



लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

महालेखाकार का कार्यालय (हक एवं लेखा), त्रिपुरा, अगरतला- 799006  
OFFICE OF THE ACCOUNTANT GENERAL (A&E), TRIPURA AGARTALA  
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सत्यमेव जयते

संख्या Rec/A&E/2-19/Outsourcing DEO/Part File/2021-22/03/23469 दिनांक :-25/04/2022


NOTICE INVITING TENDER

25 APR 2022

Sealed tenders are invited in the given format for outsourcing of the service of Data Entry Operators(DEOs), Driver, Multi Tasking Staff(MTS), Canteen Attendant and Sweeping & Cleaning Staff during the period commencing from 01/06/2022 to 31/03/2023 for this office. All the interested bidders may collect tender paper from Administration Section ( 11 AM to 5 PM). Tender documents are also available in the office website of this office ([www.agaetri.cag.gov.in](http://www.agaetri.cag.gov.in)), Central Public Procurement Portal(CPPP) and Notice Board. Last date of submission of quotation is 16/05/2022 up to 17.00 hrs. All received quotations will be opened at 15.30 hrs. on 17/05/2022 in this office in presence of the participating Bidders if any.

Intending bidders should fulfil the following terms and conditions.

1. The agency should be an Authorised Service Provider and have registered with Government and posses valid licence/permit to provide the service offered.
2. The agency should have a registered office in Agartala, so as to enable to provide/replace the manpower at any point of time.
3. The rate quoted by the firm must be the rate of minimum wages prescribed by the Government of India. The rate of minimum wages is given at annexure A. Minimum statutory payments such as PF, ESI etc. shall be allowed as applicable. The bidder applying for the NIT shall submit their bid in the format at annexure I by providing information against relevant column.
4. The agency will have to made monthly payment to outsourced staff within the time frame as per the payment of wages act prior their submission of monthly bills. Such payment shall be by bank transfer (direct credit) to the bank account of the outsourced staff).
5. The successful bidder will have to enter into an agreement with this office within 15(fifteen) days from issue of the work order.
6. The successful bidder shall provide Driver, MTS, Canteen Attendant with uniform.
7. The successful bidder shall issue identity card to all staff.
8. The successful bidder shall indemnity this office against any loss incurred due to action of the bidder of his staff.
9. Conditional quotation will not be accepted. The committee reserves the right to negotiate amongst all L-I bidders, in case of multiple L-I bidders.
10. 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).
11. The agency should undertake the responsibility of making payments towards EPF, ESI contribution to the department concerned.
12. The office working days should be 5 days in a week, As such, the quotation may be given keeping in view of the amount payable in a month.
13. The agency may clearly mention the breakup of various components like Basic pay, EPF/PPF, ESI, Service Charges/Commission, GST etc.
14. The payments will be made on monthly basis on presentation of Bil. As a proof of deposit of recovery from employees along with employers' contribution towards EPF/PPF and ESI, the copier of receipt, issued by EPF/PPF and ESI authority.

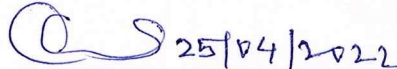
  
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15. The bidder will have to deposit the last income tax return and GST return with the tender document.
16. The requirement of persons is provisional and may vary depending upon the actual requirement/assessment while entering into the agreement. The tentative present requirements are as under.

Sl. No.	Service required for	Service required in		Total No. service required
		Accounts Office	Audit Office	
1	Data Entry Operator (DEO)	6 (six)	-	6
2	Driver	1 (one)	-	1
3	Multi-Tasking Staff (MTS)	3 (three)	-	3
4	Sweeping & Cleaning Staff	4 (four)	2(two)	6
5	Canteen Attendant	2 (two)	-	2

17. Candidates must have appropriate knowledge and experience have to do during his duty are as follows:-
- A. Data Entry Operators (DEOs):** Education qualification of minimum H.S(+ 2 stage) pass in any discipline from a recognized Board. The persons should be proficient in typing in English. The persons should be able to undertake the typing work like Draft letters, Noting's, Data Sheets etc.
- B. Car Driver:** Education qualification of minimum 10<sup>th</sup> standard pass from a recognized Board. Possession of a valid driving license for motor car. Experience of driving a motor car for at least 3 (three) years for Govt. Organization/ Public Section Undertaking/Autonomous bodies, etc. Knowledge of motor mechanism (outsourced persons should be able to remove minor defects in vehicles). Knowledge of navigation/GPS. He should be in sound health and should be Self-Disciplined, Polite and have good communication skills, bearing a pleasant disposition.
- C. Multi Tasking Staff (MTS):** Education qualification of minimum 10<sup>th</sup> standard pass from a recognized Board. The persons should perform duties at par with the MTS cadre posts in the Government offices in general like distribution and dispatch of letters/files, dusting and cleaning of tables, chairs, almirahs, shifting of furniture and records etc.
- D. Cleaning & Sweeping Staff:** The persons should be able to perform the works like cleaning, Mopping, Housekeeping functions and cleaning of toilets etc.
- E. Canteen Attendant :-** To work in the Departmental Canteen, Miscellaneous work.
18. The agency should enter into the contract agreement for a period of 10(ten) months from 01/06/2022 to 31/03/2023 of financial year 2022-23. The agency should ensure providing services of the agreed number of persons thereafter on all working days.
19. At any point of time this office may intend to replace the persons engaged (those persons whose services are not satisfactory) and such replacement will have to be made within 3 days of intimation on priority basis.
20. This office reserves the right to cancel the notice at any point of time without assigning the reasons thereof.

The quotation should reach to the SAO/Record, Office of the Accountant General(A&E), Tripura, Agartala **on or before 16/05/2022 by 5.00 PM**. The quotations received thereafter will not be entertained under any circumstances. The quotations so received **will be opened on 17/05/2022 at 3.30 PM** in this office.

  
 Sr. Accounts Officer/Rec.