

### Bid Document

| Bid Details  |  |
|--|--|
| <b>Bid End Date/Time</b>   | 02-09-2022 13:00:00  |
| <b>Bid Opening Date/Time</b>   | 02-09-2022 13:30:00  |
| <b>Bid Offer Validity (From End Date)</b>                                    | 30 (Days)  |
| <b>Ministry/State Name</b>   | Comptroller And Auditor General (cag) Of India   |
| <b>Department Name</b>   | Indian Audit And Accounts Department   |
| <b>Organisation Name</b>   | Accountant General(a&e)-i, Maharashtra, Mumbai   |
| <b>Office Name</b>   | Principal Accountant General (a&e)-1   |
| <b>Item Category</b>   | Manpower Outsourcing Services - Minimum wage - Skilled; Admin; Stenographer  |
| <b>Contract Period</b>   | 6 Month(s) 19 Day(s)   |
| <b>Years of Past Experience Required for same/similar service</b>            | 3 Year (s)   |
| <b>Past Experience of Similar Services required</b>                          | Yes  |
| <b>MSE Exemption for Turnover</b>  | Yes  |
| <b>Startup Exemption for Turnover</b>  | Yes  |
| <b>Document required from seller</b>   | Experience Criteria,Certificate (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| <b>Bid to RA enabled</b>   | No   |
| <b>Time allowed for Technical Clarifications during technical evaluation</b> | 2 Days   |
| <b>Evaluation Method</b>   | Total value wise evaluation  |

#### EMD Detail

|          |    |
|----------|----|
| Required | No |
|----------|----|

#### ePBG Detail

|          |    |
|----------|----|
| Required | No |
|----------|----|

#### Splitting

| Specification  | Values         |
|--|----------------|
| Specialization for PG  | Not Applicable |
| Experience   | 0 to 3 Years   |
| State  | NA             |
| Zipcode  | NA             |
| District   | NA             |
| <b>Addon(s)</b>  |                |
| Additional Certifications/Trainings required for the resources being hired | No             |
| <b>Additional Details</b>  |                |
| Title for Optional Allowances 2  |                |
| Title for Optional Allowances 1  |                |

**Additional Specification Documents**

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**Consignees/Reporting Officer**

| S.No. | Consignee/Reporting Officer | Address | Number of Resources to be hired | Additional Requirement |
|-------|-----------------------------|---------|---------------------------------|------------------------|
|       |                             |         |                                 |                        |



No.Admn.I/Outsourcing/Steno /2022-23/273  
23-08-2022

Date :

**TENDER NOTICE**

Office of the Pr. Accountant General (A&E)-I, Maharashtra invites quotations from service provider agencies/firms from **Mumbai, Navi Mumbai and Thane (Mumbai Metropolitan Region)** having valid Local registration certificate for hiring of **one person for Stenography related works** at present through outsourcing in this office building at Pratishta Bhavan, M.K.Road, Mumbai-400 020. Also vendor should be able to provide one more stenographer on the same terms and conditions, as per requirement of this office.

**Sr. Accounts Officer /Admn.I**

have been typed.

- i. To keep track of the progress of cases/matters till they are finally disposed of.
- j. To keep reference books, rules ordinances, statutes etc. upto date
- k. To perform such other duties as may be assigned to him from time to time in relation to the functions assigned.
- l. To extend cooperation to his seniors.
  - m. The persons employed should work on all days except Saturdays, Sundays & holidays. In case of intimated leave/absence of any of the deployed person, the agency should make available alternate manpower.
  - n. The Service provider is responsible for the payment of monthly salary to the employed person through ECS in their respective bank accounts.
  - o. After hiring, internal skill test shall also be conducted by this office to test the skills of noting, dictation and typing test. If not found suitable, the agency will be required to provide suitable replacement immediately.

2. The working hours will normally be from 09.30 am to 06.00 pm daily, with ½ hrs lunch break. However, in case of specific requirements of work, the working hours can be changed as per discretion of the Principal Accountant General (A&E)-I, Maharashtra, Mumbai.

3. **Parties:-**The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and the Office of the Principal Accountant General (A&E)-I, Maharashtra.

4. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of Principal Accountant General (A&E)-I, Maharashtra. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

## 5. **Preparation and submission of Tender:**

The tender should be submitted in two parts namely, Technical Bid (in form given in Annexure-III) and Financial Bid (in form given in Annexure-IV).

