

Government of India

**Office of the Principal Accountant General (Audit-I), West Bengal
2, Govt. Place(West), Treasury Buildings(1st floor), Kolkata – 700 001
(Indian Audit and Account Department)**

Dated :01.09.2020

NOTICE INVITING TENDER

1. Sealed tenders are invited once again from reputed, experienced and financially sound firms/agencies for deployment of six (06) outsourced Security Personnel for Watch & Ward Duty (without arms) in the IA&AD Housing Complex located at 1/5 CIT Road Scheme VIIM, Ultadanga, Kolkata-700067 as the previous NIT No. Pr.A.G(A)/Rec/SM/ULT/2017/4/3/29/Vol.II/483 dated 25.02.2020 for the same is cancelled due administrative reasons. The terms & conditions and details of duties to be performed by the Security Personnel are enclosed in Annexure A & B.
2. The bid filled in the specified format (Annexure C) along with required documents packed in a envelope super scribed **"Tender for supply of Outsourced Security Personnel"** should be sent to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.00 PM on 14th September'2020**. Tenders received after the stipulated date and time shall not be entertained.
3. The bid shall be opened at 12:30 PM on 14th September'2020 by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bids declared "Holidays", the bids shall be opened on the next working day at the same time or any other date and time as decided by the office.


Sr. Audit Officer (Record & Estate)

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(Audit-II), W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website.

Annexure-A

Intending bidders should fulfil the following terms and conditions:

1. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the bid shall be summarily rejected. Incomplete quotations will be discarded.
2. The conditional bids shall not be considered and likely to be rejected in very first instance.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm.
4. The Competent Authority reserves the right to negotiate amongst all L-1 bidders, in case of multiple L-1 bidder.
5. The Competent Authority reserves the right to cancel the NIT or Contract at any time without assigning any reason thereof.
6. The Firm must furnish valid registration for GST. In absence of this, the quotation will not be considered valid.
7. The quoted rate will be inclusive of all taxes. TDS (Tax Deducted at Source) and other deductions (if any) as per Government Order will be deducted from the bills.
8. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
9. The contract will be for a period of one year from 01.10.2020 to 30.09.2021 or from the date of acceptance of award of contract. However, the competent authority retains the right to curtail or extend the contract period.
10. The Agency may inspect the said premises from outside on any working day between 11 am to 2:00 pm prior to bidding and shall be deemed (whether or not such inspection have in fact taken place) to have had notice the site conditions. Any enquiry after submission of the quotations will not be entertained.
11. The intending bidders should be an Authorized Service Provider of outsourced staff at various Government Offices with proper Registration with EPFO, ESI & GSTN. The firm should submit the details with documentary evidence in respect of their registration. These documents (self-attested photo copies) should be submitted along with the tender documents.
12. The rate quoted by the firm must be the rate of minimum wages prescribed by the Government of India. Minimum statutory payments such as PF, ESI etc. shall be allowed as applicable.
13. The successful bidder will have to provide all the outsourced staff with proper uniform (at least 2 sets per year) & ID card.

14. The Agency shall deploy his personnel only after obtaining approval from this office and submitting curriculum vitae (CV) of outsourced staffs at least 1 week in advance. Only physically and mentally fit personnel shall be deployed for duty.
15. The persons engaged will be expected to observe discipline and decorum in office and adhere to all instructions / rules in this office.
16. The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. A certificate to this effect along with proof of identity like driving license, bank account details, proof of residence and recent photograph should be submitted to this office before their deployment.
17. The Agency shall withdraw such employees who are found incompetent or for his/her/their misconduct and the Agency shall have to forthwith provide a replacement.
18. The agency will have to make monthly payment to outsourced staff within the time frame as per the Payment of Wages Act prior to their submission of monthly bills. Such payments shall be by bank transfer (direct debit) to the bank account of the outsourced staff.
19. The Agency shall engage necessary persons as required by this office from time to time. The said persons engaged by the service provider shall be the employees of the Agency and it shall be the duty of the Agency to pay their salary/wages and other dues on or before 5th day of every month. There is no master & servant relationship between the employees of the Agency and this office and further the engaged person of the Agency shall not claim any absorption in this office.
20. No advance payment is permissible under the provisions of GFR of Government of India. Payment will be made on monthly basis on presentment of Bill in triplicate. As a proof of deposit of recovery from employees along with employers contribution towards EPF and ESI, the copies of receipt, issued by EPF and ESI authority and acknowledgement of payment to the staff during previous month must be submitted with the monthly bill of subsequent month failing which the bill will be kept withheld. Normally payment procedure is expected to take two to three weeks time on an average. If the payment is delayed due to any reason whatsoever, the contractor shall not charge any interest on the amount due for payment and shall not stop the deployment of outsourced staff as per contract and therefore this will not become the ground for refusal to deployment of staff.
21. Successful bidder shall have to furnish Mandate Form regarding banking detail, duly endorsed by the respective Bank.
22. Payment of wages to the outsourced staff should be timely made. Non-payment of pending bills shall not be cited as a ground for Non-payment of wages to outsourced staff by the vendor.
23. It will be the responsibility of the firm to deposit the amount due to different Government Departments relating to lump sum Provident Fund, ESIC, GST and other Government charges for each of their outsourced Staff, who are deployed by them to the respective Government departments every month.

24. This Office shall make proportional adjustment in contracted amount if the contracted numbers of outsourced staff or duty days change as per the attendance register of this office.
25. All the outsourced staff should be able-bodied persons with good character, conduct & behavior, competent & qualified to perform the security duties for which they are deployed. Any outsourced staff should be neither below 18 years nor above 55 years of age. The Agency shall be responsible for any act of indiscipline on the part of the personnel deployed by him. This office shall have the right to ask the contractor to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again without the consent of this office.
26. The agency should provide all the materials necessary for guarding the complex i.e. Whistle, torch, stick, umbrella, rain coat etc. to the security guard on duty.
27. The transportation, food, medical and other statutory requirement in respect of each personnel of the Agency shall be borne by the Agency.
28. This office in no case will be liable for payment of any compensation to the contractor if any outsourced staff meets any accident during the period of contract.
29. The agency should maintain an attendance register in respect of the personnel deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the staff at the approved rates. Copy of this attendance register should be submitted to this office (attested photocopies) along with bills. The wages will be paid on "No work No pay" basis.
30. The Agency shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this office to him/her shall be acknowledged immediately on receipt on the same day. The Agency shall strictly observe the instructions issued by the office implementing the Contract from time to time.
31. The work site/premise should not be left unattended at any cost. In case of absence of any security personal, suitable replacement should be made from the reserve man power. It will be the sole responsibility of the outsourcing agency to ensure the 24X7 hrs. security of the premise throughout the contract period. Any failure in providing the service will be treated as breach of contract and the office of the Principal Accountant General (Audit-I), West Bengal, Kolkata will have the sole authority to take penal actions which deems fit.
32. The Agency shall not assign, transfer, pledge or subcontract the performance or services to any other agency without the prior written consent of the office.
33. The successful bidder on its part and through its own resources shall ensure that the constructions, plants and other properties etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its employees etc. If this office suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this office for the same. The agency shall keep this office fully indemnified against any such loss or damage.

34. The successful bidder will have to submit Security Deposit (SD) amounting of 5% of the annual tender value only in the form of Demand Draft from any scheduled nationalized bank branch in Kolkata in an acceptable form for a minimum period of one year plus 60 days thereafter (refundable without interest after two months of termination of contract) in favour of 'Pay & Accounts Officer, Office of the Principal Accountant General (A&E), West Bengal, Kolkata, payable at Kolkata' at the time of awarding of such contract.
35. Violation of any of the condition of the NIT should be treated as breach of contract and the contract will be cancelled straight away. The SD money may be forfeited as per discretion of the competent authority. The agency is also liable to blacklisted as per discretion of the competent authority.
36. Any firm who has been black listed by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.
37. This office has the absolute right to terminate the contract at any time with the approval of Principal Accountant General (Audit-I), W.B without assigning any reason thereof.
38. All disputes and differences arising out of or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.
39. Any additions / modifications of the NIT will be uploaded in the office website <https://agwb.cag.gov.in/> Interested bidders may look the website for further updates, if any.

Annexure –B

A. Duties to be performed by the outsourced Security Personnel :

1. The security guards should always be displayed their Identity cards on their uniforms for the purpose of identification.
2. They must watch that there are no unidentified / unclaimed / suspicious objects / persons in the building / premises.
3. They should prevent misuse of electricity and water.
4. They should not to leave the place of duty under any circumstance until and unless properly relieved, i.e. signing in handing / taking over register, etc.
5. The duty should be in three shifts a day, each shift comprising of 8 hours, and for each shift there will be 2 Security Guards. Details given below :

Shifts	Time	Hour	No. of Staffs
1st	06:00 to 14:00 hours	8	2
2nd	14:00 to 22:00 hours	8	2
3rd	22:00 to 06:00 hours	8	2

6. All staff should wear mask, keep social distancing and strictly follow other guidelines issued by Centre & State Government time to time to prevent the spreading of COVID-19 virus.
7. Any other work assigned by the Superior Authority.

Annexure-C

To
Sr. Deputy Accountant General (Admn.),
O/o The Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Subject: Tender for deployment of 6 outsourced Security Guards for Watch & Ward Duty (without arms)

Sir/Madam,

With reference to your tender notice No:Pr.A.G (Audit-I)/Rec/SM/ULT/2017/4/3/29/Vol.II/69 dated 01.09.2020, I am to submit my tender for deployment of Outsourced Security Guards as follows :

Sl. No.	Category of staff	Security Guards for Watch & Ward Duty (without arms)
1.	Minimum daily wage (In ₹)	764.00
2.	Working days per month	365/12
3.	Total monthly wage (Sl. 1 × Sl.2)	23238.33
4.	PF @ 13% (or as applicable) on Sl. No. 3	3020.98
5.	ESIC @ 3.25% (or as applicable) on Sl. No. 3	755.25
6.	Service charges / person / month (In ₹) (@)	
7.	Sub Total (Sl.3 + Sl.4 + Sl.5 +Sl.6)	
8.	CGST @ 9% (or as applicable) on Sl. No. 7	
9.	SGST @ 9% (or as applicable) on Sl. No. 7	
10.	Total charges / person / month (Sl.7 + Sl.8 + Sl.9)	
11.	No. of personnel required*	06
12.	Total charges for 6 persons / month (Sl.10 × 6)	

**Number of personnel required as mentioned above might change at later date. This office will not be liable to pay any severance pay or terminal benefits.*

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :

Annexure-D

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

To

Sr. Deputy Accountant General (Admn.),
O/o The Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Sub: Authorization for attending the office on **14th September'2020** in the Tender for
Supply of Outsourced Security Personnel

Sir,

Following person is authorized to attend the office for the tender mentioned above on
behalf of _____ (Bidder).

Name of the Representative	Specimen Signature

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.