



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

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No.Admn I/Outsourcing /DEO/2022-2023/ 663

Date: 30 -03-2022

TENDER NOTICE

Office of the Principal Accountant General (A&E) I, Maharashtra, invites sealed quotations from service provider agencies/firms having valid registration certificate agencies/firms for hiring of 5 (five) Data Entry Operator(including typing, data entry , the making of statement and day to day official work) personnel in this office building at Pratishtha Bhavan, M.K.Road, Mumbai-400 020.

Sealed quotations with separate Technical and Financial bids filled in the specified proforma Annexure III and IV addressed to the Sr. Accounts Officer , Admn.I, Office of the Principal Accountant General (A&E)-I, Maharashtra, Pratishtha Bhavan, M.K.Road, Mumbai-400 020 should reach **latest by 11.00 a.m. on 18th April 2022**. The quotations should be delivered in Admn.I section of Office of the Principal Accountant General (A&E)-I, Maharashtra, Pratishtha Bhavan, M.K.Road, Mumbai-400 020 by the stipulated date and time. Tenders received after due date and time will be rejected. Incomplete and conditional tenders will not be accepted. **The contract will be for a period of one year upto 31-03-2023**. Specified proforma along with all terms and conditions in Annexure I & II may be collected from Admn.I section Office of the Principal Accountant General (A&E)-I, Maharashtra, Pratishtha Bhavan, M.K.Road, Mumbai-400 020 on any working day between 3.00 pm to 4.00 pm. These are also available on website <https://cag.gov.in/ae/mumbai/en>. The Technical Bids shall be opened **in the Mini Conference Hall, 2nd floor, Pratishtha Bhavan on 18-04-2022 at 2.00 pm** by Sr. Accounts Officer/Admn.I in the presence of Standing Purchase Committee. The Financial Bids of only those tenderers whose Technical Bids have been accepted by the Office of the Principal Accountant General (A&E)-I, Maharashtra, shall be opened thereafter by Sr. Accounts Officer /Admn.I, of this office in the presence of Standing Purchase Committee nominated by the Principal Accountant General (A&E)-I, Maharashtra. The Competent Authority reserves the rights to cancel any or all the quotations without assigning any reason.

Uthainabadi
30/3/22
Sr. Accounts Officer /Admn.I



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No.Admn.I/Outsourcing/DEO/2022-23/664

Date : 30-03-2022

ANNEXURE -I

GENERAL TERMS AND CONDITIONS

Sub :- Notice Inviting Tender for “outsourcing of Data Entry Operator (including typing, data entry , the making of statement and day to day official work)”

1. The office of the Principal Accountant General (A&E)-I, Maharashtra, shall be hiring the services of 5 Data Entry Operator (including typing, data entry, the making of statement and day to day official work)

Details of Data Entry Operator in the O/o Principal Accountant General (A&E)-I, Maharashtra, shall be as under:

- Including typing, data entry, the making of statement and day to day official work, physical maintenance of records of section, all clerical work in the section/ unit , maintenance of files/ registers.
- The persons employed should work on all days except Sundays & holidays.
- The Service provider is responsible for the payment of monthly salary to the employed person through ECS in their respective bank accounts.

2. The working hours will normally be from 09.30 am to 06.00 pm daily, with ½ hrs lunch break. However, in case of specific requirements of work, the working hours can be changed as per discretion of the Principal Accountant General (A&E)-I, Maharashtra, Mumbai.

3. **Parties:-**The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and the Office of the Principal Accountant General (A&E)-I, Maharashtra.

- Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor

notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of Principal Accountant General (A&E)-I, Maharashtra. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

4. **Earnest Money:** The bidders shall enclose with the tender EMD amounting to **Rs.20,000/-** in the form of Bank Draft in favour of **“Sr. Accounts Officer, O/o the Principal Accountant General (A&E)-I, Maharashtra”** .The validity of the Bank Guarantee needs to be up to 45 days starting from 18th **April 2022**.

- a. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee will be forfeited to the Government.
- b. The tenders without Earnest Money will be summarily rejected.
- c. No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

5. **Preparation and submission of Tender:**

The tender should be submitted in two parts namely, Technical Bid (in form given in Annexure-III) alongwith Earnest Money Deposit and Financial Bid (in form given in Annexure-IV) and each should be kept in a separate wax sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The outer envelope containing wax sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super scribed with Tender Number, subject of Tender, whether the envelope is containing “Technical Bid” or “Financial Bid” and date of opening of tender.

6. **Signing of Tender:**

The tenderer should sign and affix his/her firm’s stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered necessary by the Principal Accountant General (A&E)-I, Maharashtra).

7. **Technical Bid:** The Technical bid should be submitted in form given in Annexure-III along with the Bank Guarantee/Demand Draft amounting to Rs.20,000/- along with registration particulars, copy of PAN Number issued in favour of the firm, and other information sought for in the Annexure-II.

8. **Financial Bid:** The Financial Bid should be submitted in the form given in Annexure-IV in a separate sealed cover kept inside the main cover. The Financial Bid of those tenderers who are found technically fit, will be opened on a specified date and time.

9.

- a. Terms of payment as stated in the Tender Documents shall be final.
- b. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

The bidder must quote the rate in figures as well as in words. EMD will be forfeited if the successful bidder fails to sign the formal agreement within seven days from the date of intimation to that effect or fails to start the work within seven days from the date of commencement given in the work order. This office will maintain an attendance register in r/o the staff deployed by the agency on the basis of which remuneration will be decided in r/o of the staff at the approved rates.

10. **Validity of the Bids:**

The bids shall be valid for a period of 30 days from the date of opening of the tenders.

11. **Opening of Tender:**

The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

12. **Criterion for Evaluation of Tender:** The Technical Bids will be opened by Sr. Accounts officer/ Admn.I section at **2.00 pm on 18th April 2022** decided in the presence of Standing Purchase Committee nominated by the Principal Accountant General.

- a. The Financial Bids of only those tenderers will be opened **thereafter on 18th April 2022** whose Technical Bids have been accepted by the Office. These will be opened in the presence of Standing Purchase Committee.
- b. The contract shall commence from the date of consent of the firm to the terms and conditions. Initially, the contract **will be for one year upto 31-03-2023** subject to fulfillment of terms and conditions of the work order. The contract so awarded can be terminated by the Office of the Principal Accountant

General (A&E)-I, Maharashtra, at any time without any notice or conveying any reason therefore.

13. **Right of Acceptance:** Office of the Principal Accountant General (A&E)-I, Maharashtra reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority of the Office of the Principal Accountant General (A&E)-I, Maharashtra in this regard shall be final and binding.

Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

14. **Communication of Acceptance:** Successful Tenderer will be informed of the acceptance of the tender.

15. **Performance Security:-** The successful tenderer shall furnish performance security @ 5% of the value of the contract in the form of Bank Guarantee or an Account payee Demand Draft or Fixed Deposit receipt in the name of the 'Sr. Accounts Officer, O/o The. Principal Accountant General (A&E)-I, Maharashtra Mumbai' from a commercial bank within 7 days from the date of acceptance of the tender.

- a. The Security Deposit shall remain valid for a period of 60 days beyond the date of completion of all contracted obligations of the service provider.
- b. The Bank Guarantee can be forfeited by order of the competent authority of Office of the Principal Accountant General (A&E)-I, Maharashtra, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the Principal Accountant General (A&E)-I, Maharashtra, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

16. **Penalty:**

a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring data Entry operator s ervices in the event of Contractor failing to provide requisite number of personnel, the office shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Contractor or that may

become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Office of the Principal Accountant General(A&E)-I, Maharashtra.

b) The powers of the Office of the Principal Accountant General (A&E)-I, Maharashtra, under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 13 above.

17. **Disclaimer:** The near relatives of employees of the Office of the Principal Accountant General (A&E)-I, Maharashtra, are prohibited from participation in this tender.

18. **Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

19. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.

20. **The tender is not transferable.**

21. **Terms of payment:**

- a. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- b. The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- c. All payments shall be made by e- payment only.
- d. Office of the Principal Accountant General (A&E)-I, Maharashtra, shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- e. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

22. **Arbitration:** If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and

negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Office of the Principal Accountant General(A&E)-I, Maharashtra. The arbitration proceedings shall take place in the Office of the Principal Accountant General(A&E)-I, Maharashtra, Pratishta Bhavan, M.K.Road, Mumbai-20. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

Uthainabadi
30/3/22

Sr. Accounts Accounts Officer/Admn-I



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No.Admn.I/Outsourcing-DEO/2022-23/ 665

Date :30-03-2022

ANNEXURE -II

PARAMETERS AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK

1. (i) The firm should be registered and a copy of registration certificate in support thereof furnished.
(ii) The firm should have minimum three years of experience of **Data Entry Operator services** to reputed firms / organizations in Mumbai region. Satisfactory Service Certificates from existing/past employers for the same should be enclosed with the Technical Bid.
(iii) Income Tax payment certificates for the last 3 years should also be provided by the firm in the Technical Bid
(iv)The firm should also furnish along with the quotation a financial statement / balance sheet of the previous year in respect of their firm as evidence in support of their claim towards financial stability in future.
2. (i) The firm should have a provision of Uniform and proper photo identity Cards.
(ii) The firm should be registered with EPF Commissioner, Supporting Registration Numbers / proof should also be provided.
(iii) The firm should comply the statutory provisions of the labour laws, minimum wages, bonus, Employees State Insurance (ESIC) etc. Registration certificates thereof should be furnished.
(iv) Firms should have sufficient numbers of staff in back office also in order to replace / provide additional staff as and when required
3. Security Consideration: The persons supplied by the agency should not have any police records/criminal cases against them. The agency should have police verification of each person before engaging for services provided to this office.

Uthainabadi
30/3/22

Sr. Accounts Officer/ Admn.I

ANNEXURE -III

TECHNICAL BID

Sub :- Notice Inviting Tender For “Outsourcing Data Entry Operator”

1.	Name of the Tenderer/Concern:	_____ _____ _____
2.	Address (with Tel. & Mob. No.):	_____ _____ _____ _____
3.	Nature of the concern : _____ (i.e. Partnership firm or a Limited Company or a Government Department or a Public Sect or Organization)	
4.	Registration Number of Tenderer/ Concern : (Attested photocopy of registration should be attached) _____	
5.	PAN Number of Tenderer/ Concern : _____ _____ (Attested copy should be attached)	
6.	Bank Guarantee/ Demand Draft No. _____ dated _____ _____ From bank name _____ _____ Amounting to Rs. _____ as Earnest Money Deposit	
7.	Whether firm has more than three years of experience	YES / NO

8.1	If yes, supporting proof from the existing / past employer attached YES / NO
8.2	List of Important Organisations with address and Telephone number to whom housekeeping services have been provided during the last five years with period of contract is enclosed (Summary may be enclosed on separate sheets for each contract and period and amount of contract; remarks/ observations/ appreciation of the organization for whom the work was conducted; and any other information considered important by tenderer).
9.	Financial Status i.e. Evidence of filling of IT Returns Along with final accounts for the financial years for last three years attached YES/NO
10..	Whether firm has provision of uniforms, photo identity cards and Police verifications certificates in respect of persons hired by agency. YES/NO
11.	Registration Number of ESIC: (Attested photocopy of registration should be attached)_____
12.	Registration Number of EPFO: (Attested photocopy of registration should be attached)_____
13.	Registration Number of GST :- (Attested photocopy of registration should be attached)_____
14.	Registration Number of Professional Tax (P.T.) :- (Attested photocopy of registration should be attached)_____
15.	Registration Number of Maharashtra Labour welfare Fund :- (Attested photocopy of registration should be attached)_____

UNDERTAKING

I/ We undertake that I/ we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the office of the Principal Accountant General (A&E)- I, Maharashtra, and shall abide by them.

I/ We also undertake that I/ We have understood “Parameters and Technical Specifications for conducting the Work” mentioned in Annexure-II of the Tender No.Admn I/Outsourcing DEO-2022-2023/ dated -03-2022 and shall conduct the work strictly as per these “Parameters and Technical Specifications for conducting the work”

I/ We hereby certify that none of my relative(s) as defined in disclaimer clause of Annexure-I is/ are employed in Office of the Principal Accountant General (A & E) – I, Maharashtra.

I/ We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated :

At:

(Dated Signature of Tenderer with stamps of the firm)

ANNEXURE-IV

FINANCIAL BID DOCUMENT

	Name of the party:	
	Address (with tele. No & Fax No.):	
	Name & Address of the Proprietor/Partners/Directors (with mobile numbers):	
	Wages Applicable daily 8 Hrs. working	Charges of skilled staff for Data Entry Operator per months per persons (30day)
	BASIC	
	VDA	
	TOTAL BASIC + VDA (A)	
	<u>DEDUCTIONS</u>	
	PROVIDENT FUND Contribution @ 12% (on BASIC+VDA)	
	ESIC Contribution @ .75% (on BASIC+VDA)	
	TOTAL DECTIONS (B)	
	TAKE HOME PAY (A - B)	
	<u>CONTRIBUTIONS</u>	
	PROVIDENT FUND @ 13 % (on BASIC+VDA)	
	ESIC @ 3.25 (on BASIC+VDA)	
	TOTAL CONTRIBUTION (C)	
	TOTAL (A+C)	
	SERVICE CHARGES @ ----- %	
	TOTAL	
	GST @ 18%	
	GRAND TOTAL	

Note: All the charges statutory or otherwise borne should be given separately.

DECLARATION :-

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be blacklisted and shall not have any dealing with the department in future.

(Dated Signature of Tenderer with stamps of the firm)