracts with the Offices of the Indian Audit and Accounts Department for a period of one year.

**Signature of Authorized Signatory**  
**Name and Seal of Service Provider**

**Date:**

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	07-03-2026 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	07-03-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Comptroller And Auditor General (cag) Of India
विभाग का नाम / Department Name	Indian Audit And Accounts Department
संगठन का नाम / Organisation Name	N/a
कार्यालय का नाम / Office Name	Principal Accountant General Audit I Tamilnadu
वस्तु श्रेणी / Item Category	Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Admin , Manpower Outsourcing Services - Minimum wage - Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Skilled; High School; Admin , Manpower Outsourcing Services - Minimum wage - Skilled; High School; Others , Manpower Outsourcing Services - Minimum wage - Semi-skilled; High School; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Admin
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	2400 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience	Yes   Complete
वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Years Of Experience	Yes   Complete

<b>बिड विवरण/Bid Details</b>	
<b>विक्रेता से मांगे गए दस्तावेज़/Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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
<b>क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?</b>	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
<b>बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension</b>	3
<b>दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended</b>	3
<b>ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count</b>	3
<b>बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled</b>	No
<b>बिड का प्रकार/Type of Bid</b>	Two Packet Bid
<b>तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>अनुमानित बिड मूल्य /Estimated Bid Value</b>	61048059.62
<b>मूल्यांकन पद्धति/Evaluation Method</b>	Total value wise evaluation
<b>मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required</b>	Yes
<b>मध्यस्थता खंड/Arbitration Clause</b>	No
<b>सुलह खंड/Mediation Clause</b>	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	3052402

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। 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।/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.

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

**लाभार्थी /Beneficiary :**

PAO/IAD, CHENNAI

Principal Accountant General Audit I Tamilnadu, Indian Audit and Accounts Department, N/A, Comptroller and Auditor General (CAG) of India  
(Pao/iad, Chennai)

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

**एमआईआई अनुपालन/MII Compliance**

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
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. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. 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.

#### **अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**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:1 No - 100 % of contract value or 2 Nos - 50% of contract value or 4 Nos - 25% of contract value**

**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:100 % manpower**

**Scope of work & Job description:**[1772012032.pdf](#)

**Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per complied with The Code on Wages Act:**[1772012316.pdf](#)

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Admin ( 25 )**

#### **तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled

विवरण/ Specification	मूल्य/ Values
Educational Qualification	High School
Type of Function	Admin
List of Profiles	Multi-tasking Staff
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Multi Tasking Staff

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	600018,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU AUDIT BHAVAN, 361, ANNA SALAI, TEYNAMPET,	25	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 805</li> <li>• Bonus (INR per day) : 67.06</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 26.16</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Graduate; Admin ( 9 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	Graduate
Type of Function	Admin

विवरण/ Specification	मूल्य/ Values
List of Profiles	Data Entry Operator
Specialization	any degree
Post Graduation	Optional
Specialization for PG	any degree
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Data Entry Operator

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	600018,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU AUDIT BHAVAN, 361, ANNA SALAI, TEYNAMPET,	9	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 981</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; High School; Admin ( 26 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	High School
Type of Function	Admin

विवरण/ Specification	मूल्य/ Values
List of Profiles	Watch and Ward
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Designation	Security

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	600018,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU AUDIT BHAVAN, 361, ANNA SALAI, TEYNAMPET,	26	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 981</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; High School; Others ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	High School
Type of Function	Others
List of Profiles	Cook

विवरण/ Specification	मूल्य/ Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Guest house Cook

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	600018,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU AUDIT BHAVAN, 361, ANNA SALAI, TEYNAMPET,	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 981</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

## Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Others ( 2 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled
Educational Qualification	High School
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Attendant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Guest house Attendant (MTS)

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	600018,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU AUDIT BHAVAN, 361, ANNA SALAI, TEYNAMPET,	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 805</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; High School; Others ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	High School
Type of Function	Others
List of Profiles	Driver - LMV

विवरण/ Specification	मूल्य/ Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Car Driver

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	600018,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU AUDIT BHAVAN, 361, ANNA SALAI, TEYNAMPET,	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 981</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

## Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Graduate; Admin ( 2 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Highly-Skilled
Educational Qualification	Graduate
Type of Function	Admin

विवरण/ Specification	मूल्य/ Values
List of Profiles	Stenographer
Specialization	any degree
Post Graduation	Optional
Specialization for PG	any degree
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addons</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 3	0
Title for Optional Allowances 2	0
Designation	Stenographer

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	600018,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU AUDIT BHAVAN, 361, ANNA SALAI, TEYNAMPET,	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 1065</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

#### Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Admin ( 4 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled
Educational Qualification	High School
Type of Function	Admin

विवरण/ Specification	मूल्य/ Values
List of Profiles	Multi-tasking Staff
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Multi Tasking Staff

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	625007,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU BRANCH OFFICE MADURAI, AGS AVENUE, PRESS COLONY,	4	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 674</li> <li>• Bonus (INR per day) : 56.14</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 21.91</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Graduate; Admin ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	Graduate
Type of Function	Admin

विवरण/ Specification	मूल्य/ Values
List of Profiles	Data Entry Operator
Specialization	any degree
Post Graduation	Optional
Specialization for PG	any degree
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Data Entry Operator

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	625007,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU BRANCH OFFICE MADURAI, AGS AVENUE, PRESS COLONY,	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 893</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; High School; Admin ( 7 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Skilled
Educational Qualification	High School
Type of Function	Admin
List of Profiles	watch and ward

विवरण/ Specification	मूल्य/ Values
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Security

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	625007,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU BRANCH OFFICE MADURAI, AGS AVENUE, PRESS COLONY,	7	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 893</li> <li>• Bonus (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• Provident Fund (INR per day) : 75</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Semi-skilled; High School; Others ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Skill Category	Semi-skilled
Educational Qualification	High School
Type of Function	Others

विवरण/ Specification	मूल्य/ Values
List of Profiles	Attendant
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Is the Geographical presence of the Service Provider's office required in the consignee's State	Yes
Name of states/ UT for geographical presence is required	Tamil Nadu
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Title for Optional Allowances 1	0
Title for Optional Allowances 2	0
Title for Optional Allowances 3	0
Designation	Guest House Attendant (MTS)

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	N S Rajesh	625007,OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, AUDIT-I, TAMIL NADU BRANCH OFFICE MADURAI, AGS AVENUE, PRESS COLONY,	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 674</li> <li>• Bonus (INR per day) : 56.14</li> <li>• EDLI (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 0</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Estimated Number of Overtime Hours per Resource per Month : 0</li> <li>• Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc &amp; excluding GST) : 0</li> <li>• ESI (INR per day) : 21.91</li> <li>• Provident Fund (INR per day) : 65</li> <li>• Number of working days in a month : 30</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

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

### 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. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 3. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

### 4. **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.

### 5. **Forms of EMD and PBG**

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

PAO/IAD  
payable at  
CHENNAI

. 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.

### 6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

PAO/IAD, CHENNAI

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

### 7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

PAO/IAD, CHENNAI

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

### 8. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

### 9. **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.

### 10. **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.

**11. Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

**12. Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

**13. Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

**14. 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.

**15. Buyer Added Bid Specific ATC**

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

**अस्वीकरण/Disclaimer**

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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 कार्यवाई का आधार होगा।/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.

**---धन्यवाद/Thank You---**