

# कार्यालय महालेखाकार (ले0 एवं हक0), उत्तराखण्ड

महालेखाकार भवन, कौलागढ़, देहरादून, पिन-248195

पत्र सं०: सा0प्र0 / Outsource Manpower Tender / 2020-21 / 1466

दिनांक 04.01.2021

## निविदा सूचना

कार्यालय महालेखाकार (लेखा एवं हक0) उत्तराखण्ड, देहरादून बाह्यस्रोत कार्मिक सेवा प्रदाता फर्मों से विभिन्न श्रेणियों (Cooks, Sweepers, Mali, MTS, Security personnel and Driver) में Man Power Supply हेतु मुहरबन्द निविदायें आमंत्रित करता है। निविदा की सभी शर्तें एवं निविदा फार्म कार्यालय की वेबसाइट [www.agua.cag.gov.in](http://www.agua.cag.gov.in) से डाउनलोड किये जा सकते हैं।



उपमहालेखाकार / प्रशासन  
कार्यालय महालेखाकार (लेखा एवं हकदारी)  
उत्तराखण्ड, देहरादून।

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) UTTARAKHAND,  
MAHALEKHAKAR BHAWAN, KAULAGARH, DEHRADUN**

No. GD/OUTSOURCE MANPOWER TENDER/2020-21/1467

Date: 04.01.2021

**TENDER FOR PROVIDING MANPOWER SERVICES FOR OFFICE OF THE  
ACCOUNTANT GENERAL (A&E) UTTARAKHAND, MAHALEKHAKAR  
BHAWAN, KAULAGARH --- DEHRADUN**

TENDER FOR PROVIDING MANPOWER SERVICES

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) UTTARAKHAND,  
MAHALEKHAKAR BHAWAN, KAULAGARH, DEHRADUN**

**NOTICE INVITING BIDS FOR PROVIDING MANPOWER SERVICES**

O/o the Accountant General (A&E) Uttarakhand, Mahalekhakar Bhawan, Kaulagarh, Dehradun invites open tenders in two bids format from Dehradun based registered agency or Outside Agency having its registered office in Uttarakhand for providing MANPOWER SERVICES in O/o the Accountant General (A&E) Uttarakhand, Mahalekhakar Bhawan, Kaulagarh, Dehradun located at Dehradun. The successful bidder, at the end of the bidding process, may be awarded a contract to carry the work.

Interested agencies can download the Tender document from the O/o the Accountant General (A&E) Uttarakhand, Mahalekhakar Bhawan, Kaulagarh, Dehradun website [agua.cag.gov.in](http://agua.cag.gov.in) or from office (for perusal / reference only) and for participation in the bid, CRITICAL DATE SHEET as under:-

**CRITICAL DATE SHEET**

Published Date	04.01.2021
Bid Document Download / Safe Start Date	04.01.2021
Bid Submission End	29.01.2021 (05:30 P.M.)
Bid Opening Date (tentative) (Technical & Financial)	01.02.2021 (03:00 P.M.)
Duration of Contract	01 Year
Validity of Bid	90 days

Bids/Tender addressed to Deputy Accountant General (Admn.), O/o The Accountant General (A&E) Uttarakhand, Dehradun shall be submitted in tender box provided at office or by register post. Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty thousand only) shall be submitted alongwith tender in sealed cover provisionally named as 'EMD' in the shape of Demand Draft, Fixed Deposit Receipt, Bankers Cheque issued by a Nationalized Bank favouring "Pay & Accounts Officer, O/o The Accountant General (A&E), Uttarakhand, Dehradun".

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority of this office reserves the right to accept or reject any or all tenders without assigning any reason thereof.

