

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II) M.P.
53, ARERA HILLS, HOSHANGABAD ROAD, BHOPAL

No. /Admin-3/Outsourcing/2022-23/D- **145**

Dated:- **08-03-2022**

Notice Inviting Tender

Subject:- Engagement of Multi-Tasking Staff and Safaiwala through outsourcing.

Sealed Tenders are invited from reputed experienced and financially sound company /Partnership firms/agency for providing Manpower for following services as detailed below for Office of Accountant General (Audit-II), Bhopal (here after called Office) for the period 01.04.2022 to 31.3.2023.

S.No.	Name of Services	Name of works	Remarks
1	Multitasking	<p>Multi-tasking work in office or any other work to be assigned by the officers, which would broadly include.</p> <ol style="list-style-type: none">1. General cleanliness and upkeep of the Section/ Unit/ Rooms.2. Opening & closing of rooms before and after office hours3. Dusting of furniture, etc.4. Carrying of files & other papers within the building/Office5. Delivering of dak (outside the building)6. Physical maintenance of records of the Section7. Stitching and binding of records/ files/ registers of the Section/Unit8. Photocopying, sending of FAX etc.9. Other non-clerical work in the Section/Unit10. Assisting in routine office work like diary, dispatch, etc. including on computer.11. Maintenance of office equipment/ fixtures and fittings and provide necessary assistance for running of such equipment.12. Any other work assigned by the superior authority.	15 MTS are required to be outsourced
2	Safaiwala	<ol style="list-style-type: none">1. Sweeping2. Dusting3. Cleaning of Urinals4. Mapping of floors5. Maintenance of Gardens6. Keeping office premises clean7. Any other work assigned by the superior authority	10 Safaiwala are required to be outsourced

The tender document can be downloaded from the website <https://cag.gov.in/ag2/madhya-pradesh/en>

Date of issue of Tender Document	08.03.2022 at 4:00 PM
Bid Security (EMD)	4% of the tender value
Performance Security	3% of the tender value
Last date and time of submission of Tender/Bid	22.03.2022 at 12.00 PM
Date and Time of Opening of Tender	23.03.2022 at 4.00 PM
Tender/Bid shall be addressed and sent to	Sr. Deputy Accountant General (Audit-II) MP, Bhopal

ELIGIBILITY CRITERIA / CONDITIONS

1. One sealed envelope super scribed as “TECHNICAL BID- MULTI-TASKING STAFF AND SAFAIWALA” will contain only the Technical Specifications.
2. A second envelope super scribed as “FINANCIAL BID- MULTI-TASKING STAFF AND SAFAIWALA” will contain only the financial bid in which rates and any other information, which has financial implications, will only be given.
3. Both the above sealed envelopes are to be kept in a bigger main envelope, super-scribed as “Tender Documents for MULTI-TASKING STAFF AND SAFAIWALA”.
4. The Technical Bid should accompany Bid Security (EMD), complete specification of requisite rate, Service Provider’s name, Address along with necessary documents to be enclosed and should be furnished as per Technical Bid Form-I.
5. As per provisions under Rule 170 (i) of GFR-2017, a Bid Security at the rate of 4% of the value of total quote in the form of Insurance Surety Bond, Account Payee Demand Draft, FDR, Banker’s Cheque or Bank Guarantee from any of the Commercial Banks in favour of PAO (Office of Pr. AG (A & E) – I ,M.P. should be submitted along with the Technical Bid. The successful bidder's Bid security will be in the custody of this office and will be invoked and held as security against any breach of deviation to the terms and conditions of the agreement. The invoking of Bank guarantee will be at the sole discretion of this office, if this office identifies any deviation of terms and conditions.
6. The Contractors/Agencies who are willing to abide by all of the above conditions should submit their bids to Sr. DAG (Administration), Office of the Accountant General (Audit-II), M.P, Bhopal, on or before 12:00 PM of 04.03.2022.
7. The willing bidders are welcome to enclose a list of the various organizations where they have already provided such services in the past.
8. Technical bids without Bid Security (EMD) shall be rejected.
9. The Financial Bid should be furnished as per Financial Bid Form-II.
10. The successful firm will have to deposit a performance security at the rate of 3% of total value of work / contract by way of Demand Draft/ Bank Guarantee in favour of PAO (Office of Pr. AG (A & E) – I ,M.P..
11. Rates of the services should be mentioned clearly in the Financial Bid only.
12. The bidder shall sign and stamp each page of tender document and all other enclosures appended to it.
13. This Office will follow the norms of minimum wages fixed from time to time by the Ministry of Labour, Govt. of India. If the Ministry revises the minimum wages, even during the period of contract, rates to be paid by this Office will also be automatically revised; if it falls below the revised limits. The contractor/ agency has to 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 to be charged from this Office. Rates quoted should not be below what is prescribed as

per Minimum Wages Act and related instructions/ orders/ circulars.