## 6. **Signing of Tender:**

The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered necessary by the Principal Accountant



12. **Performance Security:-** The successful tenderer shall furnish performance security @ 5% of the value of the contract in the form of Bank Guarantee or an Account payee Demand Draft or Fixed Deposit receipt in the name of the '**Sr. Accounts Officer, O/o The. Principal Accountant General (A&E)-I, Maharashtra Mumbai**' from a commercial bank within 7 days from the date of acceptance of the tender.

a. The Security Deposit shall remain valid for period of 60 days beyond the date of completion of all contracted obligations of the service provider.

b. The Bank Guarantee can be forfeited by order of the competent authority of Office of the Principal Accountant General (A&E)-I, Maharashtra, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the Principal Accountant General (A&E)-I, Maharashtra, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

13. **Penalty:**

a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring Stenography related services in the event of Contractor failing to provide requisite number of personnel, the office shall make deductions at double the rate of hiring rate on prorated basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Office of the Principal Accountant General(A&E)-I, Maharashtra.

b) The powers of the Office of the Principal Accountant General (A&E)-I, Maharashtra, under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 10 above.

14. **Disclaimer:** The near relatives of employees of the Office of the Principal Accountant General (A&E)-I, Maharashtra, are prohibited from participation in this tender.

shall take place in the Office of the Principal Accountant General(A&E)-I, Maharashtra, Pratishtha Bhavan, M.K.Road, Mumbai-20. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

Sr. Accounts Officer/Admn-I

**OFFICE OF THE PRINCIPAL ACCOUNTANT  
GENERAL(A&E)-I,MAHARASHTRA**

No.Admn.I/Outsourcing-Steno/2022-23/275

Date : 23-08-2022

**ANNEXURE -II**

**PARAMETERS AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK**

1. (i) The firm should be registered locally (Mumbai, Navi Mumbai and Thane) i.e. Mumbai Metropolitan Region and a copy of registration certificate in support thereof furnished.



|      |  |
|------|--|
| 3.   | Nature of the concern : _____<br>(i.e. Partnership firm or a Limited Company or a Government Department or a Public Sector Organization)   |
| 4.   | Registration Number of Tenderer/ Concern : _____<br>(Attested photocopy of registration should be attached)  |
| 5.   | PAN Number of Tenderer/ Concern : _____ (Attested copy should be attached)   |
| 6.   | Bank Guarantee/ Demand Draft No. _____ dated _____ From bank name _____<br>Amounting to Rs. _____ as Earnest Money Deposit   |
| 7.   | Whether firm has more than three years of experience YES / NO  |
| 8.1  | If yes, supporting proof from the existing / past employer attached YES / NO   |
| 8.2  | List of Important Organisations with address and Telephone number to whom Stenographers have been provided during the last five years with period of contract is enclosed (Summary may be enclosed on separate sheets for each contract and period and amount of contract; remarks/ observations/ appreciation of the organization for whom the work was conducted; and any other information considered important by tenderer). |
| 9.   | Financial Status i.e. Evidence of filling of IT Returns Along with final accounts for the financial years for last three years attached YES/NO   |
| 10.. | Whether firm has provision of photo identity cards YES/NO<br>and Police verifications certificates in respect of persons hired by agency.  |

Dated :

At:

(Dated Signature of Tenderer with stamps of the firm)

**ANNEXURE-IV**

**FINANCIAL BID DOCUMENT**

|  |  |   |
|--|--|---|
|  | Name of the party:   |   |
|  | Address (with tele. No & Fax No.):   |   |
|  | Name & Address of the Proprietor/Partners/Directors (with mobile numbers): |   |
|  | <b>Wages Applicable daily 8 Hrs. working</b>                               | <b>Charges of skilled staff for Stenographer per person per month for an average month of 30 days with break up of daily rates.</b> |
|  | BASIC  |   |
|  | VDA  |   |
|  | <b>TOTAL BASIC + VDA (A)</b>   |   |
|  | <b><u>DEDUCTIONS</u></b>   |   |
|  | PROVIDENT FUND Contribution @ 12% ( on BASIC+VDA)                          |   |
|  | ESIC Contribution @ .75% ( on BASIC+VDA)                                   |   |
|  | <b>TOTAL DECTIONS (B)</b>  |   |
|  | <b>TAKE HOME PAY (A - B)</b>   |   |
|  | <b><u>CONTRIBUTIONS</u></b>  |   |
|  | PROVIDENT FUND @ 13 % ( on BASIC+VDA)                                      |   |
|  | ESIC @ 3.25 ( on BASIC+VDA)  |   |
|  | <b>TOTAL CONTRIBUTION ( C )</b>  |   |
|  | <b>TOTAL (A+C)</b>   |   |