



कार्यालयप्रधानमहालेखाकार (लेखापरीक्षा-1)
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I),
361, अण् णसालै/ANNA SALAI, तेनामपेट/TEYNAMPET, चेन् नैCHENNAI -18.

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NOTICE INVITING TENDER

TENDER NOTICE (THROUGH GEM PORTAL) FOR ENGAGEMENT OF MANPOWER AGENCY FOR MULTI TASK STAFF (GUEST HOUSE MAINTENANCE) TO OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I) CHENNAI – 600 018.

E-tender (through GeM Portal) under two-bid system from eligible Manpower Service providers for providing Multi Task Staff (Cooking and House Keeping) along with housekeeping materials for maintenance of Guest Houses of **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I)**, located in Chennai and Madurai for an initial period of one year from 01.07.2022 to 30.06.2023 (extendable for further period of one year) with mutual consent of both parties is invited. Requirement/eligibility criteria Terms and Conditions of the contract have been clarified in the additional documents. Tender document (including additional documents) is available online at GeM Portal as well as on the website of **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I)** i.e. <https://cag.gov.in/ag1/tamil-nadu/>. However, for any clarification, bidders may contact on rajeshns.tmn.sca@cag.gov.in . Bidders are advised to read tender document (uploaded on website and on GeM portal) and check their eligibility before participating in the bid.

TENDER SCHEDULE

Name of the Work	E-Tender (GeM) for Providing Multi Task Staff (cook and housekeeping) on outsourced basis for Guest Houses of Office of Principal Accountant General (Audit-I), Chennai Tamil Nadu,
Estimated Cost for one year contract	Refer GEM Bid Document
Last Date & submission of E-Tender	As per Bid specification uploaded on GeM portal.
Date & Time of opening of online Tender	As per Bid specification uploaded on GeM portal.
Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E Tender (Technical)	5 % of the contract value
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder	3% of the Contract Value

INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

1. The e-tenders are being invited for Multi Task Staff (Cook and House Keeping personnel) Manpower Service through GeM. All the instructions of GeM bidding is applicable. Tender must be submitted through GeM only. The bid received in physical mode shall not be considered at all. Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following <https://cag.gov.in/ag1/tamil-nadu/> or gem.gov.in
2. The interested bidders shall submit their tender(s) both Technical bid and financial bid through online mode in www.gem.gov.in. The bidders shall upload all the documents as per Eligibility criteria for Bidders.
3. Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
4. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.

5. **Manpower Service (Outsourced Personnel)- Number of persons and place of work**

Location	Multi Task Staff - Name of post	Total No. of persons	Total no of working days	Hours of duty
Guest Houses located in				
Lekha Pariksha Bhavan, 361, Anna Salai, Teynampet, Chennai -600018	MTS - Cook	01	30	24
	MTS	01		
IA &AS OFFICERS transit Qtr B-3 Block, SAF Games Village, Koyambedu, Chennai 106.	MTS	01	30	24
Lekha Pariksha Bhavan, AG's Avenue Press Colony, Madurai - 625007	MTS	01	30	24

6. Bidders have to submit EMD @ 5% on the contract value drawn in favour of PAO/IAD, Chennai (DD, Banker's cheque, Bank Guarantee) and a valid EMD declaration (Annexure-V) in the Technical bid.
7. Bids received without EMD declaration will not be considered and summarily rejected.
8. Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
9. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
10. This office reserves the right to accept or reject any bid without assigning any reason at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for this Office's action.
11. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
12. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mail at rajeshns.tmn.sca@cag.gov.in

13. It requires that this office as well as bidder observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
14. Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent Authority of this office will not be held responsible for any error/oversight of his own. Manpower Service Agencies intending to participate in the rate contract should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions mentioned herein before, otherwise the tender will be summarily rejected. Tenderer should quote only for the rate Percentage (%) (shall not be more than 2.5percentage) of administrative charges/ service charges in the Financial Bid (Annexure - IV).

