

**No. E.C.(Au)-Tender Notice Driver- 1032**  
O/o the Accountant General (Audit), Jharkhand, Ranchi  
Doranda-834 002

**Dated: 25<sup>th</sup> November, 2022**

Notice Inviting Limited Tender Enquiry for hiring of Driver, Details of submission of bid documents and opening and closing of dates as below:

<b>Sl. No.</b>	<b>Details</b>	<b>Dates</b>
1.	Date of uploading of Tender document on office website	25.11.2022
2.	Last Date & Time of submission of Tender document	30.11.2022 at 15:00 hrs.
3.	Date & Time of opening of Tender	30.11.2022 at 16:00 hrs.

**Sd/-**  
**Sr. Audit Officer/Estate Cell**

**No. E.C.(Au)-Tender Notice Driver- 1032**  
O/o the Accountant General (Audit), Jharkhand, Ranchi  
Doranda-834 002

**Dated: 25<sup>th</sup> November, 2022**

Subject: - Notice inviting Limited Tender Enquiry for outsourcing the services of 01 driver for a period of four months for the period from Dec'22 to Mar'23.

O/o the Accountant General (Audit), Jharkhand, Ranchi (hereinafter referred to as AG Office) intends to outsource the services of 01 driver, for the period of four months w.e.f. Dec'22 to Mar'23. For this purpose, Sealed Tenders are invited from reputed, experienced and financially sound Manpower Companies/Firms/Agencies. The bid document shall be downloaded from this office website <https://cag.gov.in > ag > jharkhand>.

2. The quantum of person may vary from time to time. The qualifications required for the personnel are given in Annexure-I.
3. The period of contract shall be for the period of four months. The present requirement is of 01 driver and the same may be varied upward/downward from time to time. The personnel provided should be acceptable to the AG office and agreed by it.
4. It is obligatory on the part of the Service Provider to ensure that wages paid shall not be less than the minimum central wage rate as fixed by the Competent Authorities from time to time and all statutory requirements such as Provident Fund, E.S.I.C. etc. must be incorporated while quoting the rates. A bid not complying with the provisions of relevant statutory obligations will be technically disqualified. Service Charges/rates quoted by the agency would be valid during the whole period of contract and the request for increase in rates during the currency of the Contract shall not be entertained except whenever, the same is required to be allowed keeping in view the revision of rates of the Minimum Wages and other statutory taxes as notified by the Competent Authority(ies) concerned from time to time.
5. The manpower will have to be supplied by the agency within 02 days from the date of award of Contract, as per the detailed Terms and conditions which are given at Annexure –II.

6. The bid shall be accompanied by an earnest money deposit of ₹ 6000/- (Rupees Six thousand only) in the form of demand draft drawn in favour of **“Pay & Accounts Officer (Audit), O/o the Pr. Accountant General (A&E), Jharkhand, Ranchi”** failing which the bid shall not be considered valid.

7. Only those who fulfill the following minimum criteria need to submit their Bids: -

- (a) The Manpower Supplying Agency should have been in existence for not less than three years and should have at least one full completed year of experience of supply of manpower to more than one Government Departments/Offices/PSUs (proof in this regard may be attached with the bid).
- (b) It should have been registered with the Government Authorities concerned (proof in this regard may be attached with the bid).
- (c) It should have PAN/TAN and GSTN Registration (proof in this regard may be attached with the bid).
- (d) It should not have been blacklisted/debarred/penalized by any Organization. A declaration in the prescribed format attached as Annexure-IV to this effect is to be attached with the bid.
- (e) It should be willing to take up the contract on the Terms and Conditions at Annexure-II. A Certificate to this effect is to be attached with the bid.

8. The tenders shall be submitted in sealed cover superscribing **“Tender for supply of Outsourcing driver”** and should contain:

- (i) The proforma at Annexure-III (duly filled in and signed).
- (ii) Agency profile including previous experience of same kind of work done to Government Departments etc.
- (iii) Acceptance of terms and conditions at Annexure-II (duly signed).
- (iv) Demand Draft for Earnest Money Deposit.
- (v) Declaration in Annexure-IV (duly signed).
- (vi) All other required documents.
- (vii) Rates quoted on monthly basis of a driver per day per person for six days in a week as per central wage rate. (Annexure-V).

9. The sealed cover envelope should be addressed to the **Sr. Audit Officer/Estate Cell, O/o the Accountant General (Audit), Jharkhand**, It shall be either sent by post or hand delivered at the Dak in room no. 216 latest by 12.00 Noon of 30<sup>th</sup> November, 2022.

10. The bids received within the due date and time shall be opened by the Committee on 30<sup>th</sup> November, 2022 at 15:30 hrs in this office at 1<sup>st</sup> floor in Room No. 208 in the presence of the participating bidders, who may like to be present.

11. The AG Office reserves the right to accept or reject any, or all of the bids.

Sd/-

**Deputy Accountant General/Admn.**

## **ANNEXURE-I**

### **QUALIFICATIONS FOR ENGAGEMENT AS DRIVER:-**

- (1) He should possessed educational qualification of minimum 10<sup>th</sup> Standard.
- (2) He should be in possession of valid Driving License for motor car.
- (3) He should have an experience of driving a motor car for at least three years for Govt. Organization/ Public Sector Undertaking/Autonomous bodies, etc.
- (4) He should have knowledge of motor mechanism (outsourc person should be able to repair minor defects in vehicles).
- (5) He should have knowledge of navigation/GPS.
- (6) He should be in sound health and should be self Disciplined, Polite and have good communication skills, bearing a pleasant disposition.
- (7) He must able to read English numerical and figures and must have thorough knowledge of Ranchi roads and traffic rules and regulations.

**TERMS AND CONDITIONS**

- (1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- (2) The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the person for the purpose. A certificate to this effect along with proof of identity like driving license, bank account details, proof of residence and recent photograph should be submitted to this office before his deployment.
- (3) The Service Provider shall withdraw deployed person if who is found not suitable by the office for any reasons immediately on receipt of such a request from this office.
- (4) The service provider shall engage necessary person as required by this office from time to time. The said person engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their wages and other dues on or before 5<sup>th</sup> day of every month. There is no master & servant relationship between the employees of the service provider and this office and further the engaged person of the service provider shall not claim any absorption in AG office.
- (5) The service provider's personnel shall not claim any benefit/compensation/regularization of services from this office under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other Act(s). Undertaking from the person to this effect shall be required to be submitted by the service provider to this office.
- (6) The service provider's person shall not divulge or disclose to any person or persons any details of office, operation process, technical know-how, security arrangements, administrative/organizational matters as well as all other matters/documents which are confidential/ secret in nature.
- (7) The service provider's person working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of the office. The service

provider shall be responsible for any act of indiscipline on the part of the person deployed by him.

- (8) That the person deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this office.
- (9) The service provider shall replace immediately of its person, if he is unacceptable, to the office because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the office.
- (10) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan masala, smoking etc.
- (11) The transportation, food, medical and other statutory requirement in respect of person who shall be deputed in this office shall be borne by the service provider.
- (12) Working hours and days of this office shall be followed by the person. For Driver, the normal duty hours shall be from 09.30 A.M. to 06.00 P.M. including half hour lunch break. However, in exigencies of work, he may be required to work late and he may be called on Sunday and other Gazetted Holidays, if required.
- (13) That the agency shall be wholly and exclusively responsible for payment of wages to each worker employed by him in this office in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including payment of Minimum Wages as per central wage rate, EPF, ESI, etc. and the office shall not incur any liability for any expenditure whatsoever on the person employed by the agency on account of any obligation. The service provider shall be responsible for contributions towards EPF, ESIC and other statutory payments/liabilities etc. wherever applicable. Proof of remittances in this regard may be required to be submitted to this office in following month with the bill.
- (14) It shall be the duty of the Agency to ensure the disbursement of wages through electronic mode payment system and proof of the same shall be submitted to this office along with the monthly bill.

- (15) The service provider will submit the bill in triplicate in respect of a particular month on or before of 5th working day of every month. The payment will be released within 10 working days on receipt of the bill and after deduction of taxes deductible at source under the law in force and Goods and Services Tax. It is the responsibility of the service provider to pay the wages of the employee on or before 2<sup>nd</sup> of every month and claim the reimbursement from the office.
- (16) Payments to the service provider would be strictly on certification by the officer with whom person is attached or the person authorize by this , that his services were satisfactory and attendance as per the bill preferred by the service provider.
- (17) No wage/remuneration will be paid to any staff for the days of absence from duty.
- (18) The service provider shall provide a substitute well in advance, if there is any probability of the person leaving the job due to his own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- (19) The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this office to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the office implementing the Contract from time to time.
- (20) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged person.
- (21) That the agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its employees etc. If this office suffers any loss or damage on account of negligence, defaults or theft on the part of the person of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this office for the same. The agency shall keep this office fully indemnified against any such loss or damage.