**Address:**

**Deputy Accountant General (Admin.),  
O/o The Accountant General (A&E) Uttarakhand,  
Mahalekhakar Bhawan,  
Kaulagarh, Dehradun**

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**OFFICE OF THE ACCOUNTANT GENERAL (A&E) UTTARAKHAND,  
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**A. INSTRUCTION TO THE BIDDERS**

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid.
2. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
3. Bidders should take into account any corrigendum published on the Tender document before submitting their bids on office website.
4. The Technical Bids will be opened on 01.02.2021 at 03:00 (P.M.) (tentative schedule). Financial bids of those who will be found technically qualified, will be opened on same day.
5. The bidders should write the name of their organization on EMD for Manpower Services on the backside of the Demand Drafts / Instruments.
6. The successful bidders shall submit performance security deposit in the form of FDR of Nationalized/scheduled commercial bank bank guarantee in the favour of Pay & Accounts Officer, O/o the Accountant General (A&E), Uttarakhand, Dehradun payable at Dehradun” of amount Rs. 2,00,000/- (Rupees Two Lakh only) at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.
7. The Office reserves the right to reject any or all the tenders without assigning any reasons.
8. Only Dehradun based registered Manpower Agency or Outside Agency having its registered office in Dehradun can participate in the Tender.

**B. TERMS AND CONDITIONS**

**Rates & Price**

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract and in the prescribed format only. The rate, however, shall be considered for revision based on minimum wages or any change in statutory/taxation rates.

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2. The rates for various categories of manpower are given in the financial bid which is in consonance with minimum wage structure of Central Govt. applicable for Dehradun UK. The agencies are required to quote Administrative Charges and other statutory/taxation rates, if any. Further, the agency may also be asked to produce the record of compliance of central and state labour welfare provisions and such production of documents/compliance is must and binding.
3. The offers/bids which are not in consonance of any labour laws will be treated as invalid.
4. in case more than one price bid quoting the same rates are received, the award of the contract will be decided on the basis of evaluation of their experiences & past performance. The decision of the Office in this regard shall be final and binding on the bidders.
5. Any disputes arise out of this contract shall be within jurisdiction of Dehradun, UK.

**B (i) - Statutory Obligations**

1. The contractor shall make all rounds statutory compliances regularly in respect of the personnel deployed. Payment of the wages shall be made by the contractor through bank and the agency shall get their workers accounts opened in the banks. The agency shall submit wage bill, proof of bank remittance to worker's bank account, proof of statutory compliance such as ESI, EPF and GST along with the bill of subsequent month.
2. The agency will be responsible to comply with all labour legislations including social security, GST wherever applicable and such other statutory orders by the Govt./ Municipality which may be in force from time to time. The Successful bidder/ tenderer shall obtain a valid license under the Contract Labor (R&A) Act, 1970 and rules framed thereunder and shall continue to hold it till completion of the contract. The agency should also maintain all necessary records as required by administration. The agency should be registered with EPF, ESI and GST authorities and shall possess valid code numbers.
3. Under no circumstances, the employees of the agency shall be treated, regarded or considered or deemed to be the employees of the Office and the agency alone shall be responsible for their remuneration, wages and benefits and service conditions of all the employees deployed by the agency and shall indemnify and deep indemnified the Office against any claim that may have to meet towards the employees of the agency.
4. The Bio-Data of deployed personnel along with proof of latest antecedent report from the concerned Police Station would have to be submitted at the time of deployment.

**B (ii) - VALIDITY OF THE CONTRACT**

The contracts shall be valid for a period of one year and on satisfactory performance it may be extended for another period at the same rate (shall be revised time to time as per the revision in minimum wages), terms and conditions on mutual consent.

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**B (iii) - TERMINATION OF CONTRACT**

It can be terminated in any of the following contingencies and circumstances:-

- a) On the expiry of contract period, without any notice;  
Or
- b) On giving three months' notice at any time during the current services, by either of the Office or the agency;  
Or
- c) On assigning of the contract or any part thereof or any benefits or interest therein or there under by the contracted agency to any third person for subletting the whole or a part of the contract to any third person, without any notice;  
Or
- d) On contracted agency being declared insolvent by the competent Court of Law;  
Without any notice;  
Or
- e) Provided that during the notice period for termination of contract, in the situation contemplated above, the contracted agency shall keep on discharging its duties as before till the expiry of notice period.

**B (iv) - BILLING AND PAYMENT**

- a) The agency shall submit wage bill in duplicate, along with attendance sheet, proof of bank remittance to worker's bank account, proof of statutory compliances such as ESI, EPF and GST by 10<sup>th</sup> of every month. Bill completed in all respect shall be processed within 10 working days of its receipt.
- b) In case of any exigency following which the contracted agency is unable to perform its part of contract / work and the payment being unpaid, the agency in all cases shall be liable to make payment including ES, EPF etc. to its personnel.

**B (v) - OTHER TERMS AND CONDITIONS**

- 1. The rate once offered and accepted by the authority, shall not be altered during the entire period of contract unless it is revised by the statutory bodies.
- 2. The Office reserves the right to increase/ decrease the number of personnel at a later date during course of contract with existing terms & conditions.

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3. The successful agency shall have to enter into an agreement with Office and cost incurred in this connection shall be borne by the agency.
4. Any theft, loss and damages of the property of Office on account of negligence of agency's personnel shall be borne by the agency.
5. The Competent Authority reserves the right to reject tender partly or completely at any stage of the tender without assigning any reason, thereof.
6. The Agency will be responsible for such conduct of the persons engaged by it in the Office which will be conducive for maintaining the harmonious atmosphere in the Office premises. The Agency will have responsibility for any act of commission and omission of such persons.
7. In case of mutual extension of contract beyond one year, the agency shall provide the personnel on pre-approved rates given in this Tender Document with same terms and conditions.
8. The agency shall provide manpower that should be fulfilling the educational requirements and eligibility criteria, sound health and having good character antecedent and conduct. If any personnel is found under the influence of alcohol or narcotics or found in a state of inebriation in the premises, a penalty of Rs.1,000/- per instance shall be deducted from contractor's bill and such employee shall be immediately removed from duty and shall not be allowed to enter the premises in future. Manpower of proven integrity shall only be deployed.
9. The Agency should not allow its employees to participate in any trade union activity or agitation in the premises of O/o the Accountant General (A&E) Uttarakhand, Dehradun.
10. The Agency shall not sublet, transfer or assign the contract to any other agency.
11. O/o the Accountant General (A&E) Uttarakhand, Dehradun shall have no liability toward personnel of the agency. All statutory requirements for workmen are to be borne by the agency and shall be the sole responsibility of the agency.
12. If a Force Majeure situation arises, the firm/ agency will promptly notify this office in writing of such condition and the cause thereof. Unless otherwise directed by this office in writing, the firm/ agency shall continue to perform its obligations under the Tender/ Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.



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13. The manpower employed by the agency shall be required to work normally as per the office working days. The manpower may also be called upon to perform duties on Sunday and other gazetted holidays, if required. The attendant, if deputed for any official work outside the office, shall not be entitled any other emoluments except only the actual bus fare for the purpose.
14. The tenderer shall furnish the following documents in respect of the individual Attendants deployed by it in the Office before the commencement of work:
  - a. List of attendants shortlisted by the agency for deployment in office containing full details i.e. date of birth, marital status, address, photographs, identification mark etc.
  - b. Bio-data of the persons.
  - c. Certificate of verification of antecedents of persons by local police authority.
15. In case, the person employed by tenderer commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the competent authority. The tendering company/ firm/ agency shall replace within two days any of its personnel who are found unacceptable to office.
16. The tendering company shall provide identity cards to the personnel deployed in the Office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
17. The service provider shall ensure that any details of office, operational process, technical know- how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the office.
18. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, tobacco chewing, smoking, loitering without work, chewing gum or any other material which may cause unnecessary spitting.
19. The person deployed shall be required to report for work at time required by the office to the concerned section/Administration. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.
20. The agency shall depute a co-coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the O/o the Accountant General (A&E) Uttarakhand, Dehradun so that optimal services of the persons deployed by the agency could be availed without any disruption.

