

Notice Inviting Tender

Sealed Tenders are invited from reputed experienced and financially sound company/partnership firm/agency for providing manpower for Office of the Accountant General (General & Social Sector Audit), MP, Gwalior (here after called Office) for a period of 11 months which may be extended subject to satisfactory performance.

The tender document can be downloaded from the website www.eprocure.gov.in & <http://www.agmp.nic/AG%20GSSA/index.html>.

Date of issue of Tender Document	06/04/2018
Earnest Money Deposit (EMD)	Rs 80,000/- (Rupees Eighty thousand only) to be submitted along with Tender documents in the form of FDR in favour of Accountant General (G&SSA), MP Gwalior
Last date and time for submission of Tender/Bid	25/04/2018 (03:00 PM)
Date & Time of opening of Tender	25/04/2018 (04:00 PM)
Tender/Bid shall be addressed and sent to	Deputy Accountant General (G&SSA), MP, Audit Bhawan, Jhansi Road, Gwalior (MP)

ELIGIBILITY CRITERIA/CONDITIONS

1. The bidder may be a proprietary firm, partnership firm, limited company, corporate body legally constituted, who possesses the required valid licenses, registration documents etc, as per the law and should remain valid till completion of the period of contract. The duration of contract shall be from 01/05/2018 to 31/03/2019.
2. Conditional bids shall not be considered and will be out rightly rejected in very first instance.
3. The bidder should have their registered office or branch in Gwalior (MP).
4. The agency must be registered with ESI, EPF, GST Authorities and must be in possession of PAN. The documentary proof in these regard should be attached.
5. The agency must have recorded a minimum turnover of Rs 25.00 lakhs in each of the last three years through execution of contractual services as a manpower supplier.
6. The bidder must submit copies of all documents required dully attested along with bid.
7. All the pages of the tender should be numbered and signed by the owner of the firm or his authorized signatory. In case the tenders are signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.

8. All the certificates, testimonials desired in the tender as per the eligibility criteria will be verified with the original documents to be presented by the firms/agencies on the date of opening of the bids. Accordingly, all the bidders desirous in participating in bidding process must attend the bid opening and come prepared with all the original documents of which copies have been submitted with the tender for verification.
9. Each bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, or any other item or intermediary has been or will be engaged to provide any services, or any other item or work related to the award and performance of his contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If office subsequently finds to the contrary, it reserves the right to declare the bidder as non compliant and declare any contract if already awarded to the bidder to be null and void.
10. The firm should have at least 05 years' experience in providing manpower in reputed organization particularly in Government offices

The requirement of persons are as under;-

1. For cleaning works – 12 persons.
 2. For Multi Tasking related functions – 06 persons
- Antecedents of the persons engaged should have been got verified by the agency from the local police authorities.
 - The agency shall ensure that the engaged persons as per the description, not only performs within its requisite scope of work but also ensure maintenance, upkeep and safety of the premises, stores, furniture etc as well as harmonious and cordial relationships with the office employees, visitors, guests or any other persons with the premises.
 - The agency will be held responsible for any illegal action by the deployed personnel.

TERMS AND CONDITIONS OF TENDER DOCUMENTS

1. One bid per bidder – Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
2. Cost of Bid – The bidder shall bear all costs associated with preparation and submission of his/her bid.
3. Visit of Office Campus – The bidder are advised to visit the office during any working days.
4. The bidder has to submit Earnest Money Deposit (EMD) of Rs 80,000/- (Rupee eighty thousand only) through FDR in favour of Accountant General (G&SSA), MP Gwalior along with their bid documents.

SUBMISSION OF BID

5. The bidders shall submit their offer in one envelope duly sealed and super scribed as “Tender For Selection of Agency for Providing Manpower on Out sourcing basis’ and must be sent to the office address;-

Deputy Accountant General (Administration)
O/o the Accountant General (G&SSA), MP
Audit Bhawan, Jhansi Road
Gwalior (MP)
Tele No 0751-2322178

Opening and Evaluation of bids

6. The bids will be opened by authorized representatives of the Office.
7. The bid of any bidder who has not complied with the conditions prescribed in the terms and conditions will be summarily rejected.
8. The office is not bound to accept the lowest bid or any specific bid and may at any time by giving notice in writing to the bidders terminate the tendering process.
9. The office may terminate the contract if it is found that contractor is black listed on previous occasions by any of the Central/State Government Ministry/Department/Institutions/ Local Bodies/ Municipalities/Public Sector Undertaking etc.
10. The office may also terminate the contract in the event of successful bidder fails to furnish the Performance Security or fails of execute the agreement.
11. The successful bidder shall be required to furnish a Performance Security within 10 days of receipt letter of offer from the office for an amount of equal to one month’s payment in the form of FDR in favour of Accountant General (G&SSA), MP Gwalior.
12. The performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations
13. Failure of the successful bidder to comply with the requirement of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of bid security.
14. The persons deployed shall not claim any Master & Servant relationship against the office.
15. The persons engaged shall not be below the age of 18 years.
16. In case the out sourced personnel do not attend the work at any time for whatsoever reason, the agency shall make alternate arrangements so that daily work of the office does not suffer.
17. The successful bidder shall ensure deployment of suitable persons from proper back ground after investigation/verification, collecting proof of identity previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such intimation from the office.
18. The office reserves the right to accept or reject any tender/all tenders in full or in part without assigning any reason whatsoever.
19. The successful bidder will be required to execute the contract agreement on a non-judicial stamp paper of Rs 500/- on acceptance of their quotation.

- 20 If the successful bidder fails to provide satisfactory performance, the office shall be at liberty to terminate the contract and withhold the Performance security or the balance payment of the successful bidder.
- 21 The office reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term and condition at any time during the currency of contract.
- 22 The office would be free to terminate the contract at any time after giving advance notice or one month in writing.
- 23 The successful bidder has to indemnify THE OFFICE for all labour laws. Any issue arising out of this will have to be handled by the successful bidder.
- 24 The office at its sole discretion depending upon the work load may at any point of time extend or curtail the contract or make changes in the requirement of manpower giving 15 days' notice.
- 25 Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the office. The performance Security deposit will also be forfeited.
- 26 The successful bidder will be required to make payments of salary to the out sourced personnel through non cash mode ie on line transfer (NEFT/RTGS etc) latest by 5th of every month and submit invoice alongwith proof of payment including payment of EPF & ESI.
- 27 The payment of bills by service provider would be made only after certification of the attendance and satisfactory performance of personnel.
- 28 The present Central Government rate of out sourced personnel is Rs 437/- per day or Rs 13110/- per month. No other deduction will be allowed other than the statutory deductions such as EPF & ESI.
- 29 The firm should fulfil the statutory requirements in respect of its employees such as EPF and ESI contributions. The employer contribution towards ESI and EPF will be borne by the office as per prevailing government rates.
- 30 All disputes will be settled in the jurisdiction of Gwalior courts.

Sd/

Deputy Accountant General (Admin)

ANNEXURE-1

BIDDER PROFILE FOR PROVIDING MANPOWER SERVICES

S/No	Details of firm/agency	
1	Name, address of firm/agency and telephone Nos	
2	Registration No of the firm/agency	
3	Name, Designation, address and Telephone No of Authorised persons of firm/agency to deal with	
4	EPF Account No	
5	ESI Account No	
6	Licence Number under Contract Labour (R&A) Act	
7	Details of Earnest Money Deposit (EMD) enclosed – Amount, FDR No etc	
8	Annual Turn over of the firm (Rs in lakhs)	
9	Manpower on roll	
10	Experience of running Manpower Services (in Central Government Organizations) in years	
11	No of Supervisory Staff	

Declaration by the bidder.

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

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

RATE

Ser No	Particulars	For cleaning works/Multi Tasks Job
1	Minimum monthly wages (as on date)	Rs 13110/-
2	EPF (13.15%) Employer Contribution	Rs 1724/-
3	ESI (4.75%) Employer Contribution	Rs 623/-
4	Total	Rs 15457/-
5	Agency Management charges/supervision Charges (to be quoted as percentage)	

Note-

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

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

(TO BE TYPE ON LETTER HEAD OF THE FIRM/AGENCY)

UNDERTAKING

To

The Deputy Accountant General (Administration)
Office of the Accountant General (G&SSA), MP
Audit Bhawan,
Gwalior (MP)

**Subject – Submission of under taking for providing manpower on out sourcing in
Office of AG (G&SSA) Gwalior**

Sir,

We, the undersigned are submitting our bid for providing manpower on out sourcing basis in AG (G&SSA) office in accordance with your tender notification.

We hereby declare that all the information and statement made in this bid are true and we accept that any misinterpretation or false information/documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand that AG (G&SSA), MP Gwalior is not bound to accept our bid.

Yours faithfully,

Signature of Authorized Signatory with seal