



INDIAN AUDIT & ACCOUNTS DEPARTMENT
भारतीय लेखा परीक्षा एवं लेखा विभाग
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
कार्यालय प्रधान महालेखाकार (लेखा परीक्षा)
JAMMU & KASHMIR, SRINAGAR – 190 001
जम्म-कश्मीर, श्रीनगर – 190 001



No: NIT/Admn-II/Outsourcing / 898

Dated:- 16-03-2022

Tender notice for outsourcing of personnel for 2022-23

Office of the Principal Accountant General (Audit), Jammu & Kashmir, Srinagar invites sealed tender from reputed, experienced and financially sound agencies / service providers having valid registration with Employees Provident Fund Organisation (EPFO) and Employees State Insurance Cooperation (ESIC) separately for hiring of following services in the Office of the Principal Accountant General (Audit), Jammu and Kashmir at Srinagar and its Branch Office, Jammu.

S. No	Particulars of the Service to be outsourced	Station / Office	Tentative Number	Qualification	Remarks
1.	Personnel for cleaning of toilets, urinals and mopping of floors	Srinagar	12	NA	98,000 Square Feet of Carpet Area~
		Jammu	12	NA	120000 Square Feet of Carpet Area~
2.	MTS for maintenance of Gardens, Lawns and Parks, Security of office, Chowkidars and other works done by a peon	Srinagar	11	Matric pass	NIL
3	Data entry Operator	Srinagar	2	10 + 2	Having computer knowledge
3.	Driver	Srinagar	1	Matric pass	Must be holding a valid driving license
		Jammu	1		

Interested firms / agencies having 5 years of experience in providing these services can download the tender documents along with detailed terms and conditions from the office website “agjk.cag.gov.in” or can collect the same till **12:00 PM up to 24-03-2022** from Administration-II section of the Jammu and Srinagar offices. The duly completed tender documents should be submitted in the drop box kept at Administration-II Section at Srinagar office by or before **2.00 PM of 25-03-2022**. The tender will be opened in presence of the all bidders who wish to present at **4:00 PM on 25-03-2022** in the office chamber of Senior Deputy Accountant General (Admn) at head office Srinagar.

The Rate quoted should be per person / per month for Jammu and Srinagar Offices separately and should be inclusive of all taxes and charges on the terms and conditions attached as Annexure–I. The material required for performance of services will be supplied by the service provider. All statutory payments i.e. minimum wages, EPF, ESIC etc. will be paid by the office. The bidders are required to quote the agency service charges only (in percentage). The rate shall include charges for material used in performing the particular services and no separate payment will be made to them.

The firms quoting the rates should have offices at both location i.e. Srinagar and Jammu.

The CDR for ₹50,000 drawn in favour of the Pay and Accounts Officer, Office of the Principal Accountant General (A&E), Jammu & Kashmir, Srinagar should be enclosed with the tender.

The Principal Accountant General (Audit), reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

The number of personnel to be engaged is tentative.

Sd/-

Senior Deputy Accountant General (Admn)

Annexure –I

Terms and Conditions:-

1. The service provider should be registered with the concerned Government department/organization for supply of manpower. Certificate to effect will be submitted with the tender documents.
2. The service provider submits a copy of GST registration and PAN No under income Tax Act.
3. Requisite Certificates about ESIC and EPF Registration should also be enclosed.
4. The CDR for ₹50,000 should be drawn in favour of Pay and Accounts Officer (L), office of the Accountant General (A&E) Srinagar should be enclosed with the tender.
5. GST at appropriate rates and other relevant taxes shall be deducted at source.
6. Further the firm will be required to stock the following material with the quantity mentioned at the beginning of the month.