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21. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. The delay by the Agency in providing a substitute beyond two working days shall attract liquidated damages @ Rs. 200/- per day (per such case) on the service-providing agency, besides deduction in payment on pro-rata basis.
22. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in the office and the office will have no liabilities in this regard.
23. For all intents and purposes, the service providing agency shall be the “Employer” within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in the office. The persons deployed by the agency in the office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or office.
24. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. The office shall, in no way, be responsible for settlement of such issues whatsoever.
25. The bidder should give a certificate that none of his/her near relative is working in the office. The Bidder or its authorized signatory should furnish certificate saying that none of the near relative of proprietor OR all partners of partnership OR all the Directors of the company excluding Government of India / Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state is working in the unit where the tender is being applied. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage.

The near relatives for this purpose are defined as:-

- (a) Members of a Hindu undivided family (HUF).
- (b) Husband and Wife.
- (c) if one is related to the other in the manner as Father, Mother, Son(s) & Son’s wife (daughter-in- law), Daughter(s) and Daughter’s husband (son-in-law), Brother(s) and Brother’s wife, Sister(s) and Sister’s husband (brother-in-law).

The format of the certificate to be given is as follows:

“I.....S/o.....r/o.....  
hereby certify that none of relative(s) as defined in the tender document (Tender No. GD/OUTSOURCE MANPOWER TENDER/2019-20 is/are employed in the office as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, Office shall have the absolute right to take any action as deemed fit, without any prior intimation to me.”

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26. The Accountant General, O/o the Accountant General (A&E) Uttarakhand, Dehradun reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

**B (vi) - LEGAL**

1. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State insurance etc. in respect of the persons deployed by it in the Office.
2. Office is not liable to pay bonus in respect of its Contractual Employees hence, no bonus should be quoted by any of the agencies.
3. Tendering agency shall also be liable for depositing all taxes on account of service rendered by it to the Office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
4. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of the Office or any other authority under Law.
5. The Tax Deducted at Source (TDS)/GST TDS shall be deducted from bill as per the provisions of income Tax Department/GST authorities, as amended from time to time and a certificate to this effect shall be provided to agency.
6. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Office is put to any loss/ obligation, monetary or otherwise, Office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
7. Applicable GST on bill will first pay by agency then GST amount will be reimbursed with bill amounting.

**B (vii) RESOLUTION OF DISPUTES**

Office and the agency shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract or any issue arising out of it. If after thirty days from the commencement of such informal negotiations, Office and the agency have been unable to resolve amicably a resolution by formal conciliation the Competent Authority of the Office shall appoint a sole Arbitrator who will not be related to the agency and the decision shall be final and binding.

**B (viii) - LIST OF DOCUMENTS TO BE ATTACHED**

1. Tender application forms.
2. Duly signed tender documents (signed on every page).
3. ESI, EPF, GST, Trade License, Registration under Contract Labor (R&A) Act, Pan Card/ Registration documents.
4. Firm/ Company registration certificate.
5. Experience Certificate or work order.
6. Original Demand Draft towards earnest money for Rs. 50,000/- (Refundable).

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) UTTARAKHAND,  
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**C. SCHEDULE OF REQUIREMENTS / ELIGIBILITY CRITERIA**

1. The agency should be registered with Government (Central / Uttarakhand) to supply manpower services (submit the relevant Registration Certificate with Technical Bid)
2. The agency should have satisfactory experience of not less than 03 (three) years in the field of manpower services in government organization and proving track record in the field to be produced. (Submit the relevant Work Experience with the Technical Bid).
3. The agency must have executed/ have a running contract in any Government organization with deployment of minimum 25 personnel in contract. (Submit the relevant work order with Technical Bid).
4. The agency should have average annual turnover of Rs. 1 Crore (Rupees One crore only) per year in last three years (F/Y 17-18, 18-19, 19-20) (submit the certified report of the relevant financial year with technical bid).
5. The agency should have a valid labour license, trade license, PAN Card, registration under ESI, EPF and GST registration Certificate. (Submit the relevant documents with technical Bid)
6. There should be no legal suit/ criminal case pending or contemplated against the proprietor of the agency or any of its directors {in the case of Pvt. Ltd. Company) on grounds of impropriety or for violation of any of the laws in force. (Submit the declaration with Technical Bid). Further, the agency should submit antecedent verification of all personnel from the police authorities.
7. An affidavit stating the agency is not blacklisted by any central/ Government institutions/ Educational institution/ Company etc. form last three years.

