

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)

मेघालय, शिलांग - 793 001.

OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLONG – 793 001.

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Admn/Audit/140

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NOTICE INVITING TENDER

The Office of the Principal Accountant General (Audit), Meghalaya, Shillong intends to outsource the housekeeping cum cooking and security work in respect of the IA&AD Guest House/Holiday Home at Lyndhurst Estate, Laitumkhrah for the financial year 2023-24. For this purpose, sealed tenders are invited from the registered local bonafide outsourcing agencies for providing trained manpower.

1. SCOPE OF WORK

1.1 The work involves supply of trained manpower the Office of the Principal Accountant General (Audit), Meghalaya, Shillong for running and maintenance of Guest House with the following nature of works:

- (i) Cook-cum-Caretaker for the Guest House/Holiday Home – 2 (two)
- (ii) Cleaning Works for the Guest House/Holiday Home - 4 (four)
- (iii) Security Duties for the Guest House/Holiday Home - 3 (three)

1.2 The quantum of personnel required may vary from time to time.

1.3 The contract shall be awarded to the successful bidder for a period of one year from the date of the award of contract, which may be extended for another one year on mutually agreed terms and conditions.

1.4 The service provider shall specify the proposed daily wages for each staff, as well as the prescribed percentage of EPF, ESI, service charges and GST on each person's payment. Rates quoted should not be below what is prescribed as per the Minimum Wages Act and norms of Minimum Wages fixed from time to time by the Ministry of Labour, Government of India. **A bid not complying with the provisions of relevant statutory obligations will be technically disqualified.** Service Charges/rates quoted by the agency would be valid for a period of one year and the request for increase in rates during the currency of the Contract shall not be entertained except whenever, the same is required to be allowed keeping in view the revision of rates of the Minimum Wages and Bonus (in compliance with the provisions of Minimum Wage Act) as notified by the Government of NCT of Delhi/Competent Authority concerned from time to time.

1.5 The rate quoted by the service provider shall be monthly rates derived on the basis of deployment of personnel for normal 8 (eight) hours per day per person for six working days per week. This office shall have the right to assign additional duties to the outsourced personnel in case of emergencies and exigencies of work.

2. MINIMUM QUALIFICATION OF OUTSOURCED MANPOWER

2.1 Candidates, proposed to be engaged, should have passed at-least 10th standard from a recognized Board/University and be able to read and write in Hindi / English Languages. A proof of minimum qualification is required to be submitted at the time of placement in the office. The candidates should be in the age group of 18-45 years, active and must be having good health. The detailed job profile i.e. scope of work is available at Annexure-I.

2.2 The staff so deployed shall be selected through an interview process conducted by the office of the Principal Accountant General (Audit), Meghalaya, to adjudge the suitability of the candidates prior to taking them into this office.

3. MINIMUM ELIGIBILITY CRITERIA

3.1 Registration: The service provider shall be registered with the Labour Provident Fund Commissioner and Employees State Insurance. The service provider must be registered with the Income Tax and GST authorities and should be having a valid individual/firm (as the case may be) PAN and GST registration numbers. Proof/self attested copies in support of the same shall be submitted along with the bid document.

3.2 Experience: The service provider should have experience of supply of similar manpower services to atleast three Government Departments/Offices, autonomous bodies, universities/ public sector undertakings of the Central or State Governments for the last three consecutive years (proof in this regard may be attached with the bid).

3.3 Turnover: The service provider should have minimum average annual turnover of Rs. 5000000 in the last three consecutive years.

3.4 The service provider should not be blacklisted by any of the government organization or PSU.

3.5 The service provider should have a valid trading license/exemption certificate issued by the Khasi Hills Autonomous District Council.

3.6 The outsourcing agency should be based in Shillong.

4. GENERAL CONDITIONS OF THE CONTRACT

4.1 Performance Security Deposit

(a) The successful bidder shall deposit Performance Security Deposit equivalent to 5 (five) per cent of the total contractual amount in the form of cross cheque or demand draft issued in the name of PAO Office of the Principal Accountant General (A&E), Meghalaya, Shillong. The PSD shall be refundable only after the successful completion of the contract.

(b) The PSD shall be forfeited by the order of the competent authority in the office of the Principal Accountant General (Audit) Meghalaya, in the event of breach or negligence or non-observance of any terms and conditions of the contract or for unsatisfactory performance. The decision of this office shall be the final in deciding on the breach or negligence or non observance or unsatisfactory performance by the service provider.

(c) The contract shall become legally binding and in force only on deposit of PSD.