GENERAL TERMS AND CONDITIONS

1. The Bidder must be registered with the statutory Central and State authority viz., ESI, EPF, Income Tax, GST Registration etc., and should have a valid Central Labour License / obtain valid Central Labour License for supply of manpower as mentioned in the tender document. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the contractor and all records maintained thereof shall be available for scrutiny by this Office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
3. The annual turnover of the bidder must be 20 crores in last three financial years. The copy of PAN/GST No. along the tax/turnover statement should be enclosed.
4. The contractor should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act. During the contract period if any statutory increase of wages/ DA, etc is to be maintained based on the circular/Notifications issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India from time to time. Any breach of this condition will result in the immediate termination of the contract.
5. The Contractor should furnish copies of all remittance challans /receipts of statutory levies paid in respect of EPF, ESI, GST, etc of previous month along with the claim/bill of current month.
6. No wages / remuneration will be paid to any staff for the days of absence from duty.
7. The service charges/rates quoted by the agency shall be fixed for the contract period and no request for any change / modification shall be entertained before expiry of contract period.
8. The contractor should ensure that wages are paid before 7th of every month and should submit a report– personnel wise on the amount of wages paid by 10th of every month.
9. Payment to the contractor will be made by NEFT/RTGS/ECS only, on presentation of the bill. Income Tax, GST and other taxes, if any shall be deducted at source as per the rates notified by the respective authorities. Payment to the service provider would be strictly on certification by the office caretaker that the services were satisfactory.
10. The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.
11. All damages caused by the personnel to the property of the Department shall be recovered from the contractor.

12. This Office reserves the right to terminate the contract at any time without giving any notice or reasons whatsoever.
13. The contract will be in force for a period of one year from the date of award of contract. This Office reserves the right to extend the contract further, subject to satisfactory performance of the contractor.
14. The service provider should have at least a minimum of three years' experience.
15. Bank Guarantee from a reputed bank for 3 % (Three) of Annual Value of the contract as performance guarantee. In case of deficiency of service / loss due to negligence, this guarantee will be invoked in addition to any other action that may be initiated including termination of contract. The guarantee will be valid during the contract period and also two months after the end of the contract period.
16. The service provider shall fill in the required details as per annexure and enclose the supporting documents which does not contain any ambiguity. Incomplete enclosure of documents shall be rejected and the tender shall be disqualified
17. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to courts of Chennai jurisdiction only.
18. There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government of India.
19. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from / in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
20. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential /secret nature.
21. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In-charge upon any matter arising under the clause shall be final and binding on the agency.
22. The Multi Task Staff engaged shall not be below the age of 21 years or above the age of 50 years and they shall not interfere with the duties of the employees of this office.
23. The service provider shall not assign, transfer, pledge or sub contract the performance of such services without the prior written consent of this office.
24. The transportation, food, medical and other statutory requirement under the various Acts / Government Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.
25. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering either individually or in groups.
26. The character of antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect will be submitted to the Office.
27. The Office of the Principal Accountant General (Audit-I), Chennai may at its discretion at any point of time during the validity of the contract, require the service provider to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements immediately.

28. All outsourced personnel engaged in this contract must be suitably trained from a registered institute under ministry of skill development and entrepreneurship.
29. The personnel deployed should be well experienced, trained adequately and of sound health. They should be disciplined and well mannered. They should be provided with uniforms and identity cards, which should be displayed prominently. They should have knowledge of local language and preferably English, hindi too.
30. The Agency shall provide extra person(s) if desired by the Office, during the period of this agreement at the rates already agreed in this contract.
- 31. The housekeeping materials for each month like brooms, cobweb sticks, dusters, mop sticks, buckets, mugs, toilet cleaner, floor cleaner, toilet fresheners, urinal cakes, cleaning powder, washing acid, phenyl, handwash liquid, toilet cleaning brush, window wiping blades, cleaning/dust cloth, water wipers, dust bins, garbage bins, room spray, scrubbing pads, naphthalene balls, glass cleaners, etc will borne by the contract agency only. The total material cost must not exceed Rs. 4000/- per month for all three guest houses. (Chennai-2 & Madurai-1)**
32. The housekeeping materials for each month must be given to this office before 5th of every month. The bidders are requested to visit premises and plan for the requirements needed for a month.
33. The personnel will report to the Designated Officer / Care taker and follow his/her instruction

BID EVALUATION

1. Bids in respect of which EMD & EMD declaration has been furnished, will only be considered for technical evaluation.
2. Financial bids of technically qualified bidders will be considered for financial evaluation.
3. The Service provider should quote the service charges as a percentage of monthly wage bills exclusive of GST.
4. Subject to satisfaction of all terms and conditions of this tender, the bidder quoting the lowest service charge shall be awarded the contract. If more than one bidder quotes the lowest rate, as per guidelines in GEM portal the buyer shall have two options for placement of Contract: a) Placement of contract by selection of an agency from amongst the L-1 bidders through a Random Algorithm run by GeM system or (b) Placement of contract on any one of the L-1 bidders based on any criteria as deemed fit by the Buyer with appropriate internal approvals.

TERMS & CONDITIONS FOR GUEST HOUSE at 7TH Floor, LekhaParikshaBhavan Chennai 18.

The Office of the Principal Accountant General (Audit-I), Tamilnadu, Chennai 18, requires efficient Multi Task staff who can maintain the **Guest House at Lekha Pariksha Bhavan, Chennai 18**. The intending service provider shall provide the following services in the *five double bedded guest rooms*.

1. Daily services:

- Sweeping and Mopping of all Guest Suites and adjoining lobby and terrace.
- Cleaning of dust in doors/windows

- Cleaning of all the toilets in the guest rooms two times and flush out water as and when required with frequent interval.
- Cleaning of ceramic fittings and other sanitary fittings and providing disinfectant materials and air purifiers for toilets.
- Dusting of furniture items.
- Cleaning of all waste paper baskets.
- Cleaning of all telephones and intercoms.
- Cleaning of the common area in front of the guest suites in both A and B wing.
- Cleaning and servicing of the Kitchen area in the 7th Floor of Lekha Pariksha Bhavan.
- Changing of linen of mattresses, pillow covers and washing and ironing of the same.
- Checking and ensuring all electrical and electronic fittings at the guest suites are working properly and report any complaints the same to the officer in charge for rectification.
- Cooking based on the requirement of guests.

2. Weekly services

- Cleaning of window panels, glasses, doors etc.
- Cleaning of electrical fittings like tube lights, fans etc.
- Cleaning of cobwebs and wall corners etc.
- Cleaning of closets and washbasin with diluted acid.

3. Monthly services

- Brushing of all floors by using scrubber machine.
- Cleaning of dust in all areas by using vacuum cleaner.
- Cleaning and brushing of toilet walls and make it free from stains.

4. The guest house shall be manned 24 hours a day by deploying suitable number of persons for housekeeping and kitchen.

5. The deployed personnel will be provided **in-house accommodation** in the **VII floor** itself in the identified room ear marked for them.
6. The service provider will be provided with a space and power supply for kitchen free of charge and shall use the available gadgets, utensils required for meeting the food requirements of the guests like coffee, tea, snacks, meals, etc. which shall be supplied by deployed personnel to the guest on payment basis at prices fixed by the service provider.
7. The cost of all the Housekeeping material like brooms, cobweb sticks, dusters, mop sticks, buckets, mugs, toilet cleaner, floor cleaner, toilet fresheners, urinal cakes, cleaning powder, phenyl, hand wash liquid, toilet cleaning brush, cleaning / dusting cloth, water wipers, dust bins, garbage bins, room spray, scrubbing pads, naphthalene balls, glass cleaner etc. will be borne by the contractor.
8. The service provider shall maintain all registers and strictly follow the guidelines issued by this office in the accommodation and servicing of guests.
9. The service provider shall maintain proper accounts of rentals received from guests and remit as and when called upon by this office (in any case at least once on the last day of the month). The receipts collected on account of the rentals of the guest suites from the guests must be in the form prescribed by this office and only on submission of proof of this remittance his monthly contractual payment will be released.
10. The service provider shall not allow any unauthorized person be it even his own staff to use any or all facilities available to the guests without proper permission from the office. The allocation of the guest rooms to the guest will be done by this office only.
11. The deployed personnel shall at all times stay in the place meant for him at all times during the day and night and will leave the work place only after proper intimation and permission of the office.

12. Periodical stock verification of inventories and items supplied by this office like mattresses, linen, furniture, cutlery, etc. at the guest suite office will be undertaken and the service provider will be liable for loss or damage of any inventory/ items. Any cutlery, appliance, utensil damaged by the service provider will be replaced by him and the replaced item being of the same or equivalent quality. In case of doubt the decision of this office will be final.
13. The service provider shall take care of all the appliances as per the list given to him and ensure that they are always in working condition. Any breakdown or damage will be reported forthwith to the office then and there.
14. The service provider shall be answerable to the complaints written in the complaint book and defects pointed out in the visitors register by guest.
15. The expenditure for preparation of food items and upkeep of the kitchen including purchase of cooking ingredients and cleaning items shall be that of the service provider.

TERMS AND CONDITIONS for IA&AS OFFICERS GUEST HOUSE
at B-3 Block, SAF Games Village Koyambedu, Chennai 106.

The office of the Principal Accountant General (Audit-1), Tamilnadu, Chennai 18, requires efficient Multi Task Staff who can maintain the Transit Quarters for IAAS officers at B3-SAF Games Village Koyambedu, Chennai 106. The 4 storied building houses, 14 quarters and two double bedded guest house and a covered car park for the entire area. The intending service provider shall provide the following services in the two double bedded Guest Houses.

1. Daily services.

- Sweeping and Mopping of all Guest rooms and adjoining lobby and terrace.
- Cleaning of dust in doors/windows
- Cleaning of all the toilets in the Guest Rooms and flush out water as and when required with frequent interval.
- Cleaning of ceramic fittings and other sanitary fittings and providing disinfectant materials and air purifiers for toilets in the guest rooms.
- Dusting of furniture items.
- Cleaning of all waste paper baskets.
- Cleaning and dusting of all telephones
- Cleaning and servicing of the Kitchen area.
- Changing of linen of mattresses, pillow covers and washing and ironing of the same as and when need arises i.e., whenever there is a change in occupancy or on alternate days whichever is earlier.
- Checking and ensuring all electrical and electronic fittings at the guest rooms are working properly and if any complaints noticed the same should be reported to the officer in charge for rectification.

2. Weekly services

- Cleaning of window panels, glasses, doors etc.
- Cleaning of electrical fittings like tube lights, fans, air conditioners. etc.
- Cleaning of cobwebs and wall corners etc.
- Cleaning of closets and washbasin with diluted acid.

3. Monthly services

- Brushing of all floors by using scrubber machine.
 - Cleaning of dust in all areas by using vacuum cleaner.
 - Cleaning and brushing of toilet walls and make it free from stains.
 - Arrange remittance of all electricity bills of the occupants of the buildings including common meter on time.
4. The deployed personnel will be provided **in-house accommodation** in the **Ground Floor of the Building** itself in the identified room ear marked for him.
 5. Supply of metro water received from the sump should be pumped to the over head tank and ensure that the occupants are provided with un-interrupted water supply. Water pumped should not be allowed to over flow. The plants in the periphery should be watered regularly using available water.
 6. In respect of the Common area of the building like staircase, terrace, car park and periphery of the building including greenery should be swept and kept clean.
 7. The service provider shall maintain proper accounts of rentals received from guests and remit as and when called upon by this office (in any case at least once on the last day of the month). The receipts collected on account of the rentals of the guest suites from the guests must be in the form prescribed by this office and only on submission of proof of this remittance his monthly contractual payment will be released
 8. The cost of all the Housekeeping material like brooms, cobweb sticks, dusters, mop sticks, buckets, mugs, toilet cleaner, floor cleaner, toilet fresheners, urinal cakes, cleaning powder, phenyl, hand wash liquid, toilet cleaning brush, cleaning / dusting cloth, water wipers, dust bins, garbage bins, room spray, scrubbing pads, naphthalene balls, glass cleaner etc. will be borne by the contractor.
 9. Promptly switch on all the common lights at dusk and switch off the same at dawn.
 10. Ensure that the lift is working properly and safely or otherwise and report it to the officer in-charge in case of the latter.
 11. Follow up with respective local authorities in case of water supply disruption, drainage problem and power failure and cause it rectified at the earliest.
 12. **The building shall be manned 24 hours a day by deploying suitable person for housekeeping and maintenance.**
 13. The service provider shall maintain all registers and strictly follow the guidelines issued by this office in the accommodation and servicing of guests.
 14. The service provider shall not allow any unauthorized person be it even his own staff to use any or all facilities available to the guests without proper permission from the office. The allocation of the guest rooms to the guest will be done by this office only.
 15. The deployed personnel shall at all times stay in the place meant for him at all times during the day and night and will leave the work place only after proper intimation and permission of the office.
 16. Periodical stock verification of inventories and items supplied by this office like mattresses, linen, furniture, cutlery, etc. at the guest suite office will be undertaken and the service provider will be liable for loss or damage of any inventory/ items. Any cutlery, appliance, utensil damaged by the service provider will be replaced by him and the replaced item being of the same or equivalent quality. In case of doubt the decision of this office will be final.
 17. The service provider shall take care of all the appliances as per the list given to him and ensure that they are always in working condition. Any breakdown or damage will be reported forthwith to the office then and there.

18. The service provider shall be answerable to the complaints written in the complaint book and defects pointed out in the visitors register by guest.
19. The expenditure for preparation of food items and upkeep of the kitchen including purchase of cooking ingredients and cleaning items shall be that of the service provider.

TERMS & CONDITIONS for GUEST HOUSE
at Lekha Pariksha Bhavan, Madurai Branch Office.

The Office of the Principal Accountant General (Audit-I), Madurai Branch Office requires efficient Multi Task Staff who can maintain the **Guest House at Lekha Pariksha Bhavan, Madurai Branch Office**. The intending service provider shall provide the following services in the *two guest rooms*.

1. Daily services:

- Sweeping and Mopping of all Guest Suites and adjoining lobby and terrace.
- Cleaning of dust in doors/windows
- Cleaning of all the toilets in the guest rooms two times and flush out water as and when required with frequent interval.
- Cleaning of ceramic fittings and other sanitary fittings and providing disinfectant materials and air purifiers for toilets.
- Dusting of furniture items.
- Cleaning of all waste paper baskets.
- Cleaning of all telephones and intercoms.
- Cleaning of the common area in front of the guest suites.
- Changing of linen of mattresses, pillow covers and washing and ironing of the same.
- Checking and ensuring all electrical and electronic fittings at the guest suites are working properly and report any complaints the same to the officer in charge for rectification.

2. Weekly services

- Cleaning of window panels, glasses, doors etc.
- Cleaning of electrical fittings like tube lights, fans etc.
- Cleaning of cobwebs and wall corners etc.
- Cleaning of closets and washbasin with diluted acid.

3. Monthly services

- Brushing of all floors by using scrubber machine.
- Cleaning of dust in all areas by using vacuum cleaner.
- Cleaning and brushing of toilet walls and make it free from stains.

- 4. The guest house shall be manned 24 hours a day by deploying suitable persons for housekeeping and maintenance.**
5. The deployed personnel will be provided **in-house accommodation** in the **Building** itself in the identified room ear marked for him
6. The cost of all the Housekeeping material like brooms, cobweb sticks, dusters, mop sticks, buckets, mugs, toilet cleaner, floor cleaner, toilet fresheners, urinal cakes, cleaning powder, phenyl, hand wash liquid, toilet cleaning brush, cleaning / dusting cloth, water wipers, dust bins, garbage bins, room spray, scrubbing pads, naphthalene balls, glass cleaner etc. will be borne by the contractor.
7. The service provider shall maintain all registers and strictly follow the guidelines issued by this office in the accommodation and servicing of guests.

8. The service provider shall maintain proper accounts of rentals received from guests and remit as and when called upon by this office (in any case at least once on the last day of the month). The receipts collected on account of the rentals of the guest suites from the guests must be in the form prescribed by this office and only on submission of proof of this remittance his monthly contractual payment will be released.
9. The service provider shall not allow any unauthorized person be it even his own staff to use any or all facilities available to the guests without proper permission from the office. The allocation of the guest rooms to the guest will be done by this office only
10. The caretaker shall at all times stay in the place meant for him at all times during the day and night and will leave the work place only after proper intimation and permission of the office.
11. Periodical stock verification of inventories and items supplied by this office like mattresses, linen, furniture, cutlery, etc. at the guest suite office will be undertaken and the service provider will be liable for loss or damage of any inventory/ items. Any cutlery, appliance, utensil damaged by the service provider will be replaced by him and the replaced item being of the same or equivalent quality. In case of doubt the decision of this office will be final.
12. The service provider shall take care of all the appliances as per the list given to him and ensure that they are always in working condition. Any breakdown or damage will be reported forthwith to the office then and there.
13. The service provider shall be answerable to the complaints written in the complaint book and defects pointed out in the visitors register by guests.
14. Maintenance and servicing of Garden area of the building. The plants in the periphery should be watered regularly using available water.
15. Timely operation of Motor pumps to pump water to the over head tank and ensure that the occupants are provided with un-interrupted water supply. Water pumped should not be allowed to over flow.
16. In respect of the Common area of the building like staircase, terrace, car park and periphery of the building including greenery should be swept and kept clean.