**D. EARNEST MONEY DEPOSIT & PERFORMANCE SECURITY**

1. Earnest money deposit (EMD) of Rs. 50,000/- (Rupees Fifty thousand only) in the shape of Demand Draft, Fixed Deposit Receipt, Bankers Cheque issued by a Nationalized Bank favouring “Pay & Accounts Officer, O/o the Accountant General (A&E), Uttarakhand, Dehradun”.
2. Earnest Money Deposit in original will be submitted in sealed cover prominently marked as “EMD for tender for providing manpower services for O/o the Accountant General (A&E) Uttarakhand, Dehradun” before technical bid opens.
3. The bidders should write the name of their organization on the backside of the Demand Drafts, if applicable.

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4. Bids/Tenders without EMD shall be rejected. How even the Bidders who are registered with the micro small and medium enterprises on with the central purchase organization may be considered for exemption from furnishing the EMD by the Competent Authority. In such cases, an attested copy of the VALID Registration Certificate. In the absence of valid certificate, such tenders shall be rejected straightway. The bidders claiming for exemption from furnishing the EMD must submit the supported documents duly attested as per the tender notice in sealed envelopes super-scribing “Request for consideration for exemption from furnishing the EMD” to the “office”.
5. In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bid does not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalization of technical bids.
6. Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee.

**D (i) - PERFORMANCE SECURITY DEPOSIT**

The successful bidder shall be required to deposit security money Rs. 2,00,000/- within 15 days from the date of award of contract. The Performance Guarantee will have to be valid for a period of 60 days beyond the expiry of the contract. The security money so deposited shall be released thereafter on claim, subject to adjustment if any, by the Office arising out of terms and conditions pertaining to the tender.

**E. SCOPE OF SERVICE**

1. The persons to be deployed must have good health, good character, conduct and behavior, competent and qualified to perform the work for which they are deployed.
2. The tentative requirement of manpower to be deployed at O/o the Accountant General (A&E) Uttarakhand, Dehradun is to be approximately 40 (Forty) which may increase or decrease as per the requirement of the office.
3. The manpower deployed shall not below the age of 18 years and not above 60 years.
4. In case there is any change in deployment of personnel, such change shall be intimated in writing by the Agency in advance to the Office.
5. The agency has to pay salary to deployed persons by 07<sup>th</sup> of the next month through NEFT.
6. For any misconduct, mischief, criminal act etc. the personnel and the agency shall be at the mercy of the prevailing law.

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**F. SUBMISSION OF BID & EVALUATION PROPOSAL**

The bids should be submitted in two parts (Technical and Financial) as described below:-

**“Part 1: Technical Proposal”** which will consist of the proof for meeting eligibility Criteria with following documents.

- i) Original copy of EMD.
- ii) Signed copy of all tender documents.
- iii) Signed copy of all the relevant documents for Pre-qualification bid as mentioned in Eligibility Conditions/ T&C.

**“Part 2: Financial Proposal”** which will consist of the details of financial matters.

- i. Signed copy of schedule of price bid must be submitted.
- ii. Office reserves the right to reject any proposal which is not substantially responsive.
- iii. Any Proposal received after the time stipulated will not be accepted by Office.

**Proposal Evaluation**

Office will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial Bid of technically qualified bidders will be opened.

**Availability of Tender Documents**

Tender documents are available on office website ([agua.cag.gov.in](http://agua.cag.gov.in)) which can be downloaded. Besides this tender documents be get from office.

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**PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on office website [agua.cag.gov.in](http://agua.cag.gov.in) before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule.

