

## **Notice Inviting Tender**

Sealed Limited Tenders are invited from reputed experienced and financially sound company/partnership firm/agency for providing manpower for Office of the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior (here after called Office) for a period of 11 months.

|   |   |
|---|---|
| Date of issue of Tender Document  | 07/04/2022  |
| Earnest Money Deposit (EMD)/Bid Security (Ranges from two to five percent of the estimated contract amount) | Rs 115000/- (Rupees One lakh fifteen thousand only) to be submitted along with Tender documents in the form of FDR in favor of Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior. |
| Last date and time for submission of Tender/ Bid  | 28/04/2022(03:00 PM)  |
| Date & Time of opening of Tender  | 28/04/2022 (04.00 PM)   |
| Tender/Bid shall be addressed and sent to   | Deputy Accountant General (Admin) Office of the Principal Accountant General (Audit-I), Madhya Pradesh, Audit Bhawan, Jhansi Road, Gwalior-474002.  |

### **ELIGIBILITY CRITERIA/CONDITIONS**

1. The bidder may be a proprietary firm, partnership firm, limited company, corporate body legally constituted, who possesses the required valid licenses, registration documents etc, as per the law and should remain valid till completion of the period of contract. The duration of contract shall be from 01/05/2022 to 31/03/2023.
2. Conditional bids shall not be considered and will be outrightly rejected in very first instance.
3. The bidder should have their registered office or branch in Gwalior (MP).
4. The agency must be registered with ESI, EPF, and GST Authorities and must be in possession of PAN. The documentary proof in this regard should be attached.
5. The agency must have recorded a minimum turnover of Rs. 40.00 lakhs in each of the last three years through execution of contractual services as a skilled manpower supplier.
6. The bidder must submit copies of all documents required dully attested along with bid.
7. All the pages of the tender should be numbered and signed by the owner of the firm or his authorized signatory. In case the tenders are signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
8. All the certificates, testimonials desired in the tender as per the eligibility criteria will be verified with the original documents to be presented by the firms/agencies on the date of opening of the bids. Accordingly all the bidders desirous in participating in bidding process must attend the bid opening and come prepared with all the original documents of which copies have been submitted with the tender for verification.

9. Each bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, or any other item or intermediary has been or will be engaged to provide any services, or any other item or work related to the award and performance of his contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If office subsequently finds to the contrary, it reserves the right to declare the bidder as non-compliant and declare any contract if already awarded to the bidder to be null and void.
10. The firm should have at least 05 years' experience in providing manpower in reputed organization particularly in Government offices.

The requirement of persons is as under-

- a) For Cleaning works - 14 persons (Un-skilled category) **with uniform**
  - b) As Multi-tasking staff for office relates works/watch and ward duties- 04 Persons (Semi-skilled category) – **with uniform**
  - c) For Computer Typing/Data Entry (Data Entry Operator's job) – 01 person (skilled category) **with uniform**
  - d) For Driving - 01 person (skilled category) **with uniform**
11. Antecedents of the persons engaged should have been got verified by the agency from the local police authorities.
  12. The agency shall ensure that the engaged persons as per the description, not only performs within its requisite scope of work but also ensure maintenance, upkeep and safety of the premises, stores, furniture etc as well as harmonious and cordial relationships with the office employees, visitors, guests or any other persons with the premises.
  13. The agency will be held responsible for any illegal action by the deployed personnel.

## **TERMS AND CONDITIONS OF TENDER DOCUMENTS**

1. One bid per bidder – Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
2. Cost of Bid – The bidder shall bear all costs associated with preparation and submission of his/her bid.
3. The bidder has to submit Earnest Money Deposit (EMD) of Rs 115000/- (Rupee One lakh fifteen thousand only) through Fixed Deposit Receipt (FDR) in favor of Office of the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior along with their bid documents. EMD shall be valid till 45 days after the tender opening date.

### **Submission of Bid**

4. The bidders shall submit their offer in one envelope duly sealed and super-scribed as "Tender for selection of agency for providing manpower on outsourcing" and must be sent to the office address-

**Deputy Accountant General (Administration),  
Office of the Principal Accountant General (Audit-I), Madhya Pradesh,  
Audit Bhawan, Jhansi Road,  
Gwalior - 474002  
Telephone No. - 0751-2322178**

### **Opening and Evaluation of bids**

5. The bids will be opened by authorized representatives of the Office.
6. The bid of any bidder who has not complied with the conditions prescribed in the terms and conditions will be summarily rejected.
7. The office is not bound to accept the lowest bid or any specific bid and may at any time by giving notice in writing to the bidders terminate the tendering process.
8. The office may terminate the contract if it is found that contractor is black listed on previous occasions by any of the Central/State Government Ministry/Department/ Institutions/ Local Bodies/ Municipalities/Public Sector Undertaking etc.
9. The office may also terminate the contract in the event of successful bidder fails to furnish the Performance Security or fails to execute the agreement.
10. The successful bidder shall be required to furnish a Performance Security within 10 days of receipt letter of offer from the office for an amount of equal to Rs 285000/- (Rupees two lakh eighty five thousand only) in the form of FDR in favor of Principal Accountant General (Audit-I), Madhya Pradesh Gwalior.
11. The performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations.

12. Failure of the successful bidder to comply with the requirement of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of bid security.
13. The persons engaged shall not be below the age of 18 years.
14. The service provider shall ensure deployment of suitable persons from proper back ground after investigation/verification, collecting proof of identity previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such intimation from the office.
15. The office reserves the right to accept or reject any tender/all tenders in full or in part without assigning any reason whatsoever.
16. The successful bidder will be required to execute the contract agreement on **e-stamp of Rs 1000/-** on acceptance of their tender.
17. The office reserves the right to abandon or terminate the contract by giving one month notice and it can stipulate any additional term and condition at any time during the currency of contract.
18. The office would be free to terminate the contract at any time after giving advance notice or one month in writing.
19. Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the office. The performance security deposit will also be forfeited.
20. The payment of bills by service provider would be made only after certification of the attendance and satisfactory performance of personnel. Payment will be made on monthly basis to the firm after statutory deductions such as TDS etc.
21. The service provider will be required to make payments of salary to the outsourced personnel only through online transfer (NEFT/RTGS etc.) to their bank accounts latest by 5<sup>th</sup> of every month and submit invoice along with proof of payment including payment of EPF, ESI and GST.
22. Payment salary and employer's contributions (EPF and ESI) will be made as per latest labor rates and instructions issued by Government of India. No other deduction will be allowed other than the statutory deductions (employee's contributions) such as EPF & ESI. Any further enhancement by Government of India will be paid accordingly.
23. The firm shall be responsible to fulfill the statutory obligations in respect of its employees such as remittances of EPF/ESI contributions and GST. The employer contribution towards ESI and EPF will be borne by the office as per prevailing government rates.
24. The service provider alone shall be responsible to comply with all statutory provisions of all the relevant Labor and Taxation Laws in connection with the staff employed by him for performance of his obligations under the contract agreement.
25. The service provider alone shall also be responsible for all the acts of omissions and commissions of his staff deployed for performance of his obligations under the contract agreement.
26. The office reserves the right to increase or reduce the number of persons for contract during the currency of AMC. The proportionate amount of contract will be increased or decreased, accordingly.

27. The contract period shall initially be for one year only after the execution of the agreement of the contract. The contract may be renewed for further two years, one year at a time, at the discretion of this office based on satisfactory services provided by and willingness of the contractor. However, the firm has to provide services at the same rate for the period up to finalization of new agreement.
28. If the contractor does not perform satisfactorily, this office reserves the right to get the balance contract executed by another party of its choice by giving one-month notice for the same.
29. This office reserves the right to recover any dues payable by the contractor from any amount outstanding to his credit, including the pending bills and/or invoking Bank Guarantee/FDR, if any, under this contract or any other contract/order.
30. This office shall be entitled and it shall be lawful on its part to forfeit the amount of Performance Security deposit in whole or in part in the event of any default, failure or neglect on part of the contractor in fulfilment or performance of the contract under reference in all respects satisfaction to this office. This office shall be entitled to deduct amount from Performance Security deposit any loss or damage which this office may suffer or be put by any reason of or due to any act or other default recoverable by this office from the contract.
31. All disputes will be settled in the jurisdiction of Gwalior courts.

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**Deputy Accountant General (Admin)**

## ANNEXURE-1

### Profile of bidder who is providing manpower services

| S/No | Details of firm/agency  |  |
|------|---|--|
| 1    | Name, address of firm/agency along with contact details                                       |  |
| 2    | Registration Number of the firm/agency  |  |
| 3    | Name, Designation, address and Telephone No of Authorized persons of firm/agency to deal with |  |
| 4    | Address of Branch Office at Gwalior   |  |
| 5    | EPF Account Number  |  |
| 6    | ESI Account Number  |  |
| 7    | License Number under Contract Labour (R&A) Act  |  |
| 8    | Details of Earnest Money Deposit (EMD) enclosed – Amount, FDR No etc.                         |  |
| 9    | Annual Turnover of the firm (Rs. in lakhs)  |  |
| 10   | Manpower on roll  |  |
| 11   | Experience of running manpower services in years  |  |
| 12   | Experience of running manpower services (in Central Government Organizations) in years        |  |

#### Declaration by the bidder.

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

**(Signature of the Bidder)**  
**Name and Address (with seal)**

## ANNEXURE-2

### RATE

| S.No | Particulars  | Details   |
|------|--|---|
| 1    | Minimum daily wages (As per latest order F.No.1/4(3)/2022-LS-II dated 31.03.2022)                              | Un-skilled (Rs 553), Semi-skilled (Rs 625), Skilled (Rs 734) – For Gwalior (B area) |
| 2    | EPF (13 % ) Employer Contribution  | Calculated as percentage of above   |
| 3    | ESI (3.25%) Employer Contribution  | Calculated as percentage of above   |
| 4    | <b>Agency's Management charges/supervision/ service charges (to be quoted as percentage of total of 1+2+3)</b> |   |

Note-

1. The office will make payment of minimum wages as indicated in Column 4. In addition, any increase in wages rates by Central Government in future will also be paid accordingly as per government notification/rules.
2. The EPF and ESI at applicable rates from time to time.
3. The bidders are requested to quote their management charges/supervision/service charges as percentage above in the space provided above. **(Serial No 4).**
4. GST will be paid as per prevailing government rate (As present-18% of total of 1 to 4).

**(Signature of Bidder)**  
**Name and address (with seal)**