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Deputy Accountant General/Admn.
Office of the Principal Accountant General (Audit-I),
TamilNadu, Chennai 18.

DECLARATION

1. I, _____ Son/ Daughter /wife

of Shri _____ Proprietor/ Director, authorized signatory of the

Agency/Firm, mentioned above, is competent to sign this declaration and execute this
tender document;
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide to them;
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact
that furnishing of any false information/ fabricated document would lead to rejection
of my tender at any stage besides liabilities towards prosecution under appropriate
law.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

PROFILE OF THE CONTRACTOR / TENDERER

Sl. No	Particulars	To be filled in by the Tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency.	
3.	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the contact person(s) and email ID	
4.	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)	
5	PAN/ TAN Number (Copy to be enclosed)	
6.	GST Number (Copy to be enclosed)	
7.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner / partner anywhere in India. Please attached an Affidavit stating that the agency is / has not been black listed by Centre/ State Government/ PSU etc.	
8.	Length of experience in the field	
9.	Client list as per annexure III	
10.	Whether agency profile is attached?	

Signature of the Tenderer or Authorized signatory
Of the Tenderer with seal of the Firm/Agency.

ANNEXURE – III
(To be submitted with technical bid)

Details of the existing contracts

	Name and Address of the organization, Name, Designation and Telephone / Fax No. of the officer concerned	In Government/ Private Sector	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of the Contract	
					From	To
1.						
2.						
3.						
4.						
5.						

Signature of the Tenderer or Authorized signatory
Of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

ANNEXURE –IV

No.....

Dated.....

To
The Deputy Accountant General(Admn.)
Office of the Principal Accountant General(Audit-I)
Lekha Pariksha Bhavan,
No.361, Anna Salai, Chennai 600 018.

Subject: Quotations for award of contract for outsourcing MTS Services - Reg.

Sir,

With reference to your letter No. dated on the subject mentioned above, I/we quote the rate (%) of Administrative/Service Charges (on monthly wage bill exclusive of GST) for supply of cadres manpower (Outsourced Personnel as given below:-

Administrative/ Service charges to be quoted in percentage (in numbers and words)

Signature of the Tenderer or Authorized signatory
Of the Tenderer with seal of the Firm/Agency.

ANNEXURE – V

EMD DECLARATION

I/We hereby accept that if I/We withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract or to submit a performance security before the deadline defined in the request for proposals (RFP) document, I/We will be suspended for a period of six months from being eligible to submit Bids/Proposals for contracts with the Office of the Principal Accountant General (Audit-I), Chennai18.

Signature:
(Authorized Signatory)
Designation:
Stamp:

Place:

Date:

ANNEXURE – VI

TECHNICAL BID CHECK LIST

S.No.	Documents	Remarks Yes/NO
1.	EMD & EMD Declaration	
2.	Copy of last 03 years annual income tax returns	
3.	Proof of experience as Manpower supplier	
4.	Copy of PAN	
5.	Copy of GST Registration, Latest Annual Return Copy	
6.	Copy of EPF Registration, Latest ECR Challans	
7.	Copy of ESI Registration, Latest Challans	
8.	Copy of valid Labour license under contract labour Act 1970 for engagement of manpower along with CLC Annual Return	
9.	Satisfactory work completion certificate.	
10.	Copy of Registration/Incorporation of the company/Firm/Agency	
11.	Affidavit regarding not blacklisting	
12.	Proof regarding local office	
13.	Any other statutory Registration	