Sl.	Material	Quantity For Jammu Office	Quantity For Srinagar Office
1.	Phenyl	40 ltrs.	10 ltrs.
2.	Colin	03 ltrs.	04 ltrs.
3.	Harpic	20 ltrs.	05 ltrs.
4.	Acid	15 ltrs.	02 ltrs.
5.	Poocha	25 Nos.	02 Dozen
6.	Jhadoo Banswala	15 Nos.	06 Nos.
7.	Jhadoo Phool	15 Nos.	06 Nos.
8.	Wiper	12 Nos. initially, thereafter as per requirement.	10 Nos. initially, thereafter as per requirement.
9.	Phenyl Balls	32 pkt.	20 pkt.
10.	Hand wash	15 ltrs.	10 ltrs.
11.	Black hit (Big Size)	06 Nos.	NIL
12.	Duster	24 Nos.	24 Nos.
13.	Urinal screen Mat	30 Nos.	36 Nos.
14.	Lizol	05 ltrs.	05 ltrs.
15.	Odinals	30 Nos.	24 Nos.
16.	Surf	05 Kgs.	03 Kgs.
17.	Dustbin (Big Size)	06 Nos initially, thereafter as per requirement	06 Nos. initially, thereafter as per requirement
18.	Dustbin (small)	24 Nos initially, thereafter as per requirement	24 Nos initially, thereafter as per requirement
19.	Washroom Mug	16 Nos initially, thereafter as per requirement	16 Nos initially, thereafter as per requirement
20.	Room Freshner	12 Nos initially, thereafter as per requirement	12 Nos initially, thereafter as per requirement
21.	Bucket	06 Nos initially, thereafter as per requirement	06 Nos initially, thereafter as per requirement.

7. In case of serial no 1 above, the agency will be responsible for cleaning of all toilets, all urinals and moping of floors of the buildings as below.
 - a) Dusting of entire area including windows / windowpanes / doors.
 - b) Thorough cleaning / sweeping / washing / mopping with disinfectant cleaner of all floors, staircases and toilets, scrubbing of all floors.

- c) Cleaning of ceiling and high walls, removal of wash stains on walls, cleaning of roofs, terrace, porches etc.
 - d) Vacuuming of all carpets areas, chairs and sofas.
 - e) Polishing / grinding with rubber thread wherever and whenever required.
 - f) Cleaning of sanitary fitting toilet drain pipes etc. in the toilets with standard cleaning material.
 - g) Cleaning of all window glasses and grills with detergent cleaning agents.
 - h) Cleaning of all chrome fittings, glass frames, soap holders etc. to a shiny finish.
 - i) Removing of Cob webs daily from the office and shall undertake mass and extensive cleaning on daily basis of the entire carpet area including walls, exhaust fans, lighting and ceiling of the allotted areas.
 - j) Lifting of the garbage from the allotted areas and dumping the same into garbage container provided by the office.
8. Any breakage during cleaning shall have to be arranged and replaced by the Agency from its own cost.
 9. The working time of personnel shall be from 8:00 A.M to 7:30 P.M for 05 days in a week (excluding Sundays and Saturdays). There will be holiday on gazetted holidays declared by Government of India from time to time.
 10. Personnel if engaged on Saturdays, Sundays or any Gazetted holiday shall be compensated during the month as part of the monthly payment. The certificate in this regard will be given by Welfare Branch (Welfare Assistants).
 11. Payments by the Office will consist of the total monthly charges on basis of agreed rates per person per day and no extra payment, for whatever purpose, will be made by the Office. All costs related to services purpose including equipment and consumables will be borne by the Agency. No extra payment will be made by the Office for supervision purpose. The agency will be solely observing all legal provision and due to non-compliance of legal requirement for paying all applicable taxes and legal ones as per rule. In case any penalty / tax is payable on a later stage, the agency shall be liable to pay the same along with penalty.
 12. Payments by the Office will be made monthly, after getting satisfactory report from the Welfare Branches (Welfare Assistants).
 13. Payments will be made only on receipt of ESIC/EPFO deductions for the previous month. Further the Agency will be required to submit statements showing deposit of the remuneration in the bank accounts of the personnel deployed by it.
 14. The bill for each month shall be presented on 1st of the following month and shall be paid by or before the 10th of the following month as per attendance, duly countersigned by the welfare Assistants.
 15. Payments will only be made only the agency and no payment will be made to the personnel deployed.
 16. The Agency shall be responsible to check the character and antecedents of all personnel employed which must be verified from the police authorities. The Agency will submit the particular antecedents verified from the police to the Office along with other details of the personnel deployed.

17. Detailed list of personnel deployed shall be made available to the Office and deployment shall be made in consultation with the approval of the Dy. Accountant General (Admn) Srinagar, office of the Accountant General (Audit), Jammu and Kashmir, Srinagar.
18. The Agency shall provide uniform and Identity Cards to all its personnel. The safety of the personnel shall be the responsibility of the Agency.
19. The Agency will be responsible for attendance of the personnel, and the office won't be responsible for absence due to any reason including force majeure. No payment will be made for absence due to whatever reasons including force majeure.
20. The Agency shall be responsible for complying with the Acts and Rules for provision of labour like Minimum Wages Act etc. The office will not be liable for payment of any kind of compensation to any worker engaged by the Agency under Labour Act. or any other Acts and laws. The office will not be liable to pay any compensation under the Compensation Act, 1923 or any other act or laws that has been enacted by the parliament of India or State legislature and rules there under from time to time for any damage or death that may be caused/suffered by the personnel deployed by the Agency during the course of the job while handling any natural or unnatural causes.
21. The Agency shall deploy the personnel in such a way that the person gets weekly rest. Proper working conditions will be ensured by the Agency in compliance with the provision of Shops and Establishment Act or any other Acts or Rules on the subject.
22. The Agency will depute persons with sufficient experience, but no one below the age of 21 and above the age of 60 will be deployed. The personnel to be deployed will be approved by the Office, and any change in the personnel will be done with the approval of the office, by an officer not below the level of Dy. Accountant General (Admn).
23. The Agency will be required to provide a substitute within 01 day in case the performance of a person is not found satisfactory at any level and also in case of person not attending the personnel for any reason.
24. The persons engaged by the Agency shall be employees of the Agency only and will have no right to claim regularization of their service in the Office, under any circumstances. The Agency will be responsible to keep all personnel informed of this condition.
25. The personnel provided by the service provider shall not claim any benefit compensation/ absorption / regularization of service with the office under the provision of industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act. 1970. They shall not claim any Master and Servant relationship with this Office.
26. The Office and the agency reserve the right to terminate the contract, by giving 15 days notice in writing.
27. The Agency will provide the required personnel for a shorter period also, in case of exigencies as per the requirement of the office.
28. The office will not be responsible for the security, transport and accommodation of the personnel deployed by the Agency.
29. The Agency shall be responsible for checking and monitoring the discipline of each personnel engaged for the purpose. The personnel so deployed shall have to abide by all rules and regulation of the office. Their conduct will be such that fit a formal Government office. Violation of this will lead to violation of the contract.

30. All issues that may arise in regard to the services as agreed to will be dealt with by this Office with the Agency and not with any of the personnel deployed by the Agency. The nodal person from the office will be Welfare Assistants of this Office. The Agency may also nominate a supervisor in Srinagar and Jammu offices to supervision the day to day work.
31. Disputes relating to the contract shall be settled by an arbitrator to be nominated by the Principal Accountant General.
32. The personnel provided by the Agency would be on pay roll of the Agency and the Agency shall be responsible for all liabilities towards their ESIC, EPF contributions etc. to be deposited in concerned department/organisation and copies of challans depositing the ESIC, EPF contribution in the concerned department / organisation pertaining to the preceding month bill invariably be enclosed with current bill.
33. Jurisdiction for any legal proceedings shall be Hon'ble High Court, Jammu and Kashmir at Srinagar.
34. The service personnel provided by the service provider shall not divulge or disclose to any person details of office, operational process, technical know-how, security, arrangements / administrative / organizational matters as all may be of confidential/secret nature.
35. The service / agency charges quoted below the minimum percent required as per law/ rules will be rejected forthwith.
36. Identical quotes will be dealt with as per GFR-2017.
37. This contract shall be effective from 01-04-2022 to 31-03-2023 and may be extended by another one year on same rates and terms and conditions.

Sd/-
Senior Audit Officer (Admn)