

To

Registered Manpower Agencies

Subject: - Engagement of Multi-Tasking Staff and Stenographer through outsourcing.

1. Office of Accountant General (E&RSA) intends to hire the services of personnel as under for the period w.e.f. 01-4-2019 to 31-03-2020 through outsourcing.

Sl. No	Name of services	Minimum Qualification	Nature of work	Remarks
1.	Multi-Tasking Staff	SSLC	Multi-tasking work in office or any other work to be assigned by the officers, which would broadly include: <ol style="list-style-type: none"> <li>1. General cleanliness and upkeep of the Section/ Unit/ Rooms</li> <li>2. Opening &amp; closing of rooms before and after office hours</li> <li>3. Dusting of furniture, etc.</li> <li>4. Carrying of files &amp; other papers within the building/ office</li> <li>5. Delivering of dak (outside the building)</li> <li>6. Physical maintenance of records of the Section</li> <li>7. Stitching and binding of records/ files/ registers of the Section/ Unit</li> <li>8. Photocopying, sending of FAX etc.</li> <li>9. Other non-clerical work in the Section/ Unit</li> <li>10. Assisting in routine office work like diary, dispatch, etc. including on computer.</li> <li>11. Maintenance of office equipments/ fixtures and fittings and provide necessary assistance for running of such equipments.</li> <li>12. Any other work assigned by the superior authority.</li> </ol>	11 MTS are required to be out-sourced
2	Stenographer	Degree	Stenography work	1 stenographer is required to be outsourced

2. This Office will follow the norms of minimum wages fixed from time to time by the Ministry of Labour, Govt. of India. If the Ministry revises the minimum wages, even during the period of contract, rates to be paid by this Office will also be automatically revised, if it falls below the revised limits. The contractor/ agency has to specify the proposed daily wages for each staff, as well as the prescribed percentage of EPF, ESI, Service charges and GST on each person's payment to be charged from this Office. Rates quoted should not be below what is prescribed as per Minimum Wages Act and related instructions/ orders/ circulars.

3. Interested contractor/ agency are, therefore, requested to quote their bids accordingly. They must also fulfill the following conditions:
  - (i) Contractor/ Agency must be registered under the labour laws;
  - (ii) Contractor/ Agency must be registered with EPF Commissioner;
  - (iii) Contractor/ Agency shall comply with the statutory provisions of the labour laws like minimum wages, EPF, ESI, etc.Details as necessary may be provided at the time of application as per Tender Form provided.
4. An interview may be conducted at this Office to adjudge the suitability of the outsourced staff to work in this office of the Indian Audit & Accounts Department. During the process of selection of staff to be given by the selected contractor/ agency, preference will be given to the persons who have already worked in the Offices of Central and State Governments.
5. The workers provided by the contractor/ agency shall be bound to observe all instructions issued by this Office concerning general discipline and behavior. Consumption of liquor, smoking, chewing tobacco, etc. while in the office is strictly prohibited at all times.
6. It shall be the sole liability of the contractor/ agency to comply with the provisions of the Contract Labour (Registration & Abolition) Act, 1970, Employees Provident Funds Act, Employees State Insurance Act, Minimum Wages Act, 1948 and any other labour laws in force and this office shall not, in any way, be liable for the acts of omission and commission of the contractor/ agency which may contravene with the provisions of any of the laws in force.
7. The Multi-Tasking Staff provided by the contractor/ agency should all have valid ESI Cards, EPF Accounts and any/ all other statutory requirements. In case any such person is provided who do not have the same at the outset, the Contractor/ agency shall ensure that the same is made ready for them before their first payment becomes due. Copies of all such cards, accounts details, etc. of all staff provided will have to be furnished to this office in advance, under the agency/contractor's stamp and signature.
8. Each of the outsourced staff should have a Bank Account and the details of the same should be furnished to this office in advance.
9. The contractor/ agency will be expected to pay the outsourced staff through bank transfer to their respective accounts by the 5<sup>th</sup> of every month, and a copy of the payment details will have to be furnished to this office along with the bill preferred to office every month for payment. Failure to stick to the payment date of 5<sup>th</sup> of every month will attract a penalty which will be determined by this office which may range from 1% to 2% of the bill amount. The same will be deducted from the payment to be made to the agency, at the discretion of this office. The decision taken by this office in this regard shall be final and binding on the contractor/agency.
10. Salary Slips, clearly indicating wages due for the month, contributions made for EPF, ESI, etc. will have to be given every month to the MTS workers, and a copy of the same will have to be furnished to the office, under the stamp and signature of the agency/ contractor, while preferring the monthly claim from the office.
11. The proof of having paid the GST to the Government should be furnished by the contractor/ agency while preferring the monthly claim to this office.
12. The Attendance register of the workers shall be properly maintained by the contractor/ agency. This register will be checked/ monitored by the supervisory staff of this Office on a daily basis. This register can also be called for inspection by the higher authority of this office at any time.
13. In case the number of workers put on the job by the contractor/ agency is found to be lesser on any day than what is stipulated, the amount payable to the contractor shall be deducted proportionately. In case of any staff being found not satisfactory, they should be replaced within five working days from the intimation of the same by this Office.

