



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता
REGIONAL TRAINING INSTITUTE, KOLKATA



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

No. RTI/Kol/MC/2021-22/84

Dated: 07 June 2021

NOTICE INVITING TENDER

Sealed tenders are invited in the given format for 'Outsourcing of Staff' during the period commencing from **1st August 2021 to 31st July 2022** for the Regional Training Institute, CGO Complex, Salt Lake, Kolkata and it's hostel at Ultadanga. All the interested bidders may collect tender paper from Administration Section (11 a.m. to 3 p.m.). Tender documents are also available in the website of this office (www.rtikolkata.cag.gov.in) and Notice Board. Last date of submission of quotation is 30.06.2021 up to 15.00 hrs . All received quotations will be opened at 15:30 hrs on 30.06.2021 in this office in presence of the participating Bidders if any.

Intending bidders should fulfill the following terms and conditions:

1. The intending bidders should be an Authorized Service Provider of outsourced staff at various Government Offices with proper Registration with EPFO, ESI & GSTN. List of clients may also require to be provided.
2. The rate quoted by the firm must be the rate of minimum wages prescribed by the Government of India. The rates of Minimum wages is given at **annexure I**. Minimum statutory payments such as PF, ESI, Bonus etc. shall be allowed as applicable. The bidders applying for the NIT shall submit their bid in the format at **annexure I** by providing information against relevant column.
3. The agency will have to make monthly payment to outsourced staff within the time frame as per the Payment of Wages Act prior to their submission of monthly bills. Such payments shall be by bank transfer (direct debit) to the bank account of the outsourced staff.
4. Sealed quotations, duly superscripted 'Quotation for Outsourcing of Staff' and addressed to the **Senior Audit officer/Administration, Regional Training Institute, 3rd MSO Building, 5th Floor, 'A' Wing, CGO Complex, DF Block, Salt Lake, Kolkata – 64. The quotation may be sent by post/hand so as to reach by 30th of June 2021 latest by 15.00 hrs. Quotation received after stipulated date and time shall not be entertained.**

तीसरा एम.एस.ओ. बिल्डिंग, सी.जी.ओ. कॉम्प्लेक्स, पाँचवाँ तल, एडिंग, डी.एफ. ब्लॉक, साल्ट लेक, सेक्टर-1, कोलकाता-700064

3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing, DF Block, Salt Lake, Sector – I, Kolkata - 700 064

Tel. : (033) 2321 3907/ 6708

FAX : (033) 2321 6709

E_mail : rtiKolkata@cag.gov.in

5. Rupees fifty thousand (Rs. 50,000) is to be deposited as Bid security (Earnest Money Deposit) in the form of Bank Draft on any nationalized Bank drawn in favour of "Pay & Accounts Officer (Audit), O/O The Pr. Accountant General (A&E), West Bengal" payable at Kolkata. The EMD of the vendor will be refunded once the bidding process is over to the unsuccessful bidder without any interest. Bid without EMD will be rejected outright.
6. Tender submitted shall include: EMD which shall be submitted in a separate envelop marked "EMD" with the bid and Price bids which shall be submitted in another separate envelop marked "price bid".
7. In case an exemption is sought for submission of the EMD, the rule/ order based on which such exemption is sought must be enclosed. Decision of the competent authority in this office on applicability of such rule/ order shall be final and binding.
8. The successful bidder will have to deposit security money @ 5% of annual Tendered Value in the form of Bank Guarantee from **any nationalized bank** for minimum of one year and two months period. The same may be forfeited in case of breach of contract, if any. The EMD of the successful bidder may be refunded after execution of the agreement and deposit of Bank Guarantee.
9. The successful bidder will have to enter into an agreement with this office within fifteen days from issue of the work order. Failure to fulfil the necessary requirements such as submission of bank guarantee and other terms laid out in this NIT and GFR 2017 and enter into the agreement within stipulated time period after selection will lead to forfeiture of EMD.
10. **The contract will be valid for 12 months commencing from 01.08.2021. However, the competent authority retains the right to extend the tender for such additional period as necessary at rates not higher than those determined by this NIT. This does not bestow any right on the bidder to seek extension of the contract beyond July 2022.**
11. The firm shall have to quote for outsourcing of the posts of Private Secretary, Senior Console Operator, Driver, Care Taker, Clerk and MTS.
12. Being a premier training institution candidates must have appropriate knowledge and experience and Private Secretary should possess, a minimum qualification of Graduate from a recognized university, working experience as Private Secretary and also be proficient in English and computer operation. Console Operator should possess, a minimum qualification of graduate from any recognized university, technical knowledge in handling computer system, networking system, projectors etc. Driver should possess valid driving license and have experience in driving staff