14. The Bidder should have Head office / Branch in Bhopal.
15. The Bidder experience should be minimum five years. The experience certificate should be enclosed.
16. The Bidder must have got tender of minimum Rs. 1 crores during last five years from Govt./Semi Govt./PSUs.
17. Interested contractor/ agency are, therefore, requested to quote their bids accordingly. They must also fulfil the following conditions:
 - Contractor/ Agency must be registered under the labour laws;
 - Contractor/ Agency must be registered with EPF Commissioner;
 - Contractor/ Agency shall comply with the statutory provisions of the labour laws, like minimum wages, EPF, ESI, etc. Details as necessary may be provided at the time of application as per Tender Form provided.
18. An interview may be conducted at this Office to adjudge the suitability of the outsourced staff to work in this office of the Indian Audit & Accounts Department. During the process of selection of staff to be given by the selected contractor/ agency, preference will be given to the persons who have already worked in the Offices of Central and State Governments.
19. The workers provided by the contractor/ agency shall be bound to observe all instructions issued by this Office concerning general discipline and behavior. Consumption of liquor, smoking, chewing tobacco, etc. while in the office is strictly prohibited at all times.
20. It shall be the sole liability of the contractor/ agency to comply with the provisions of the Contract Labour (Registration & Abolition) Act, 1970, Employees Provident Funds Act, Employees State Insurance Act, Minimum Wages Act, 1948 and any other labour laws in force and this office shall not, in any way, be liable for the acts of omission and commission of the contractor/ agency which may contravene with the provisions of any of the laws in force.
21. The Multi-Tasking Staff provided by the contractor/ agency should all have valid ESI Cards, EPF Accounts and any all other statutory requirements. In case any such person is provided who do not have the same at the outset, the Contractor/ agency shall ensure that the same is made ready for them before their first payment becomes due. Copies of all such cards, account details, etc. of all staff provided will have to furnish to this office in advance, under the agency/contractor's stamp and signature.
22. Each of the outsourced staff should have a Bank Account and the details of the same should be furnished to this office in advance.
23. The contractor/agency will be expected to pay the outsourced staff through bank transfer to their respective accounts by the 5th of every month, and a copy of the payment details will have to be furnished to this office along with the bill preferred to office every month for payment. Failure to stick to the payment date of 5th of every month will attract a penalty which will be determined by this office which may range from 1% to 2% of the bill amount. The same will be deducted from the payment to be made to the agency, at the discretion of this office. The decision taken by this office in this regard shall be final and binding on the contractor/agency.
24. Salary Slips, clearly indicating wages due for the month, contributions made for EPF, ESI, etc. will have to be given every month to the MTS workers, and a copy of the same will have to be furnished to the office, under the stamp and signature of the agency/ contractor, while preferring the monthly claim from the office.
25. The proof of having paid the GST to the Government for the previous month should be furnished by the contractor/agency while preferring the monthly claim to this office.
26. The Attendance Register of the workers shall be properly maintained by the contractor/agency. This register will be checked/ monitored by the supervisory staff of this Office on a daily basis. This register can also be called for inspection by the higher authority of this office at any time.
27. In case the number of workers put on the job by the contractor/ agency is found to be lesser on any day than what is stipulated, the amount payable to the contractor shall be deducted proportionately. In case of any staff being found not satisfactory, they should be replaced within five working days from the intimation of the same by this Office.
28. If a demand is made by the office for additional manpower during the currency of the contract,

- the contractor/agency shall be under an obligation to supply the same at the contracted rates.
29. The contractor/agency shall be liable to provide services of workers on all days of the week (subject to a maximum of 6 days per week) which will be a maximum of 26 days (including closed holidays) for which the agency will make payment taking the attendance sheet forwarded into consideration.
 30. This office shall not provide any transport, medical or living facility to the workers.
 31. The agreement can be terminated by either side upon giving one month's notice in advance in writing except in the event of failure of providing satisfactory services on the part of the contractor/ agency in which event the agreement can be terminated without giving any notice whatsoever and this Office shall not be responsible for any payment thereafter. The decision of the office as to what constitutes failure of providing satisfactory services shall be final and binding on the contractor/ agency and shall not be questioned by the contractor/agency in any manner. On such termination, no compensation shall be payable to the contractor/agency.
 32. Service contract to be entered into with the selected contractor/agency shall be subject to the jurisdiction of courts of law in Bhopal only.


Sr. Deputy Accountant General (Admin.)

Form 1

Technical Bid

Bidder Profile for providing Manpower Services
1Tender Form for outsourcing of MTS & Safaiwala

Sl.no	Detail of firm /agency	
1	Name of the firm/Service Provider:-	
2	Establishment registration number:-	
3	Labour licence certificate number:-	
4	PAN number of the agency:-	
5	EPF registration number:-	
6	GST Registration number:-	
7	Address of the firm/service provider at Bhopal:-(Along with phone/mobile number/E-mail):-	
8	List of Clients (present & previous).i.e Experience of running Manpower services in Years.	
9	Details of Earnest Money Deposit (EMD) enclosed —Amount ,FDR No. etc	
10	Annual Turnover of the Firm (Rs.in lakh)	

Declaration by the bidder

This is to certify that I/We before signing this tender have read and fully understood the terms and condition contained herein and undertake myself /ourselves to abide by them.

(Signature of the Bidder)

Name and Address (with seal)

Form 2
Financial Bid

RATES

1. Quoted rate per person per month (for 26 days) (For MTS)

SI. No.	Particulars	Amount (Rs)
1	Basic	
2	VDA	
3	EPF (.....%)	
4	ESI(.....%)	
5	Total A(Sum of 1 to 4)	
6	Service charges (B)	
7	Total (A+B)=C	
8	GST (%)=D	
9	Grand Total (C+D)	

2. Quoted rate per person per month (for 26 days) (For Safaiwala)

SI. No.	Particulars	Amount (Rs)
1	Basic	
2	VDA	
3	EPF (%) Employer Contribution	
4	ESI (%) Employer Contribution	
5	Total A(Sum of 1 to 4)	
6	Service charges (B)	
7	Total (A+B)=C	
8	GST (%)=D	
9	Grand Total (C+D)	

Note-

1. The office will make payment of minimum wages as indicated in column 5. In addition, any increase in wages rates by Central Government in future will also be paid accordingly to government notification/rules.
2. The EPF and ESI at applicable rates from time to time.
3. The bidders are requested to quote their management charges/supervision charges as percentage above in the space provided above (SI. No. 6).
4. GST will be paid as per prevailing government rate.

Signature of the representative of the agency
(Seal of the agency)