4.2 CONTRACTOR'S OBLIGATIONS AND LIABILITY

- (a) The service provider shall be contactable at all times and message by phone/Email/Fax/Special Messenger from this office to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the office implementing the Contract from time to time.
- (b) The service provider shall provide the housekeeping and security services through uniformed (summer and winter) and trained personnel. The list of such persons proposed to be deployed by the service provider shall be submitted to the office of the PAG (Audit) Meghalaya.
- (c) These personnel deployed shall be the employees of the service provider only and the Office shall have no liability or obligation, legal or otherwise, in the matter of appointment of Personnel by the service provider, nor in the payment of statutory dues of ESIC and EPF, and any such dues imposed from time to time by the relevant authorities.
- (d) The Service provider shall be liable to pay all taxes whatsoever, on account of fringe benefit and/or payment receipt from the Office as hiring charges of personnel and that the Office shall not in any way be liable for any fund or bonus for the engagement/deployment of personnel by the Service provider.
- (e) The outsourced staff deployed by the selected service provider should have valid ESIC cards, EPF Accounts and all other statutory requirements.
- (f) The selected service provider shall submit the bill for payment on the last day of each month, along with the proof of payment of EPF and ESIC contributions with the respective authorities, payment of GST to the Government and any other statutory dues. Failure to submit proof of payment of statutory dues and statutory deductions of EPF and ESIC shall result in termination of the contract with one month's notice along with forfeiture of the PSD to the extent of losses caused to this office.
- (g) The service provider shall ensure that the goods, materials and equipment etc. in the guest house / holiday home are not damaged in the process of carrying out the services undertaken by its personnel and shall be responsible for act of commission or omission on the part of its employees. If this office suffers any loss or damage on account of negligence, or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this office for the same. The agency shall keep this office fully indemnified against any such loss or damage
- (h) The staff so deployed should be polite, cordial, positive and efficient while handling the assigned work and shall observe all instructions issued by this office regarding general discipline and professional behavior.
- (i) The service provider shall provide a substitute well in advance, if there is any probability of the persons leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

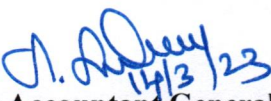
- (j) The service provider will have to remove from the duties, any debarred persons, who is found incompetent or for his/her/their misconduct and the service provider shall forthwith replenish such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable, to the office because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the office.

4.3 OFFICE OBLIGATIONS

- (a) This office will maintain an attendance register in respect of the personnel deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the staff at the approved rates
- (b) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel.
- (c) The persons deployed by the contractor shall not claim nor shall be entitled to pay, perks and other facilities available to casual, Ad hoc, confirmed/regular employees of this office during the currency or after the expiry of the contract
- (d) In the case of termination of this contract on its expiry, or otherwise, the persons deployed by the service provider shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in this office.

4.4 TERMINATION

- (a) In case of breach of any terms and conditions of the contract, the competent authority in the office of PAG(Audit) Meghalaya shall have the right to cancel the contract without assigning any reason thereof and nothing shall be payable in that event and PSD shall be forfeited. Decision of this office shall be final in this regard.
- (b) The service provider does not provide satisfactory housekeeping and security services.
- (C) In the event of the service provider becoming bankrupt or insolvent.


14/3/23
Deputy Accountant General (Admn.)

Annexure I

The duties described here are indicative not exhaustive. This office shall have the right to assign any additional duties of similar nature as per its requirement and which shall be part of the contract signed with the successful bidder.

I. Cook-cum-caretaker works includes:

- a) As a caretaker, to manage the overall upkeep of the guesthouse/holiday home, as per the directions and orders of the office administration.
- b) As cook, to manage the kitchen and provide clean and hygienic meals to the Guests.
- c) To maintain a register for the entry and departure of all Guest who are allotted rooms in the Guest House/Holiday Home.
- d) To issue receipts for room rent from the Guest as per rates prescribed by the office and as per receipt books issued by the Office.
- e) To deposit the room rent and meal charges received from the guest every Monday of the week to the Cashier of the office.
- f) The personnel deployed shall function under the direct administrative control of the Office.
- g) Payment will be made based on the number of days actually worked for in the month and will be made on pro rata basis.

II. Cleaning works includes:


- a) Sweeping, mopping, disinfecting of all rooms, toilets and common area in the Guest House and Holiday Home located at Lyndhurst Estate, Shillong.
- b) Cleaning of the surrounding areas in which the Guest House/Holiday Home is located and any other areas as and when required by the office.
- c) The personnel deployed shall function under the direct administrative control of the Office.
- d) Payment will be made based on the number of days actually worked for in the month and will be made on pro rata basis.

Items of work to be done generally once in a week:

- e) Cleaning including vacuum cleaning of carpets, curtains, partitions, glass panes of windows and doors etc.
- f) Cleaning of storage areas, weeding of grass and creepers, approach roads etc.

III. Security Duties:

- a) To provide round the clock security to the Guest house and surrounding premises where the Guest House/Holiday Home is located.
- b) To monitor the movement of vehicles and persons from outside the Estate.
- c) The personnel deployed shall function under the direct administrative control of the Office.
- d) Payment will be made based on the number of days actually worked for in the month and will be made on pro rata basis.


Deputy Accountant General (Admn.)