cars. Clerk should have working knowledge in computer. The RTI, Kolkata shall have the right to decide the eligibility of the staff.

13. The successful bidder shall provide Drivers, caretakers and MTS with uniform.
14. The successful bidder shall issue identity card to all staff.
15. The successful bidder shall indemnify this office against any loss incurred due to action of the bidder or his staff.
16. Conditional quotation will not be accepted. The committee reserves the right to negotiate amongst all L-1 bidders, in case of multiple L-1 bidders.
17. The quotation should be neatly typed. No erasure or overwriting will be permissible/allowed.
18. A copy of terms and conditions duly signed by the tenderer in token of having understood and agreed to the same may be attached along with the tender (format enclosed).
19. The Director General, RTI, Kolkata reserves the right to cancel the contract without assigning any reason.
20. Payment will be made on monthly basis on presentment of Bill. As a proof of deposit of recovery from employees along with employers' contribution towards EPF and ESI, the copies of receipt, issued by EPF and ESI authority and acknowledgement of payment to the staff during previous month must be submitted with the monthly bill of subsequent month failing which the bill will be kept withheld.
21. The bidder will have to deposit the last Income Tax Return and GST return with the tender document. Bidder shall also submit proof of GST registration for appropriate category of service.


Sr. Audit Officer/Administration

To
The Senior Audit Officer/Administration,
Regional Training Institute,
3rd MSO Building, CGO Complex,
5th Floor, 'A' Wing, DF Block,
Salt Lake, Sector – 1,
Kolkata – 700 064.

Sir,

With reference to your tender notice No. dated
..... I am to submit my tender for 'Outsourcing of Staff'.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Enclo :

1. Statement of quoted value of tender
2. Copy of Trade License

Dated :

Yours faithfully

Signature _____

Name of the Tenderer _____

M/s. _____

ANNEXURE I

Personnel	Skill	Minimum daily wage for 9 hrs inclusive of weekly one day rest	No. of personnel required (tentatively) This is likely to increase or decrease at the discretion of this office	monthly salary (daily wage includes weekly off)	ESI	EPF	bonus	Monthly total	Service charge	GST as applicable	TOTAL
PS to DG	HS	853.00	1								
Sr. Console Operator	S	784.00	1								
Driver	S	784.00	2								
Caretaker	clerk	784.00	1								
Clerk	clerk	784.00	1								
MTS	-	645.00	7								
TOTAL											

1. There are no Government of India recommended minimum wages for PS to DG and Console operator. However, minimum wages as notified for "Construction or Maintenance of Roads or Runways or in Building Operations Including Laying down Underground Electric, Wireless, Radio, Television, Telephone, Telegraph and Overseas Communication Cables and Similar Other Underground Cabling Work, Electric Lines, Water Supply Lines And Sewerage Pipe Lines" have been applied.
2. Minimum wages including variable DA will be revised from time to time as per notification of the Government of India.
3. The bidder shall quote as per prevailing minimum wages notified by the Government of India.
4. Number of personnel required as mentioned above might change at later date. This office will not be liable to pay any severance pay or terminal benefits.