14. If a demand is made by the office for additional manpower during the currency of the contract, the contractor/ agency shall be under an obligation to supply the same at the contracted rates.
15. The contractor/ agency shall be liable to provide services of workers on all days of the week (subject to a maximum of 6 days per week) which will be a maximum of 26 days (including closed holidays) for which the agency will make payment taking the attendance sheet forwarded into consideration.
16. This office shall not provide any transport, medical or living facility to the workers.
17. The agreement can be terminated by either side upon giving one month's notice in advance in writing except in the event of failure of providing satisfactory services on the part of the contractor/ agency in which event the agreement can be terminated without giving any notice whatsoever and this Office shall not be responsible for any payment thereafter. The decision of the office as to what constitutes failure of providing satisfactory services shall be final and binding on the contractor/ agency and shall not be questioned by the contractor/ agency in any manner. On such termination, no compensation shall be payable to the contractor/ agency.
18. Service contract to be entered into with the selected contractor/ agency shall be subject to the jurisdiction of courts of law in Bengaluru only.
19. As per provisions under Rule 170 of GFR-2017, a **Bid Security** at the rate of **4%** of the value of total quote in the form of Bank Guarantee should be submitted along with the Quotation. The successful bidder's bank guarantee will be in the custody of this office and will be invoked and held as security against any breach or deviation to the terms and conditions of the agreement. The invoking of Bank guarantee will be at the sole discretion of this office, if this office identifies any deviation of terms and conditions.
- 20. The Contractors/ Agencies who are willing to abide by all of the above conditions should send their bids to DAG (Administration), Office of the Accountant General (E&RSA), Karnataka, Bengaluru on or before 11 AM of 15-03-2019. The sealed bids should have "Quotations for Multi-Tasking Staff and Stenographer" written clearly on the covering envelope.**
21. The willing bidders are welcome to enclose a list of the various organizations where they have already provided such services in the past.

Sd/-

Deputy Accountant General (Admn)

**OFFICE OF THE ACCOUNTANT GENERAL (ECONOMIC & REVENUE SECTOR  
AUDIT), KARNATAKA, BENGALURU-560 001**

Tender Form for Outsourcing of Semi-Skilled MTS

Name of the firm/Service Provider:

Establishment registration number:

Labour licence certificate number:

PAN number of the agency:

EPF registration number:

ESI Registration number:

GST Registration number:

Address of the firm/service provider:

(Along with phone/mobile number/E –mail):

List of Clients (present & previous):

I. Quoted rate per person per month (for 26 days) (For semiskilled labour)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount (Rs)</b>
1	Basic	
2	VDA	
3	EPF (.....%)	
4	ESI (.....%)	
5	Total A(sum of 1 to 4)	
6	Service charges (B)	
7	Total (A+B)=C	
8	GST (..... %)=D	
9	Grand Total (C+D)	

Signature of the representative of the agency  
(Seal of the agency)

**OFFICE OF THE ACCOUNTANT GENERAL (ECONOMIC & REVENUE SECTOR  
AUDIT), KARNATAKA, BENGALURU-560 001**

Tender Form for Outsourcing of Highly Skilled Stenographer

Name of the firm/Service Provider:

Establishment registration number:

Labour licence certificate number:

PAN number of the agency:

EPF registration number:

ESI Registration number:

GST Registration number:

Address of the firm/service provider:

(Along with phone/mobile number/E –mail):

List of Clients (present & previous):

I. Quoted rate per person per month (for 26 days) (For Highly Skilled labour)

Sl. No.	Particulars	Amount (Rs)
1	Basic	
2	VDA	
3	EPF (.....%)	
4	ESI (.....%)	
5	Total A(sum of 1 to 4)	
6	Service charges (B)	
7	Total (A+B)=C	
8	GST (..... %)=D	
9	Grand Total (C+D)	

Signature of the representative of the agency  
(Seal of the agency)