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Annexure — I

**G. TECHNICAL BID**

1.	Name of the Agency	
2.	Year of Establishment	
3.	Full Address	
4.	Telephone No.(N)	
5.	E-mail/Fax	
6.	Whether a register Firm/Company incorporated and if so, the details thereof	
7.	Name of the owner/Partner/Director/Managing Director	
8.	Name of bankers with full address & Bank A/c. No.	
9.	ESI Code	
10.	EPF Code	
11.	PAN	
12.	Service Tax/GST Reg. No.	
13.	Any other statutory body's Registration No.	
14.	Previous experience details	
15.	Contract Labour Registration Certificate	
16.	Annual Turnover of last three years	
17.	Earnest Money details	DD/Inst. No.      Date      Amt. (Rs.)

18. Give details of the major similar contracts handled by the tenderer in PSUs and Government Departments during the last two years in the following format. (Attach attested copies of work orders).

S. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lakhs)	Duration of Contract		Nature of contract
			From	to	

(if the space provided is insufficient, a separate sheet may be attached)

19. Additional information, if any (Attach separate sheet, if required).  
20. Declaration whether agency was blacklisted by any government (Central/ State) (on Rs.10/- Non Judicial Stamp Paper).



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**UNDERTAKING**

I/we here by agree the terms and condition of the tender and will abide by the same as well as the statutory obligation as required by the law.

Date:

Place:

Signature

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Annexure — II

**H. FINANCIAL BID**

**For providing manpower services to Accountant General (A&E) Uttarakhand,  
Dehradun**

1. Name of tendering Company / Firm / Agency:
2. The components of rates per employee shall comprise such statutory payments & liabilities as applicable on date and revised from time-to-time and shall be the part of the concerned bill of the month separately as under-

<b>S. No.</b>	<b>Component of Rates</b>	
1.	Employees Provident Fund @ % of minimum wage	
2.	Employees State Insurance @ % of minimum wage	
3.	GST @ %	
	Total	

3. The details of Man-power required at the Office, the corresponding emoluments, based on the minimum wages as approved by Government from time to time applicable are as follows:

<b>S. No.</b>	<b>Name of Post</b>	<b>Age Limit</b>	<b>Emolument Per Month (Minimum wages as approved by Central Govt.</b>	<b>At present sanctions of outsources staff F/Y 2020-21</b>
1.	MTS	18-60	Emolument Per Month (Minimum wages as approved by Central Govt.	07
2.	Sweeper			25
3.	Mali			01
4.	Security			04
5.	Cook			02
6.	Driver			01

The payment to the contract staff will be made by the agency by way of ECS/ digital mode only. The above shown sanction of outsource personnel can be change time to time as per instructions of this office Headquarter.

It shall be presumed that the agency shall be liable to make payments to the contract employee as per the above statutory liabilities and claim the same from the Office. The incidence of the above statutory payments shall be worked out by the Office & the agency need not quote against the same.

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) UTTARAKHAND,  
MAHALEKHAKAR BHAWAN, KAULAGARH, DEHRADUN**

4. Administrative Charges:- The agency shall be required to quote only administrative charges as per the statutory provision and liabilities as applicable on date, which shall be the deciding parameters for the award of the contract.

Administrative Charges	
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Date:

Signature

Place:

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) UTTARAKHAND,  
MAHALEKHAKAR BHAWAN, KAULAGARH, DEHRADUN**

**I. TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head) Date:**

**To,**

**The Accountant General,  
O/o the Accountant General (A&E) Uttarakhand,  
Mahalekhakar Bhawan,  
Kaulagarh, Dehradun**

**Sub: Acceptance of Terms & Conditions of Tender.**

[Tender Reference No: GD/OUTSOURCE MANPOWER TENDER/2020-21]

Name of Tender / Work: - Tender for providing Manpower Services.

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/ Work' from the web site(s) namely [agua.cag.gov.in](http://agua.cag.gov.in)
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. I to 18 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too, have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official seal)