

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	Multi-tasking work in office or any other work to be assigned by the officers, which would broadly include. <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