



**Office of the Accountant General (Audit),  
Nagaland, Kohima -797001.**

Tele: 0370-2225309, FAX: 0370-2243117  
e-mail: agaunagaland@cag.gov.in

**REGISTRATION OF AGENCIES FOR OUTSOURCING OF MANPOWER FOR  
HOUSEKEEPING**

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

Other details like eligibility criteria, price bid document, terms and conditions and procedure for application are given below. The bid shall be in two parts (1) Eligibility Bid (2) Price Bid. Those who qualify in the first part i.e. Eligibility Bid only shall qualify for the second part i.e. Price Bid.

**1. Eligibility criteria:**

- a) The Agency should be registered with the concerned Government Authorities under the Companies Act, ESI Act and Service Tax under Central Excise Act, Labour Department, etc., as per applicability, and a copy of the registration should be submitted. The Agency should also provide an undertaking that they will comply with all relevant statutory norms.
- b) The Agency should submit its PAN and Sale Tax registration number, if applicable.
- c) The Agency should have minimum three years experience in this kind of activity/trade. Xerox copies of the credentials should be enclosed. The bidders shall also need to mention how many workers they will engage per day for the cleaning job and the salary/wage (per day) they will be giving to those engaged workers/labourers. If the required number of workers are not found then proportionate amount shall be deducted from the bills of the contractor.
- d) Acceptance of terms and conditions by the bidder shall be enclosed in the "Eligibility Bid" envelope.

## 2. PRICE –BID FORMAT

\* The terms and conditions are to be strictly adhered by the Agency.

\*\* All taxes, charges are to be clearly mentioned.

### a. Nature of work

Sl. No	Nature of work	Period	Quoted rate	Remarks
1	Cleaning of the office corridors (Main Building and Annexe Building) & Conference Hall	All working days		
2	Cleaning of the office compound			
3	Cleaning of the office toilets			
4	Plantation of flowers in the premise of the office compound			
5	Maintenance of the office garden/cleaning of weeds from garden beds, etc. (*One garden is under process in the backyard of the office canteen)			
<b>Total</b>			24000	
<b>Total Amount in words</b>				

### b. Manpower:

A minimum of \_\_\_\_\_ labour will be required for managing the above works.

**Signature:**

**Date:**

**Name of the Agency:**

**Seal of the Agency:**

### **3. TERMS AND CONDITIONS**

- 1) This office may require the service provider to dismiss or remove from the site of work, any persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
- 2) The service provider shall provide Photo Identity Cards to persons employed which should be invariably displayed during officer hours. Loss of card must be reported immediately.
- 3) The office shall not be liable for any loss, damage, theft burglary or robbery of any personal belongings, equipment etc., of the personnel of the service provider.
- 4) The personnel deployed should be polite, cordial, positive and efficient, while handling the assigned work and shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him/her.
- 5) The service Provider's personnel shall not be entitled to any benefit/compensation/absorption/regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings to this effect will be required to be submitted by the service provider to this office in respect of all personnel deployed by the service provider.
- 6) The service provider shall ensure proper conduct of his personnel in the office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering etc.
- 7) The service provider shall engage the necessary personnel as required by the office from time to time. The said personnel engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. Normally cleaning work to be done twice a day for urinals and once for other place of the office premises.
- 8) The transportation, food, medical and other statutory requirement in respect of personnel of the service provider will be the sole responsibility of the service provider.
- 9) The character and antecedents of each of the personnel of the service provider will be got verified by the service provider before their deployment, and a certificate to this effect may be submitted to this office.

- 10) The personnel may be called on Saturdays, Sundays and other gazetted holidays, if required. They would be paid in lieu thereof.
- 11) The service provider will submit the bill in triplicate in the 2<sup>nd</sup> week of the month. The payment will be released by the 1<sup>st</sup> week of the following month
- 12) Payments to the service provider would be strictly on certification by the officer with whom the watch and ward is entrusted and that the services were rendered satisfactorily.
- 13) The service provider shall be available for contact at all times.
- 14) Location and Headquarter would be Kohima.
- 15) Either side can terminate the contract on giving one month's notice to each other.
- 16) Period of contract will be initially for three months and subsequently extended on satisfactory performance which is extendable upto 2 years on mutual agreement of both the parties.
- 17) In case of any dispute, the jurisdiction lies with the Courts of Kohima or any other Court which is having jurisdiction over the Courts of Kohima.
- 18) Compliance to laws and rules like Labour Act, Minimum Wages Act, etc., shall be that of the service provider

#### **4. How to apply:**

- 1) The tenders should be submitted in a big sealed envelope. The big sealed envelope should be super scribed "**Request for Registration for outsourcing of manpower**" and inside the big sealed envelope should contain two small envelopes labeled "**Eligibility Bid**" and "**Price Bid**".
- 2) First, eligibility bid shall be opened and if the bidders qualify in the Eligibility Bid then only the Price Bid shall be opened. If the bidders do not qualify in the eligibility bid then price bid shall not be opened.
- 3) Earnest money of ₹ 1000/- shall be deposited with the bid document which shall be refunded to the unsuccessful bidders.
- 4) Acceptance of terms and conditions should be enclosed in the small envelope labeled "**Eligibility Bid**"
- 5) The bid should be sent to the **Audit Officer (Admn)**. The tender must reach this office by 1500 hours on **3/04/2013**. Tenders received after this time will not be considered.

6) 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 **5/04/2013** at **3.00 pm**. The bidders will be permitted to be present. The authorized representatives should carry letter of authorization from the bidder.

**Sd/-  
Audit Officer (Admn)**