



सत्यमेव जयते



सोचविचारं सचनित्वा
Dedicated to Truth in Public Interest

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I),
361, अण्णा सालै/ANNA SALAI, तेनामपेट/TEYNAMPET, चेन्नै/CHENNAI -18.**

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NOTICE INVITING TENDER

TENDER NOTICE (THROUGH GEM PORTAL) FOR ENGAGEMENT OF MANPOWER AGENCY FOR OUTSOURCED (i) DATA ENTRY OPERATORS /TYPISTS/CLERKS (ii) MTS TO THE OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I) CHENNAI-600 018 & MADURAI

E-tender (through GeM Portal) under two-bid system from eligible Manpower Service providers for providing OUTSOURCED (i) DATAENTRY OPERATORS /TYPISTS/CLERKS (ii) MTS to the **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I)**, CHENNAI 600018 for an initial period of one year (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 rangarajank.chn.cca@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 for Providing Outsourced DEOs/Typists/Clerks & MTS on Rate contract basis at the Office of the Principal Accountant General (Audit-I), Tamil Nadu, Chennai 18 & Madurai
Estimated Cost for one year contract	As per GEM Bid
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)	Declaration to be submitted as per Department of Expenditure Procurement Policy Division OM No. F.9/4/2020-PPD dated 12.11.2020.
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder	3% of contract value

INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

1. The e-tenders are being invited for Manpower Service (Outsourced DEOs/Typists/Clerks & MTS) through GeM. All the instructions of GeM bidding are 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 websites: <https://cag.gov.in/ag1/tamil-nadu/en/page-gssa-tamil-nadu-tenders> 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. DEOs/Typists/Clerks -Place of work & No. of Persons required.

Sl.No	Location of the office	Total No. of Persons
1.	Office of the Principal Accountant General (AUDIT-I) #361, Anna Salai, Teynampet, Chennai 600 018.	6
2.	Office of the Principal Accountant General (AUDIT-I) Madurai Branch Office, Madurai	1

6.Place of MTS SERVICES and No. of Persons required.

Sl.No	Location of the office	Total No. of Persons
1.	Office of the Principal Accountant General (AUDIT-I) #361, Anna Salai, Teynampet, Chennai 600 018.	13
2.	Office of the Principal Accountant General (AUDIT-I) Madurai Branch Office, Madurai	1

EMD EXEMPTIONS:

1. Bidders have to submit a valid EMD declaration (Annexure-V) in the Technical bid in place of EMD.
2. Bids received without EMD declaration will not be considered and summarily rejected.
3. 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.

4. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
5. 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.
6. 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.
7. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mail at rangarajank.chn.cca@cag.gov.in
8. 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.
9. 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 (%) of administrative charges/ service charges in the Financial Bid (Annexure - IV).

General Terms and Conditions

1. The personnel will report to the Designated Officer / Care taker and follow his/her instructions.
2. 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. PAN/GST No. 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.
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.
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. That the persons 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.

Bid Evaluation:

1. Bids, in respect of which 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. The percentage of service charges shall not be less than the applicable TDS Rate as per income tax rules.
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 AND CONDITIONS FOR DEO/TYPIST/CLERK - SERVICES:

1. The work will be normally of 08 (eight) hours a day between 9.15 am and 5.45 pm with half – an –hour break for lunch in between. In case of demand for completion of any urgent work, the service provider shall retain the DEO/Typist/Clerk beyond office hours and holidays based on prior request from the office.
2. The service provider will provide only persons who are well versed in operating word processor systems and sound knowledge, speed in typing. The person will be responsible

for execution of typing work neatly as per the requirement of the office and shall not trespass into other systems in the network.

3. Payment to the service provider would be strictly on certification by the department that the Typing services were satisfactory.
4. It is mandatory for the service provider to pay a minimum wage at the prevailing rate fixed under the Minimum Wage Act prescribed for **Clerical** (Industrial worker) employed in Construction of Maintenance of Roads or in Building operations etc. , based on circular/Notifications issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India.

TERMS AND CONDITIONS FOR MTS PERSONNEL SERVICES:

1. The work will be normally of 08 (eight) hours a day between 9.00 am and 6.00 pm with one hour break for lunch in between. In case of demand for completion of any urgent work, the service provider shall retain the MTS beyond office hours and holidays based on prior request from the office.
2. The following duties have been prescribed for the Multi-tasking Staff :-
 - a. General cleanliness & upkeep of the section/Wing.
 - b. Sanitation work of building/office.
 - c. Cleaning of rooms.
 - d. Opening / closing of rooms.
 - e. Upkeep of parks, lawns, potted plants etc.
 - f. Dusting of furniture etc.
 - g. Carrying of files & other papers within the building/office.
 - h. Delivery of DAK (outside the building).
 - i. Physical maintenance of records of the section.
 - j. Stitching and binding of records/files/registers of the section/wing.
 - k. Photocopying, sending of Fax etc.
 - l. Other non-clerical work in the section/Unit.
 - m. Assisting in routine office work like diary, dispatch etc. including on computer.
 - n. Maintenance of office equipments/fixtures and fittings and provide necessary assistance for running of such equipments.
3. It is mandatory for the service provider to pay a minimum wage at the prevailing rate fixed under the Minimum Wage Act prescribed for **unskilled labour** (Industrial worker) employed in Construction of Maintenance of Roads or in Building operations etc., based on circular/Notifications issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India.

Sd/-----

Senior 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:

ANNEXURE – II
(To be submitted with technical bid)

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) Annual Return latest copy	
7.	Labour Licence (Copy to be enclosed) CLC Annual return copy	
8.	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.	
9.	Length of experience in the field	
10.	Client list as per annexure III	
11	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 Senior 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 providing DEOs/Typists/
Clerks & MTS on Outsourced Basis – 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 (i) DEOs/Typists/Clerks (ii) MTS on outsourced basis 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.

Note 1. The percentage of service charges shall not be less than the applicable TDS Rate as per income tax rules & GEM Transaction Charges

Note. 2. Statutory liabilities as per applicable rates.

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), Chennai 18.

Signature:
(Authorised Signatory)
Designation: `

Stamp:

Place:

Date:

ANNEXURE – VI

TECHNICAL BID CHECK LIST

S.No.	Documents	Remarks Yes/NO
1.	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 & Annual Return Copy	
6.	Copy of EPF Registration, Latest ECR Challan	
7.	Copy of ESI Registration, Latest Challan	
8.	Copy of valid Labour license under contract labour Act 1970 for engagement of manpower, CLC Annual Return copy	
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	