

**Govt.of India, Principal Accounts Office  
Ministry of Law Justice and Corporate Affairs  
3<sup>rd</sup> Floor, C-Wing, Lok Nayak Bhawan, Khan Market  
New Delhi.**

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**Dated:14/07/2010.**

**NOTICE INVITING QUOTATION.**

**(Two bid system)**

Sealed quotation are invited from reputed agencies/firms for outsourcing of 6 (six) retired Sr.Accountant/Accountant who were recently retired from the accounting setup of the civil Ministries under the control of the Controller General of Accounts, On contractual basis, initially for six months. The contract may be extended in future.

Requirement	Six retired Sr.Acctt/Actt of CGA/Attached Ministries.
Skills	Having knowledge of Accounting matters , Administration & Establishment Computer
Experience	Shall be well conversant with the Compact package and e-lekha.

Last date of receiving quotation : 30/7/2010, upto 11 a.m.

Opening of quotations: 30/7/2010 at 2 p.m. in the room of Sh.B.M.Punni,Sr.A.O.(HQ),3<sup>rd</sup> Floor, C-Wing, Lok Nayak Bhawan, N.Delhi.

Terms and Condition: ANNEXURE-I.

Period within which the men power to be supplied: Within seven days after the award of the contract

Earnest Money An earnest money of Rs.5,000(Rs five thousands only) in the form of Demand Draft in favour of Pay & Accounts office(EO), New Delhi, M/o Law Justice & SCI may be submitted along with the technical bid, failing which the bid shall not be considered.

EMD furnished by all unsuccessful tenders shall be returned to them without any interest at the earliest after expiry of final tender validity period but not later than 30 days after conclusion of contract.

#### TECHNICAL REQUIREMENT FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical specifications:
  - a) The Registered Office or one of the Branch Office should be located either in Delhi/ New Delhi or in any of the satellite town of Delhi.
  - b) They should be registered with the appropriate registration authority.
  - c) They should have at least three years' experience in providing any kind of manpower to Government Departments, Private Companies, Public Sector Companies/Bank etc.
  - d) They should have their own Bank Account.
  - e) They should be registered with Income Tax and Service Tax departments.
  - f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

The quotations should be submitted in two sealed covers;

- (A) The first sealed cover should be super scribed "TECHNICAL BID" and should contain the pro forma as at Annexure-II duly filled in with supporting documents. The Acceptance of Terms and Condition at Annexure-I. Demand Draft for Earnest Money Deposit.
- (B) The Second sealed envelop superscribed "PRICE BID" should contain only rates which is to be quoted on monthly basis for normal duty of 8 hours per day per person for five days a week. (Annexure III) inclusive of all statutory contribution

Both the sealed envelops should be placed in the main sealed envelop super scribed "QUOTATION FOR THE OUTSOURCING OF 6 RETIRED SR.ACCOUNTANT /ACCOUNTANT OF CGA/ATTACHED MINISTRIES". The quotation should be submitted in sealed covers and should be addressed to Sh.B.M.Punni,(HQ), 3<sup>rd</sup> Floor, C-wing,Lok Nayak Bhawan,N.Delhi by speed post or hand delivered latest by 11 a.m. on 30/7/2010.

The tenders would be opened on the same day at 2:00 PM in front of the participating bidders.

## Annexure-I

### Terms and conditions

1. **Security Consideration** : The person supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending.
2. **Period within which the man power is to be supplied** : Within 7 days of award of contract
3. The competent authority reserves the right to cancel any or all the quotations without assigning any reason.
4. The competent authority reserves the right to cancel the contract at any stage without assigning any reason.
5. The service provider shall provide substitute immediately to any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this office. This office may require the service provider to immediately remove from the site of work any such person or persons, employed by the service provider and service provider shall forthwith comply with such requirements.
6. The service provider shall not assign, transfer, pledge or subcontract the performance of services without the prior written consent of this office.
7. The service provider shall provide substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
8. The service provider's person shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters etc.
9. The person deployed shall not claim any master & servant relationship against this office. Also, the service provider's person shall not claim any benefit/compensation /absorption/ regularization of service with office under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
10. The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving licence, bank account details, previous work experience, proof of

Residence, PPO NO. and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

11. The character and antecedents of such personnel of the service provider will be got verified by the service provider before their deployment and a certificate to this effect submitted to this office. The service provider shall ensure proper conduct of this person in office premises, and enforce prohibition of consumption of alcohol drinks, paan, smoking, loitering without work.
12. The wages paid to the outsourced persons by the service provider should not be less than the Basic quoted in the financial bid by the successful bidder and approved by this department.
13. Penalty Clause :- Not showing earnest in providing appropriate candidate/ personnel shall be deducted @10% more on a day's wages per day subject to minimum wages act. Absence of personnel shall be treated in similar manner.
14. The working time is 9:00 AM to 5:30 PM from Monday to Friday. For working late hours and on holidays they will be paid OTA applicable to Government Servants.
15. The service provider will submit the bill in triplicate in the first week of the following month for payment.
16. Payment to the service provider would be strictly on certificate by the officer with whom he is attached with that his services were satisfactory and attendance as per the bill preferred by the service provider.
17. Before awarding the contract, the successful contractor will have to arrange for the interview of the suitable candidates as per the requirement of this office. The interview will be held at PrAO (HQ) N.Delhi under the Chairmanship of an officer nominated by the Chief Controller of Accounts.
18. The original documents of the selected candidates will be checked at the time of interview and the photocopies will be kept in the office for the official purpose.
19. The decision of this office in any matter relating to this contract shall be final.

## APPLICATION-TECHNICAL BID

1.	For providing 6 Nos. of retired Sr.Actt/Actt in M/o Law Justice & SCI.	
2.	Name of tendering Manpower Service Provider	
3.	Details of the EMD	
	i. Amount	
	ii. Draft NO.& Date	
	iii. Issuing Bank	
4.	Name of Proprietor/Director	
5.	Full address of Registered Office  Telephone No.  Fax No.  E-mail address	
6.	Full address of operating/Branch Office  Telephone NO.  Fax No.  E-mail address	
7	Banker of the Manpower Service Provider(Attach certificate copy of statement of A/c for the last three year)	
8.	List of at least fifteen retired Sr.Actt/Actt form O/o CGA/attached Ministries.	
9.	PAN/GIR No.(attach attested copy)	
10	Service tax Registration NO.(attach attested copy)	
11.	EPF Registration NO. (attach attested copy)	
12.	ESI Registration NO. (attach attested copy)	

13. Financial turnover of the tendering Manpower Service Provider for the last 3 financial Years.

(Attach separate sheet if space provided is insufficient.)

<b>Financial Year</b>	<b>Amount(Rs. Lacs)</b>	<b>Remarks, if any</b>
<b>2006-07</b>		
<b>2007-08</b>		
<b>2008-09</b>		

**Signature of authorized person**

Name:

Date :

Seal:

Place :

**PRO FORMA FOR FINANCIAL BID**

**The composite Rate per person/per month for normal 8 hours duty**

1. Basic (including  
All statutory dues) : Rs.

2. Service Tax : Rs.

3. Agency service Charges : Rs.

**Total** : \_\_\_\_\_  
\_\_\_\_\_

**Signature of authorized person**

Date : Name:

Place : Seal: