OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (G&SSA), WEST BENGAL
LOCAL AUDIT DEPARTMENT
2, GOVT. PLACE (WEST), TREASURY BUILDINGS, 1ST FLOOR, KOLKATA- 700 001

LA/REC/Outsourcing/238/ 4702 Dated: 24 .02.2020

NOTICE INVITING TENDER

Sealed tenders are invited from reputed, experienced and financially sound firms/agencies for deployment of outsourced staff (MTS) for the period 01.04.2020 up to 31.03.2021 in Office of the Principal Accountant General (G&SSA), West Bengal, Local Audit Department. The Details of duties to be performed by the Multi-Tasking Staff are enclosed in **Annexure – I.**

2. The tender shall be submitted in the proforma (**Annexure – II**) on the Company's letter head only. Sealed tenders, duly superscribed **"Tender for supply of Outsourced Staff"** and addressed to the Sr. Audit Officer, Record Section (Local Audit Department), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001. The tender may be sent by post or by hand so as to reach by 06.03.2020 latest by 3:30 PM. Tenders received after the stipulated date and time shall not be entertained.

3. The bid shall be opened at 4:00 PM on 06.03.2020 in Record Section (Local Audit Department), 2nd Floor, G.I. Press Buildings, Kolkata 700 001 in the presence of such vendors or their authorized representatives who may wish to be present.

24/02/20

Sr. Audit Officer (Record)

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

1. Sr. A.O. (Record), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O (Record), O/o the Pr. AG (G & SSA), W.B, Kolkata – 700 001
3. Sr. A.O. (Record), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
4. Sr. A.O. (Record), O/o the A.G.(E&RSA),W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata - 700064
5. Sr. A.O. (Record), O/o the Pr. Dir. of Commercial Audit & Ex-officio member, Audit Board- I, 1, Council House Street, Kolkata-700001.
6. Sr. A.O. (Record), O/o the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
7. Notice board.
8. Forwarded to EDP section for uploading in the departmental website.

Interested bidders should fulfil the following terms and conditions:

1. The interested 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 (attested photo copies) should be submitted along with the tender documents.
2. 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. The bidders applying for the NIT shall submit their bid in the format at "Annexure – II" by providing information against relevant column.
3. The contract will be valid for a period of one year w.e.f 01.04.2020 to 31.03.2021. However, the competent authority reserves the right to extend the contract period.
4. All entries in the tender form should be legible and filled in clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or pen through is permitted in the tender. In such cases, the tender will be summarily rejected. Incomplete tenders will be out rightly rejected.
5. The bidder will have to deposit the last Income Tax Return and GST return with the tender document. Bidder will also have to submit documents in support of GST registration for appropriate category of service.
6. 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. Any enquiry after submission of the tenders will not be entertained.
7. Firm which is already supplying outsourced staff to any other Ministry/Department of State/Central Government or other reputed Organization will be preferred. Satisfactory service rendering certificate from existing running contract to be enclosed with the bid.
8. The committee reserves the right to negotiate amongst all the L-l bidders, in case of multiple L-l bidders.
9. The successful bidder will have to provide all the outsourced staff with proper uniform (2 sets per year) & ID card, failing which their entry to the Office of the Pr. Accountant General (G&SSA) W.B. LAD shall be barred.
10. The Agency shall deploy his personnel only after obtaining approval from this office and submitting curriculum vitae (CV) of outsourced staffs at least 1week in advance. Personnel deployed for the duty must be physically fit and mentally sound.
11. The persons engaged must observe discipline and decorum in office and adhere to all instructions / rules in this office.
12. The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to ensure 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.
13. The agency shall have to withdraw such employees who are found incompetent or for his/her/their misconduct. Further, the agency shall have to provide a suitable replacement.
14. 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.
15. The agency shall engage required number of persons on as and when required basis 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 will be no master & servant relationship between the employees of the agency and this office and further the engaged person of the agency shall never claim any absorption in this office.

16. Payment will be made on monthly basis on presenting the 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. Successful bidder shall have to furnish Mandate Form giving banking detail, duly endorsed by the respective Bank.

17. This office will make all the statutory deductions such as TDS of Income Tax, Cess and TDS of GST, if any, as per Government Order.

18. Office of the Principal Accountant General (G&SSA), West Bengal, Local Audit Department shall make proportionate adjustments in the contracted amount if the contracted numbers of outsourced staff or duty days change as per the attendance register of this office.

19. All the outsourced staff should be polite, cordial, positive and efficient while handling the assigned work and their action should promote goodwill and enhance the image of the office. The Agency shall be responsible for any act of indiscipline on the part of the personnel deployed by it. No outsourced staff should be below the age of 18 years.

20. The transportation, food, medical and other statutory requirement in respect of each personnel of the agency shall be borne by the agency.

21. All outsourced staff should follow working hours and days of this office. However, in case of exigencies of work, all or any of the staff may be required to work late and they may be called on Saturday, Sunday and other Gazetted Holidays, if required.

22. This office will 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. No wage/remuneration will be paid to any staff for the days of absence from duty.

23. The agency should be contactable at all times and message by phone/mail/Fax/Special from this office to the agency must 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

24. The contractor has to provide extra staff whenever required in case leave is taken by the person so deployed.

25. The successful bidder will have to submit Performance Security Deposit amounting to 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 Accountant General (A&E), West Bengal, Kolkata, payable at Kolkata"** at the time of awarding of such contract.

26. Violation of any of the condition of the NIT should be treated as breach of contract and the Performance Security Deposite may be forfeited at the discretion of the competent authority.

27. The conditional bids shall not be considered and likely to be rejected in very first instance.

28. 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 be blacklisted.

29. 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 such contract.

30. It will be the responsibility of the agency to deposit the amount due to different Government Departments relating to lump sum Provident Fund, ESIC, GST and other Government charges in respect of each of its outsourced staff being deployed.

31. 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.

32. The successful bidder on its part and through its own resources shall ensure that the goods, materials and equipment 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 indeminified against any such loss or damage.

33. This office has the absolute right to terminate the contract at any time with the approval of Principal Accountant General (G&SSA), W.B without assigning any reason thereof.

24/2/20

Sr. Audit Officer (Record)

ANNEXURE – I

Duties to be performed by the outsourced Multi-Tasking Staff (MTS):

1. Opening & closing of rooms.
2. General cleanliness of Sections.
3. Dusting of Table-Chair of Officers and Staffs, various equipment (Computers, Telephone, Photocopier machine etc.) of sections and other furniture.
4. Supplying of drinking water to the officers & staffs.
5. Photocopying etc. and other non-clerical work in the Sections/Units.
6. Carrying of files and other documents within the building/office premises.
7. Delivering & collection of letters to various offices located in and around Kolkata.
8. Any other work assigned by the Superior Authority.

24/2/20

Sr. Audit Officer (Record)

ANNEXURE – II

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

Subject : Tender for deployment of Outsourced Staff

Sir/Madam,

With reference to your tender notice No. LA/REC/Outsourcing/238/ dated .....02.2020, I am to submit my tender for deployment of Outsourced of Staff as follows:

Category of staff	MTS
No. of personnel required*	06
Skill Level	Unskilled
Minimum daily wage (In ₹)	603.00
Working days per month	26
Total monthly wage	
PF@ 13% (or as applicable)	
ESIC @ 3.25% (or as applicable)	
Service charges (@_____%)	
CGST @ 9% (or as applicable)	
SGST @ 9% (or as applicable)	
Total charges for the month	
Rounded off to	

**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 shall be liable for the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Dated:- .

Signature with seal (of the authorized person)
Name:
Address :
Contact No.:
FAX/ E-mail :