

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) UTTARAKHAND,
'MAHALEKHAKAR BHAWAN' KAULAGARH, DEHRADUN

Tender Enquiry No.20/GD/2018-19

Dated:14.06.2018

Tender notice inviting bids from agencies for Outsourcing of Multi Tasking Staff.

Sealed tenders are invited from reputed Agencies for outsourcing of 10 Multi Tasking Staff and one driver on contract basis in the office of the Principal Accountant General (Audit), Uttarakhand, Dehradun as detailed below:

1. Period : One year
2. Security Considerations : The persons supplied by the agency should not have any adverse police record or criminal cases pending against them. The agency should make adequate enquiries about the character and antecedents for the persons being recommended and submit character certificate signed by a Gazetted Officer at the time of offering their services.
3. Period within which the manpower should be supplied : Within 7 days of award of contract.
4. Last date for submission of tender form : 1700 hours on 22 June 2018
5. Date of Opening of Tenders : 25th June 2018 at 3:30 pm.

Sd/-
Sr. Audit Officer/GD

TERMS & CONDITIONS

1. This office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
2. The service provider shall provide Photo Identity Cards to persons employed, which should be invariably displayed during office hours. Loss of card must be reported immediately.
3. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and/or breach of confidentiality or improper conduct, upon receiving written notice from office.
4. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personnel belongings, equipment or vehicles of the personnel of the service providers.
5. The personnel deployed should be polite, cordial, positive and efficient, while handling the assigned work and shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
6. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
7. The personnel deployed shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.
8. The service provider's personnel shall not be entitled to any benefit/compensation/absorption/regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking to this effect will be required to be submitted by the service provider to this office in respect of all personnel deployed at his office.
9. The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of

residence and recent photograph and withdraw such employees who are not found suitable by the office for any reason, immediately on receipt of such a request.

10. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering etc.
11. The service provider shall engage the necessary personnel as required by our office from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month.
12. The transportation, food, material and other statutory requirement in respect of personnel of the service provider will be the sole responsibility of the service provider.
13. The character and antecedents of each of the personnel of the service provider will be got verified by the service provider before their deployment, and a certificate to this effect may submitted to this office.
14. Working hours would be normally 8 hours per day between 9.00 A.M. to 5.30 P.M during working days including half an hour's lunch break. Actual amount per hour would be calculated for the personnel deployed on duty. They will be required to work beyond those hours and in that case OTA will be paid for extra work done in excess of one hour on any day.
15. The personnel may be called on Sundays and other gazetted holidays, if required. They may be paid extra as per rates approved by the office.
16. The service provider will submit the bill in triplicate in the second week of the month. The payment will be released by the first week of the following month.
17. The service provider will provide the required personnel for shorter periods also, in case of any exigencies as per the requirement of the office.
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/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
19. Payments to the service provider would be strictly on certification by the officer with whom the personnel is attached that his/her services were satisfactory and attendances as per the bill preferred by the service provider.

20. The persons will be deployed by service provider in this office only after their competence and proficiency in work and use of computers has been tested by this office.
21. The service provider shall be available for contact at all times, and receipt of message sent by e-mail/fax/Special Messenger from this office to the service provider shall be acknowledged immediately.
22. The agency should be registered with concerned Government Authorities, and a copy of registrations may be submitted. The Agency should submit its PAN and GST Registration Numbers.
23. An Earnest Money Deposit of Rs. 50000/- in the form of demand draft drawn in favour of PAO, AG (A&E) Dehradun, Payable at Dehradun may be submitted, failing which bids will not be considered valid.
24. The successful bidder should furnish a security deposit in the form of Bank Guarantee equivalent to Rs. 1,00,000/- which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at item 3 of the NIT or on account of unauthorized absence from duty/misconduct on the part of manpower supplied by the agency.
25. The outsourcing agency will maintain the account of EPF, ESI and all other related issues of personnel it engages with the concerned offices and will provide a copy of the documents in respect of each person to this office every month. This office will not bear any responsibility towards the dues/payments thereof.
26. The terms and conditions will be guided by General Financial Rules 2017.

Eligibility criteria

1. The Agency should be registered with the concerned Government Authorities under the Companies Act, EPF, ESI Act & Service Tax under Central Excise Act and a copy of the registration may be submitted. The Agency should also provide an undertaking that they will comply with all relevant statutory norms.
2. The Agency should have a minimum of 3 years experience in supplying manpower. The Agencies with headquarters out of Dehradun should have functional branch office at Dehradun.
3. The Agency should submit its PAN and GST registration Number.
4. An earnest money of Rs. 50,000/- in form of a demand draft drawn in favour of PAO, AG (A&E) Dehradun payable at Dehradun may be submitted along with the bid failing which bids will not be considered.
5. The successful bidder should furnish a security deposit equivalent to Rs. 1,00,000/- which will be forfeited in case the supply of manpower is delayed the stipulated period indicated at items 3 of NIT or on account of unauthorized absence from duty/ misconduct on the part of manpower supplied by the agency.

How to apply:

The tenders should be submitted in two separate sealed covers. The first sealed cover should be superscribed “ Technical Bid” and should contain (i) Company profile including previous experience of manpower supply to Government Department etc. (ii) Acceptance of terms and conditions mentioned at para 25 (1-5) above (iii) Demand Draft for earnest Money Deposit. The second sealed envelope superscribed as “Financial Bid” should contain only rates which is to be quoted on monthly basis for normal duty of 8 hours per day per person. Both the sealed covers should be put in single cover super scribed *‘Tender for providing of Multi Tasking Staff and same* should be sent to *Sr. Audit Officer (GD), Office of the Principal Accountant General (Audit), ‘Mahalekhakar Bhawan’ Kaulagarh, Dehradun.* The tender must reach this office by **17.00 hours on 22.06.2018**. Tender received after this time will not be considered.

The tenders will be opened by a Bid Committee on 25.06.2018 at 15:30 hours in the presence of participating bidders (if they choose to be present).