



Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
8th Floor, LokNayakBhawan,
New Delhi 110003

NOTICE INVITING TENDER

Tender Notice No. : CGA/NIT/2015-16/04/522

Dated: 18/06/2015

Name of Work : Providing Office Assistants (20) for 3 months.

Estimated Cost : Rs. 7.5 lakh

Tender Cost : Nil

Earnest Money : Rs. 25,000/- (Rupees Twenty-five thousand)

EMD in f/o : "PAY & ACCOUNTS OFFICER, O/o CGA" payable at New Delhi

Completion Period : 3 Months

Office of the Controller General of Accounts, New Delhi invites sealed tenders from eligible registered/licensed manpower supplier firm with for supplying unskilled manpower for various services on contract basis. Tender document can be, downloaded from web site www.eprocure.gov.in and www.cga.nic.in. Detailed Terms & Conditions are given in the Tender Document. Sealed Tenders should be dropped in box kept for the purpose in the office of the Dy. Controller General of Accounts (Admn) before 3:00 P.M. on 30/06/2015. The tenders will be opened on the same day at 3:30 P.M. in presence of authorized representatives of the bidders if any at the time, in the office of Sr.AO (Admn.) O/o CGA, New Delhi.

Sr. Accounts Officer (Admn)

To upload on CGA website pl

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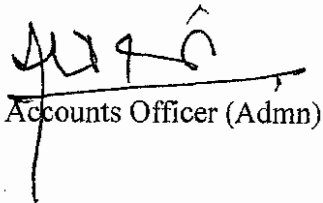
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SCHEDULE

1. Name of Work : Providing Office Assistants (20) for 3 months
2. Earnest Money : Rs. 25,000/- (Rupees Twenty-five thousand)
3. Cost of Tender Document : NIL
4. Last date of receiving tenders : 3:00 PM on 30/06/2015
5. Date & Time of Opening tenders : 3.30 PM on 30/06/2015


Sr. Accounts Officer (Admn)

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Notice Inviting Tender

Sealed tenders are invited from registered/licensed manpower supplier firm with Labour Department of any State/Central Government for supplying unskilled manpower on contract basis under single bid system.

SCOPE OF WORK

Providing of 20 Office Assistants (OAs) for 3 months at the Office of Controller General of Accounts.

Eligibility Criteria for Bidders:-

The Bidder must have such type of previous experience in Central Government/State Governments/Public Sector undertaking or/and have entered into similar type of rate contract for supplying such items.

Terms and Conditions of contract

1. The tenderer shall have to clearly mention in bold letters the name of the work on the top of the sealed envelope containing tender document i.e. Sealed cover should be superscribed "**Tender for Providing Office Assistants**". The tender should preferably be submitted in the printed envelope of the bidder otherwise he shall have to print his rubber seal stamp on the envelope.
2. Manpower supplier firm should be registered/ licensed with Labour Department of any State/Central Government for supplying unskilled manpower.
3. Interested manpower supplier firms may quote their rates for engaging manpower on monthly basis. All the liabilities of supplied manpower directly or indirectly will be the sole responsibility of the manpower supplier firm. The other statutory expenses like Minimum Wages, EPF, ESI, Workmen compensation, Bonus etc. will be the responsibility of the supplier.
4. The manpower supplier firm must fulfill all conditions required under Labour Contract Employment Act as amended from time to time.
5. The payment to be made to the contractor are subject to deduction of taxes leviable by any Government as per rules from time to time and will be made after the completion of every month.
6. The manpower supplier firm will be responsible for making the payment directly to the supplied manpower by 7th of each month.

(Contd. 3)

7. In the event of injury, illness or accidents to any worker, this office will not be liable to pay any compensation.
8. The manpower supplier firm shall in no case pay its employees less than the minimum mandatory rates per day in accordance with the Minimum Wages fixed by State/Central Government and a record of that should be kept in a register which may be made available for examination to this office as and when demanded.
9. The manpower supplier firm shall not appoint any sub company/agency to carry out any obligation under the contract.
10. The Contractor shall abide by all the law of land including labour laws (PF, Income Tax, Service Tax or any other extra taxes levied by Government), Companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations that is being instructed in such cases and are not essentially enumerated and defined herein, though any such burden/ duty shall be the exclusive responsibility of the contractor and it shall not involve O/o CGA in any way whatsoever.
11. In case of any damage or loss caused to the O/o CGA property by the manpower supplied is found same shall be charged from manpower supplier firm. It must be ensured by the manpower supplier firm by submitting an affidavit on Non- Judicial stamp paper of Rs. 100.00 stating herein that he will bear the loss out of his own.
12. The manpower supplier firm shall replace immediately any of its personnel who are found unacceptable to O/o CGA because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from O/o CGA. No association or trade union activities will be allowed by the manpower supplied by the agency.
13. The normal working hour shall be 09.00 am to 05.30 pm with half an hour lunch break from 01.00 pm to 01.30 pm. However, the timing may be changed at the discretion of O/o CGA from time to time. In case of urgency / emergency, the worker can be deployed beyond normal duty hours, which shall be compensated either in monetary or leave form, also for job works and housekeeping the suitable timing will be according to need.
14. O/o CGA is not responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way be the employees of O/o CGA.
15. In case of termination of this contract on its expiry or otherwise, the persons employed by the manpower supplier firm shall not be entitled to and will have no claim for any absorption not for any relaxation for absorption in the regular/otherwise capacity in the O/o CGA.
16. Notwithstanding the above , O/o CGA reserve the right to accept or reject any tender or rejects all tenders at any time prior to the award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligations, whatsoever to the affected bidder(s).
17. Sealed tenders shall have to be dropped in the Tender Box placed with Sr.AO (Admn) Room No.807, 8th Floor, 'C' Wing Lok Nayak Bhawan, New Delhi.
18. Sealed tenders shall be opened in the office of Sr.AO(Admn), New Delhi at 3:30 PM on 30.06.2015 in the presence of the contractors or their authorized representatives, those who remain present at that time.
19. Earnest Money of Rs. 25,000/- shall be in the form of D.D. in favour of "PAY & ACCOUNTS OFFICER, O/o CGA" payable at New Delhi. Tenders submitted without earnest money shall not be entertained. Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
20. Conditional tenders shall not be considered
21. All pages of tender should be signed by bidder.
22. Work shall be awarded to lowest bidder who has qualified as per other conditions mentioned above. However, CGA Office reserves the right to reject any bid without any assigning reason what-so-ever.

QUOTATION FORM

“Tender for Providing Office Assistants in the O/o CGA, New Delhi.”

1. Name of the Tenderer (Block Letters) : _____
2. Name of the Firm : _____
3. Address : _____
4. Telephone No. : _____

~~I/We hereby declare and affirm that I/We have read and understood the Terms and Conditions at Sr. No. 1 to 22 of the Contract as stipulated in the Tender Notice No. CGA/NIT/2015-16/04 dated 18/06/2015. Accordingly, I/We accept the Terms and Conditions and hereby offer the rates for providing Office Assistants as per Price Bid.~~

Signature of the Contractor _____

Name of the Contractor _____

Seal of the Contractor

PRICE BID

“Tender for Providing Office Assistants in O/o CGA, New Delhi.”

Sr. No.	Description of Manpower	No. of OAs	Rate in Rupees per Month per Worker	Total in Rupees per Month
1.	Office Assistants (OAs)	20		
3.	Administrative Charges			
4.	Service Tax			
Gross Amount payable per Month				
Gross Amount payable per Month in Rupees (Words):				

Signature of Authorized Signatory: _____

Date: _____

Seal of the Firm: _____