

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT)
NOTICE INVITING TENDER

This office intends to empanel an agency towards outsourcing an Agencies of Manpower for cleaning of office Toilets/premises on contract basis for the year 2017-2018.

The Tenderer/Bidder must address their application to "Audit Officer (Administration)" Office of the Accountant General (Audit), Nagaland – Kohima, 797001.

The Agencies may send the sealed quotations to this office on or before **10-02-2017**

Details can be obtained from this office during office hour or may be downloaded from this office website <http://agnagaland.gov.in>



महालेखाकार (लेखापरीक्षा) का कार्यालय,
Office of the Accountant General (Audit),
नागालैण्ड, कोहिमा - ७९७००१
Nagaland, Kohima – 797001
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Registration of Agency for outsourcing of Manpower for cleaning of office Toilet /premises.

Sealed tender for registration are invited from reputed Agencies for outsourcing of Manpower for cleaning of office toilet and premises on contract basis in the office of the Accountant General (Audit), Nagaland, Kohima.

Other details like eligibility criteria, procedure for application, and Terms and conditions are enclosed.

Audit Officer (Admin)

Eligibility criteria:

1. The Tenderer/Bidder shall have at least 03 years experience in these fields and shall submit self attested copies of the following documents along with the tender documents:
 - a) The bidder shall necessarily be a legally valid entity such as a Limited company or a Private Limited Company registered under the company Act 1956, Partnership firm or a Proprietorship.
 - b) ESI Registration
 - c) PF Registration with PF code number
 - d) Copies of certificate /allotment letter of Service Tax and PAN Number
 - e) Details of works of similar nature carried out in Central /State Govt. bodies/industries /factories /or other similar organization for the last 3 years ending on 31st march 2016.
 - f) Details of managerial, supervisory and other staff
 - g) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for up keep of AG office, Nagaland.
 - h) Copies of last 3 year income tax return /exemption.
2. Certificate provided for the works detailed in 1e) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.
3. Counter Terms & conditions will not be accepted as also any addition/deletions or change in the format will not be allowed.

4. The rates should be indicated both in words and figures. In case of discrepancy between the figure/(number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
5. The contractor should obtain a Licence from State Labour Commissioner to engage the Contract labour/personnel at AG, Nagaland, as per Contract Labour Act within a period of one month from the date of award of contract by the AG, Nagaland.
6. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Government of Nagaland labour commissioner from time to time, as applicable during the contract period. As and when the wages are revised by the Government of Nagaland,/GOI the revised wages shall be paid by AG ,Nagaland.
7. **The wages shall be paid to workmen without any deduction except those under the payment of Wages Act and Minimum Wages Act.**
8. The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules.

How to apply:

The tenders should be submitted in a seal covered .The sealed cover should be super scribed "Request for Registration for outsourcing of Man power" and should contain

- i) Company profile including previous experience of manpower supply to Government Department etc.
- ii) Acceptance of terms and conditions mentioned at Para 1 to 8 above .It should be sent to the Audit officer (Admin).The tenders must reach this office **by 3.00pm hours on 10.02.2017**.Tenders received after this time will not be considered.

The tenders will be opened in the presence of bidders who wish to be present, by a Bid Opening Committee in the office of the Accountant General (Audit), Nagaland Kohima on **13.02.2017 at DAG's chamber**. The Bidders will be permitted representative, However they should carry letter of authorization from the bidder..

TERMS & CONDITIONS:

1. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for a maximum period of one year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two month notice in writing by either party to the agreement.
2. The Contracting Agency shall render the following HOUSE-KEEPING and other Manpower services at the premises of AG office, Nagaland.

A. DAILY OPERATIONS: Must be completed before 9.00 am daily.

- i) Brooming, sweeping and washing of corridors and staircases.
- ii) Spraying of Room freshener/Deodorant in all cabins of officers and bathrooms.
- iii) Dustbing and cleaning of office furniture, and equipments including tables, chairs, side tables, racks and doors, paper trays and other installations.
- iv) Sweeping of floors, mopping of floors-twice a day of all open area and removal of scrap as per instructions of respective sections to the designated scrap area.
- v) Sweeping of open space and removal of garbage there from.
- vi) Complete cleaning with soft brooms.
- vii) Removal of discarded materials to the designated places. Removal of sweeping and discarded/unwanted, unusable materials (as decided & directed by the AG office, Nagaland).
- viii) Emptying of dustbins of all rooms/sections.
- ix) Replenishment of soap, naphthalene balls/air purifiers as and when required.
- x) Dumping of garbage by suitable means outside and away from AG office, Nagaland premises at suitable dumping area to be arranged by the contractor.

B. Weekly operations:

- i) Dusting of doors, Air conditioners, windows.
 - ii) Cleaning and dusting of furniture, fixtures and fittings, carpet cleaning with vacuum cleaner.
 - iii) Polishing of staircase railing, cleaning of Venetian blinds and cobwebs on walls.
 - iv) Dusting of files and file racks and cleaning of walls & windows panes.
3. The house-keeping personnel shall leave their duty posts only after the reliever takes charge of the post. However, the above arrangements of the house-keeping personnel are without prejudice to the right of AG Office, Nagaland to deploy the house-keeping personnel in any other manner considered to be more suitable in the interest of the AG office.
4. The house-keeping personnel deployed shall be healthy and active. Nobody shall have any communicable diseases.
5. The house-keeping personnel shall be smartly dressed in Agency's proper uniform and always with Identity Card. The agency shall provide fully trained and disciplined personnel.

6. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, as applicable relating to house-keeping personnel engaged by him and abide by the provisions of various labour **legislation including weekly off and working hours.** The Contractor shall pay the wages to the house-keeping personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by the AG office, for whatever reason. **Wages payable shall not be less than the minimum wages payment as declared by the Government of Nagaland from time to time. The contractor shall also quote his rate of service charges in addition to the wages to be paid to his workers. Contractor shall submit workers EPF number and proof of submission of EPF, ESI etc as applicable every month for the last month with respect to all employees deployed by him at AG office, Nagaland, and in case of any difference in the amount for which documentary evidence has not been provided, AG office, Nagaland has the right to deduct the amount accordingly from the bills. While depositing the applicable ESI and EPF amount in the account of respective worker, it shall be the sole responsibility of the contractor to comply with all the prescribed provisions of Labour Rules/Laws and Act. Further, the house-keeping agency shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their reenactments/amendments/modifications.** The AG office reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues. **The payment for successive months will be released on receipt of the evidence of deposition of ESI/PF in the worker's account for previous month.**
7. Preference may be given to the contractor(s) having valid Quality System Certificate as per ISO 9001 in case of same rates.
8. Contractor's authorized representative (Owner/Director/Partner/Manager) shall personally contact Audit Officer (Admin) of the AG office, Nagaland once a month to get a feedback on the services rendered by the contractor viz-a-viz corrective action required to make the services more efficient or any other related issue.
9. In the event of house-keeping personnel being on leave/absent, the contractor shall ensure equivalent alternative arrangement to make up for such absence.
10. The contractor shall arrange to maintain the attendance record shall be produced for verification on demand by the Bureau at any other point of time.
11. If at any point of time it come to the notice of the Bureau that the house-keeping and other personnel deployed are different from the **list provided (with attested photographs),** and for which no permission has been taken, AG office will be well within its right to impose penalty not exceeding 10% of monthly wages for each person against the number of persons identified on duty.
12. The contractor shall be solely liable for all payments/dues of the workers employed and deployed by him with reliable evidence provided to the AG office. In the event,

AG office makes any payment or incurs any liability; the contractor shall indemnify the AG office completely.

13. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Nagaland Court will have the jurisdiction to settle and decide all the disputes.
14. **Forfeiture of EMD (Bid Security): EMD** may be forfeited in the following cases:
(a) Bidder's withdrawing or altering its bid during the bid validity period, (b) withdrawal of offer during the validity period of the offer, (c) Non-acceptance of orders when placed, or (d) Non-confirmation of acceptance of orders within the stipulated time after placement of offer, (e) any unilateral revision made by the bidder during the validity period of the offer.
15. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
16. **PERIOD OF CONTRACT WILL BE UPTO EXTENDED UPTO 1(One) YEARS ON THE MUTUAL AGREEMENT OF BOTH THE PARTIES.**

Audit Officer (Admin)

Signature

Name of the Agency:

Seal of the Agencies:

Date:

Place: