



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

TENDER DOCUMENT

Providing manpower services for (i) Multi-Tasking Staff; (ii) Data Entry Operator; (iii) Staff Car Driver; (iv) Security with arm; (v) Security without arm; and (vi) Stenographer to the office of the Principal Accountant General (Audit), Manipur during the financial year 2025-26.

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), मणिपुर, इंपाल - ७९५००१
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
MANIPUR, IMPHAL - 795 001

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

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

			to him/her from time to time.
4.	Security Guard	8 (6 armed & 2 unarmed)	<p>1.The engaged trained security personnel with arms or unarmed will provide security services in the PAG office, Babupara and the AG Staff Colony, Lamphelpat.</p> <p>2.Two (02) security guards should discharge security duties at the office building at Babupara during office hours for six (06) days a week (Monday to Saturday). However, they may be called for duty on Sundays depending on the exigencies of work from time to time at the office. The nature of duty includes patrolling of the office compound and supervision of proper and orderly parking of vehicles within the office compound. The remaining security guards shall be stationed in the AG Staff Colony, Lamphelpat.</p> <p>3.The security guard at AG Colony shall man the Southern gate twenty-four hours daily for regulating and monitoring the visitors.</p> <p>4.The Northern gate shall also be monitored with partially opening during the daytime. They shall ensure the switch-on and off compound lighting is timely.</p> <p>5.Any unwanted incident such as cases of crime, theft etc. noticed in the colony shall be reported in writing to the Estate officer. If the matter is of a serious nature, they must report to the nearest police station immediately for further action.</p> <p>6.The firm shall arrange for procurement of all the tools, kits, guns, and paraphernalia for use by the security staff for carrying out their duties. The names of the security guards should always be displayed on their uniforms for identification purposes.</p> <p>7. The terms & conditions of the service shall include any other work/matter related thereto or incidental to the welfare of the colony.</p> <p>8.The security guards shall not leave the place of duty under any circumstances except under intimation in writing to the Estate Officer.</p> <p>9. Dormitory accommodation shall be provided for those security guards deployed in the AG Staff Colony, Lamphelpat.</p>
5	Stenographer	2	<p>1.Taking dictation in shorthand and its transcription in the best manner possible.</p> <p>2.Fixing up of appointments and if necessary, cancelling them.</p> <p>3.Screening the telephone calls and the visitors in a tactful manner.</p> <p>4.Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up.</p>

		<p>5.Maintaining, in proper order, the papers required to be retained by the Officer.</p> <p>6.Keeping a note of the movement of files, seen by his officer and other officers, if necessary.</p> <p>7.Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.</p> <p>8.Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.</p> <p>9.Generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss</p>	
Total	23		

TERMS AND CONDITIONS

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

1.	Bidder should be either Private Limited Company or Partnership Firm or Limited Liability Partnership (LLP). Copy of Registration certificate of Company/firm under the Act.
2.	EMD of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Banker Cheque in favour of Principal Accountant General (Audit).
3.	Copy of Trade License (License must be renewed and valid on the closing date of bid)
4.	The agency should have experience of 3 years or more for providing Manpower Outsourcing Service to the Govt. Offices located in Manipur.
5.	Performance certificate obtained from at least 5 Central/State Government offices or any global international body, where the services were provided by the Outsourcing Agency should be furnished along with the tender.
6.	Average Annual Turnover (For last 3 years i.e. 2023-24, 2022-23 & 2021-22) must be Rs.1.5 crore or more. Turnover certificate signed and sealed by Chartered Accountant to be provided.
7.	PAN/ TAN No./TIN in the name of the firm.
8.	EPF Registration Certificate duly signed.
9.	Copy of challan for payment of EPF for last 6 months
10.	ESI Registration Certificate duly signed.
11.	Copy of challan for payment of ESI for last 6 months
12.	GST Registration Certificate duly signed.
13.	Copy of GST filing statements.
14.	The bidder should have the proper up-to-date Registration License and renewal thereof, duly issued by the Appropriate Authorities for engagement of labourers
15.	Bidder must have GST registered & registered functional office in the consignee location from the last 3 years.
16.	Bidder should quote a minimum service charge of at least 3.85%
17.	The bidder should furnish an undertaking that they will pay statutory minimum wages to the outsourced employees as stipulated by this office. In case the bidder fails to pay statutory minimum wages to the outsourced employees, the contract shall be liable to be cancelled with immediate effect.
18.	Bidder should not be blacklisted by any government departments or agencies.
19.	Bidder should have a proper service setup with escalation matrix. (valid documents required)
20.	All pages of e-bid or corrigenda if any shall be signed to be uploaded as a proof that the bidder had read and understood the bid document.
21.	Bidders submitting incomplete and wrong documents will be summarily rejected and no representation will be entertained.
22.	The office reserves the right to reject any quotation without assigning any reason thereof.

UNDERTAKING

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

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

Date:

Signature and seal of the Bidder

Business Address.....

TENDER/BID ACCEPTANCE LETTER

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

To,

The Principal Accountant General (Audit),
Babupara, Imphal
Manipur-795001.

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

Sir,

1. I/we have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from e-procurement system Bid Number.....
2. I/we hereby certify that I/we have read the entire terms and conditions of the bids, scope of work and corrigendum issued from time to time by your department/ organization too has been taken into consideration and as mentioned/uploaded in e-procurement system from Page No. **01 to 9** (including all documents like annexure(s), schedules(s) etc..) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. I/we hereby unconditionally accept the tender conditions of above-mentioned tender document/Bid (s)/corrigendum(s) in its totality /entirety.
4. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Bid Security (Earnest Money Deposit) absolutely.
5. I/we also certify that I will pay salaries/ wages along with all statutory payments of workers deployed at Principal Accountant General (Audit), Manipur on or before 7th day of each month. The Service Provider shall prefer its bill (as per the prevailing wage, EPF, ESI, GST rate prescribed by the Govt. of India) for a particular month by the 20th of that month.
6. I/we also certify that we have the capacity to pay wages for at least two months for the workers engaged/deployed at Principal Accountant General (Audit), Manipur, so that even Principal Accountant General (Audit), Manipur is not able to pay the bills due to any reason, the wages can be paid us on time.

Date and Place:

Name of Authorized Signatory

Stamp & Signature

MANDATE FORM FOR BANKING DETAILS

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

ANNEXURE- D

To,

The Principal Accountant General (Audit),
Babupara, Imphal
Manipur-795001.

Sub: Submission of mandate form for banking details.

Sir,

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

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

Name of Authorized Signatory
Stamp & Signature

Date:

Place: