



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
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कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), मणिपुर, इम्फाल-७९५००१
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
MANPUR, IMPHAL - 795001



सत्यमेव जयते

दूरभाष/Phone: 0385-2458523 फेक्स/ Fax: 0385-2458525 ई-मेल/ E-mail: agaumanipur@cag.gov.in

No. Record (A&E)/Outsourcing/Staff/2020-2021/

Dated:- 17.03.2023

SEALED QUOTATION/BID FOR LIMITED TENDER

Subject:- Inviting Sealed Quotation/Bid for providing outsourcing services of MTS related works.

Sir,

This office requires the services of Multi-Tasking Staff (MTS) related works on outsourcing basis through the registered/approved placement agency for carrying out day-to-day work in this office. The terms and conditions for providing the outsourcing services to be fulfilled by the Contractor/Firm/Agency for tendering the quotations/bid are enclosed.

2. Sealed quotation/bid should reach this office on or before 28.03.2023 at 3 p.m with the cover bearing the “ **Quotation for Outsourced Staff for MTS related work for the year 2023-2024** ” at the following address :-

The Sr. Dy. Accountant General (A&E),
O/o the Principal Accountant General (A&E),
Babupara, Near Police Headquarters
Imphal, Manipur-795001.

3. Tenders received after the closure date and time will not be entertained. The bid shall be opened by the Tender Committee of this office on 29.03.2023 at 2 p.m. The office reserves the right to cancel the empanelment of the firm at any time during the period, if the services are not found satisfactory or do not conform to the requirement of the office or in violation of the terms and conditions by the firms or due to change of rules and regulation of the Government of India.

4. In case of any disputes, the Principal Accountant General (A&E), Manipur shall be the sole authority to decide the matter.

Yours faithfully

Encl : as stated

Sr. Accounts Officer/Admin

TERMS & CONDITIONS

1. Outsourcing of MTS related services will be in the office of the Principal Accountant General (A&E), Manipur, Imphal. The number of attendant/cleaner to be engaged is subject to increase or decrease as per the requirement of the department.
2. Initial period of agreement shall be one year.
3. The agreement can be terminated by the competent authority at any time without assigning any reasons and in such circumstances; the service provider has to withdraw this manpower forthwith.
4. The office hours of outsourced MTS related services shall be 9.30 am to 5.30 pm from Monday to Friday and holidays when required.
5. The agreement shall comply with all the labour laws in relation of its employees as laid down by the Ministry of Labour & Employment, Government of India from time to time.
6. The engagement does not confer right for continuation or extension of the agreement on any account for indefinite time. This engagement will be purely a short term, temporary arrangement on outsourcing basis.
7. The service provider shall deploy additional manpower, if asked for to do so, due to increase in work load subsequently during the currency. The agreement shall be at the same rates of wages, already agreed upon.
8. The service of the MTS related works may be provided on all working days or any holidays as and when required. The selected agency will immediately provide a substitute in the event of any person remaining absent from the job due to personal reasons and or his/her performance is not bound satisfactory.
9. The persons engaged must be at least 10th class passed from recognised Board and shall not be below the age of 18 years as on date of engagement/agreement. They should be active with sound health, having driving knowledge will be given preference.
10. The persons engaged will be expected to observe discipline and decorum in office and adhere to all instruction/rules in force in the office.
11. The service provider's personnel shall not divulge or disclose to any persons any details of office operation process technical knowhow, security arrangements, administrative/ organisation etc.
12. The department may require the service provider to dismiss or remove from the site of work any person, or persons, employed by the service, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirement. The service provider shall replace immediately any of its personnel, if they are unacceptable to the department because of security risk, incompetence, conflict of interest and breach of confidently or temporary conduct upon receiving written notice from office.

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13. The service provider shall be contactable at all times and message by phone/mail/Fax/special Messengers from this Department to him/her shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instruction issued by the Department from time to time.
14. Any dispute arising out of the contract will be settled within the jurisdiction of Imphal only.
15. The bidding agency shall quote their bids instructions and include the following details priority:-
 - i. Name of Organisation
 - ii. Work experience
 - iii. Registration Certificate
 - iv. PAN/TAN card Number
 - v. GSTIN number
 - vi. No police case pending
 - vii. Labour rate, EPF / ESI details of personnel to be engaged.
 - viii. Service charges/GST/Statutory dues/Taxes as applicable.

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Senior Accounts Officer/Admin