



सत्यमेव जयते

प्रधान महालेखाकार (लेखापरीक्षा), असम का कार्यालय
मैदामगाँव, बेलतला, गुवाहाटी-781029

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OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT), ASSAM
MAIDAMGAON, BELTOLA GUWAHATI - 781029

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Office of the Principal Accountant General (Audit), Assam, Maidamgaon, Beltola Guwahati - 781029 invites bids for providing manpower services on outsourcing basis for two years i.e., for FY 2022-23 and 2023-24.

TERMS AND CONDITIONS

These Terms and Conditions shall be valid for 2 (two) years from the date of Commencement of providing manpower services to the Hiring office.

- (1) The Bidding Firm/Company has to be registered under the extant provisions of the law applicable to the entity and have legal permission to provide manpower services in the State of Assam to the Hiring organization on outsourcing basis (**Supporting documents shall be furnished**).
- (2) The Bidder shall have at least one of its offices located in Guwahati Metropolitan city. (**Supporting documents shall be furnished**)
- (3) The Bidder shall be in position to provide manpower as per requirement of Hiring office for job role of Cleaner, MTS related work, DEO/Typist-cum-Clerk, Driver, Canteen attendant etc. during these 2 (two) years of contract. The initial requirement of manpower through Outsourcing is given in **Annexure 'A'**. The requirement may, however, vary from time to time as per the Administrative approval accorded by the Competent Authority of the hiring department. Accordingly, one month's prior notice of increasing/ decreasing the Outsourced Manpower will be given to the Agency.
- (4) The Bidding Firm/Company should possess valid ISO 9001 Certificate. (**Supporting documents shall be furnished**).
- (5) The Bidding Firm/Company should have GST registration and Trade License in Guwahati. (**Supporting documents in this regard shall be furnished**).

- (6) The Bidding Firm/Company should have experience of providing manpower on outsourcing basis for 15 years or more. **(Relevant document as evidence shall be furnished).**
- (7) The Annual Turnover of the Bidding Firm/Company should be 10 crore or more for each of the last 3 financial years ending March 2022. **(Copies of IT Returns, Audited Balance Sheet and Annual Turnover Certificate duly certified by a Chartered Accountant shall be furnished)**
- (8) The Hiring office desires to engage Agency to provide Manpower service with high credentials and for this, the existing deployment of manpower by Bidding Firm/Company should be 1000 and above. **(Documents of Employees Contribution records viz. ESI, EPF etc. shall be furnished as evidence).**
- (9) The bidder should have at least 25 Nos of Performance Certificates given by the Government offices/Public Sector undertakings/ Autonomous Bodies being evidence of providing satisfactory services during last 10 years. **(Supporting documents shall be furnished).**
- (10) The Bidding Firm/Company should have credential of 2 Job Contract having value of Rs.1 crore and above for at least 2(two) Clients in last financial year i.e. 2021-22. **(Evidence in this regard shall be furnished).**
- (11) Bidder having MSME certificate will be preferred. **(Relevant document shall be furnished if available).**
- (12) The Hiring office shall have absolute power to determine the requirement of hiring of manpower services on outsourced basis in all categories.
- (13) The Hiring office may at its will modify the number of hired outsourced personnel in any category at any point of time by issuing one-month notice without providing any reason.
- (14) The Hiring office shall have absolute right to terminate/discontinue the hiring of manpower services from the Bidder at any point of time, by issuing one-month notice, without providing any reason.
- (15) During the entire period of contract, the hired outsourced personnel shall be exclusively at the disposal of the hiring office. After placement of the Manpower at the disposal of the hiring office, the same will not be changed without concurrence of this office.

Financial Bid:

(1) The Bidder should quote rate Prices/charges in Indian Rupees only and it should be valid throughout the period of contract.

(2) The outsourced manpower will be paid wages at the prevalent wages rate applicable to the category of outsourced manpower. Further, Employer's Contribution towards EPF, ESI, etc. will be given as per the extant Orders of the Government. Statutory deductions relating to CGST, SGST etc., taxes will be done as per the extant Orders of the Government. The currently applicable wages rate along with the employer's contribution is given in **Annexure-B**. In addition, Bonus payable, if any, as per the extant provision of Bonus Act by the Outsourced agency, the same will also be reimbursed.

Bidder should quote rate of Agency charges on wages in percentage terms only as below:

Percentage of Agency charges on total amount of wages (Wages rate * No. of days involved)
Quoted rate in %: _____(to be filled up)

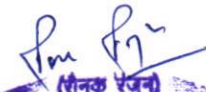
(3) The Hiring office shall maintain Monthly Attendance of outsourced manpower engaged from the successful Bidder and submit the Monthly Attendance to Bidder for preparation of monthly Bills.

(4) The Bidder should prepare Bills on monthly basis for all outsourced manpower provided to the Hiring office as per Monthly Attendance submitted by the Hiring office.

(5) The Bidder should immediately deposit EPF, ESI, CGST & SGST components to the concerned authority.

(6) The Bidder should release the wages to all outsourced personnel hired by the Hiring office within 2 working days on receipt of payment from Hiring office.




(सैनिक पंजन)
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उप महालेखाकार (प्रशासन, ए.एम.जी.-II एवं ए.एम.जी.-III)
Deputy Accountant General (Admin., A.M.G.-II & A.M.G.-III)
प्रधान महालेखाकार (लेखापरीक्षा), असम का कार्यालय
O/o the Principal Accountant General (Audit), Assam
मैदांगगाँव, बेलतला, गुवाहाटी- 781029
Maidamgaon, Beltola, Guwahati-781029

Annexure-‘A’

Initial Requirement of Manpower through Outsourcing

Work	No. of persons required*
Cleaners	17
MTS related work	9
Data entry related work	4
Canteen related work	4

* The requirement may vary from time to time as per administrative approval accorded by the competent authority.

Annexure-'B'

Statement showing Wages, Rate, Employer's Contribution and Statutory Taxes thereon at the present rate

Wages		Employer's Contribution		Statutory Taxes on Wages+ Agency Charges	
Category of Outsourcing Job	Rate of wages per day	EPF@13%	ESI@3.25%	CGST@9%	SGST@9%
Skilled	734				
Unskilled	553				