- (22) Attendance, in respect of the person deployed by the agency shall be maintained by the service provider and the same would be verified by the person nominated by this, attendance of person must be accompanied with the bill.
- (23) The service provider should be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees' State Insurance Corporation, Authorities concerned with Income Tax, GSTN etc. and a copy of each of such registration should be submitted along with the bid.
- (24) The successful tenderer will have to deposit a Performance Security Deposit of Rs.12000 (Rupees Twelve thousand ) in the form of either a Fixed Deposit Receipt or Bank Guarantee from any Scheduled Commercial Bank drawn in favour of the **“Pay & Accounts Officer (Audit), O/o the Pr. Accocuntant General (A&E), Jharkhand, Ranchi”** covering the period of contract.
- (25) The successful bidder shall enter into an agreement with this office for supply of suitable manpower as per the requirement on these terms and conditions. The agreement shall be executed for a period upto 31<sup>st</sup> March'2023 commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing before 31<sup>st</sup> March'2023.
- (26) The service provider shall not assign, transfer, pledge or subcontract the performance or services to any other agency without the prior written consent of the office.
- (27) The agreement can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages etc. and any amount due to the agency from this office shall be forfeited by this office.

- (28) On the expiry of the agreement as mentioned above, the agency will withdraw its person and clear his accounts by paying them all his legal dues. In case of any dispute on account of termination of employment or non-employment by the person of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
- (29) In the event, if any dispute arises touching any of the clauses of the agreements, the matter will be referred to the Deputy Accountant General(Admin) whose decision shall be binding on both the parties.
- (30) Any legal dispute arising out of the above contract shall be settled in the jurisdiction of the Court at Ranchi.

**Dated Signature of the authorised signatory  
of the Tenderer with his/her name and  
designation and seal of the Firm.**

**ANNEXURE - III**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled in by the tenderer</b>
1	Name of the Agency	
2	Details of Earnest Money Deposit(EMD)	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the contact person(s)	
5	Whether registered with all concerned Government authorities (EPF/PF/ESI/VAT/ Service Tax/Income Tax etc.) (Copies of all certificates of registration to be enclosed.)	
6	a) PF Registration No. b) ESI Registration No. c) Labour License No. (copies to be enclosed)	
7	a) PAN b) TAN c) GSTN (Copies to be enclosed)	
8	Whether the firm is blacklisted/debarred/ penalized by any Govt. Department or any criminal case is registered against the firm or its owner / partner anywhere in India.	

Sl. No.	Particulars	To be filled in by the tenderer
	(Undertaking to this effect is to be attached)	
9	Length of experience in the field (proof is to be attached).	
10	Experience in dealing with Government Departments. (Indicate the names of the Departments and attach copies of contract orders placed on the agency)	
11	Whether a copy of the terms and conditions (Annexure-II) duly signed in token of acceptance of the same is attached?	
12	Whether the duly signed declaration in the format as at Annexure-IV attached?	
13	Whether agency profile is attached?	
14	List of other clients.	

**Dated Signature of the authorised signatory  
of the Tenderer with his/her name and  
designation and seal of the Firm.**

**ANNEXURE – IV**

**DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Signatory of the \_\_\_\_\_ (name of the agency firm), is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. My agency/firm has not been blacklisted/debarred/penalized from participating in tender of any Ministry/Department of Government of India and Government of India Undertaking in the last three years.
4. The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief. I am aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Dated Signature of the authorised signatory  
of the Tenderer with his/her name and  
designation and seal of the Firm.**

**ANNEXURE-V**

**PROFORMA FOR FINANCIAL BID**

No.....

Dated the.....

To

**The Sr. Audit Officer/Estate Cell  
O/o the Accountant General (Audit),  
Jharkhand, Ranchi.**

**Subject : Quotations for award of contract for providing Driver on  
outsource basis.**

Sir/Madam,

With reference to your Tender Notice  
No. \_\_\_\_\_ dated 25<sup>th</sup>  
November, 2022 on the subject mentioned above, I/we quote the rate, including  
the service charges and service tax, for above mentioned work as under:

<b>Particulars</b>	<b>Rate per person per month (as per Sl.No.12 Annexure- II with six days in a week)</b>	
	<b>In figures</b>	<b>In words</b>
Driver (Contractual basis)		

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**Item-wise rates**

<b>Items</b>	<b>Driver</b>	<b>Remarks</b>
Wages		
Provident Fund		
ESI Contributions		
Service Charges		
Any other charges (to be specified)		
GST		
Total		

The wage structure should be in conformity with the latest minimum wages as notified by the Competent Authority of Central Wage from time to time.

**Signature of the authorised signatory  
of the Tenderer with his/her name and  
designation and seal of the Firm.**

