

No.Pr.AG(Audit-I)/HK/D/2020-21/18

Dtd.:- 11/08/2020

To ✓

Registered Manpower agencies  
Bangalore

Sir,

**Sub: Inviting sealed quotations for providing cleaning services, MTS related works , and staff car driver**

1. This office intends to hire personnel for the following services as per details given under.

Sl.No.	Name of the services	Minimum qualification	Nature of work	No. of persons /duty hours
1	Multi Tasking Staff	SSLC	Multi tasking work in office or any other work to assigned by the officers , which would broadly include:  1. General cleanliness and upkeep of the section  2. Opening and closing of room before and after office hours  3. Dusting of furniture etc.  4. Carrying of files &other papers within building/office  5. Delivering dak ( outside building)  6. Physical maintenance of records of the section	<b>15</b> Office hours

			<p>7. Stitching and binding of records /files /registers of the section</p> <p>8. Photocopying/Fax</p> <p>9. Other non-clerical work in the section</p> <p>10. Assisting in routine office work like dialising the letters , despatch etc including on computer</p> <p>11. Maintenance of office equipments /fixtures and fittings and provide necessary assistance for running of such equipments</p> <p>12. Watch &amp;Ward duties</p> <p>13. Driving of vehicles if in possession of valid driving license</p> <p>14. Any other work assigned by the superior officer</p>	
2	Staff car driver	SSLC and Valid driving licence	Driving the staff car	<p><b>01</b></p> <p>Office hours/ as per the needs of the officer using the vehicle</p>
3	Cleaning personnel	No minimum qualification	Cleaning of office premises, toilets, mopping of floors and other cleaning requirements as needed	<p><b>12</b></p> <p>0800 hours to 1600hours</p>

2. Quotations are invited for the above services on monthly payment basis per person. You may send your quotation in the **form** enclosed along with detailed terms and conditions of service in sealed covers . The ESI , EPF , Service Charges and Service Tax should be mentioned separately. The rates quoted should be excluding taxes and taxes payable should be shown separately. It should be ensured that rates are quoted according to the Minimum Wages Act 1948 , Minimum wages (Central) Rules , Equal Remuneration Act 1976 and Central Rules 1976 and any other relevant act passed by State/Central Govt . from time to time failing which the quotation is liable for rejection .
3. The service provider should be registered under labour laws , EPF and ESI and the registration details are required to be furnished . The service provider should comply with statutory provisions of the labour laws like minimum wages , EPF, ESI etc
4. Bid security of Rs. 20,000 to be furnished by the agencies along with quotation. The Demand Draft should be drawn on PAO ,IAD , Bangalore . Performance security of Rs.20,000 to be furnished by successful bidder.
5. The **General terms and conditions** are enclosed herewith. The contractor/agency who are willing to abide by all the terms and conditions detailed in the **Annexure** should send their bids to the address given below. The **last date** for receiving the sealed quotations is 21/8/20 at 3.00 pm. Quotations received after due date and time are liable to be rejected. The sealed cover may be superscribed as “ sealed quotation for providing Housekeeping services/MTS related duties/staff car driver “

To/

Smt.Varsini Arun,  
Sr. Deputy Accountant General(AMG-I & Admn)  
O/o The Pr.Accountant General(Audit-I)  
Audit Bhavan, Ground Floor, C-Block  
Bangalore-560 001

The quotations received will be opened on **04.09.2020 at 4.00 pm** in the chamber of **Sr. Deputy Accountant General (AMG-I & Admn.) 'C'Block, First Floor, Audit Bhavan** . You may depute your representative at the time of opening of quotations.

Yours faithfully,



Sr.Audit Officer/Housekeeping

Encl. General Terms and Conditions

**ANNEXURE**  
**GENERAL TERMS AND CONDITIONS**

1. The agency should be a registered body with the labour/EPF commissioner and should necessarily quote the Registration number, PAN number etc .
2. The agency should ensure providing and wearing of necessary uniform/other accessories by the manpower provided.
3. The agency should ensure regular supply of agreed manpower during the period of contract
4. Any damages/loss during the duty hours shall be borne by the agency.
5. The payment for the services will be on a monthly basis. The agency shall ensure that payment to the personnel are made latest by 5<sup>th</sup> of every month, without waiting for the payment from this office.
6. The agency shall be responsible to ensure recovery and remittance of statutory benefits like ESI/EPF, Service Tax and necessary documents in support of such payments should be produced on demand. Salary slips clearly indicating the wages due for the month , contributions made for EPF and ESI will have to be given to the employees under the stamp and signature of the agency.
7. The agency should ensure that payments to the manpower are made at the rates equal to or above those rates prescribed under the Central Minimum Wages Act.
8. The rates should be quoted taking into cognizance the Minimum Wages Act 1948 and Minimum wages (Central) Rules, Equal Remuneration Act 1976 and central Rules 1976 and any other relevant act passed by State/central Govt from time to time. Liability , if any arising in the court of law /tribunals governed by the constitution of India under these acts shall be borne solely by the agency. Taxes applicable may be shown separately with the breakup of the rates.
9. The agency shall be responsible for complying with all municipal laws rules and regulations. Contractor is bound to follow all the labour laws concerning the conditions of work , safety and payment of wages , accidental insurance and other terminal benefits/claims to the personnel engaged.
10. The staff provided by the agency should have valid ESI card and EPF accounts . If anyone do not have , it shall be the duty of the agency to ensure the same. Each of the staff engaged should have a valid Bank Account .

11. Bid security of Rs. 20,000 to be furnished by the agencies along with quotation. The Demand Draft should be drawn on PAO ,IAD , Bangalore .
12. Performance security of Rs.20,000 to be furnished by successful bidder.
13. The agency should produce proof of remittance of taxes applicable.
14. The attendance register of the employees shall be properly maintained by the agency.
15. The office shall not provide any transport , medical or living facility to the workers.
16. The bidders are welcome to enclose a list of their existing clients .
17. On acceptance of the quotation, a comprehensive agreement with all terms and conditions of the contract may be entered into with this office.



Sr.Audit Officer/Housekeeping

OFFICE OF PR.ACCOUNTANT GENERAL (AUDIT-I), AUDIT  
BHAVAN, BANGALORE-560001

**Tender Form for Outsourcing of Unskilled / Semiskilled  
Labourers/Staff Car driver**

Name of the firm/Service provider:

Establishment registration number:

Labour licence certificate number:

GST Registration number:

PAN number of the agency:

EPF registration number :

ESI Registration number:

Address of the firm /service provider:  
(Along with phone/mobile number/Email)

List of clients (present & previous) if any:

I. Quoted rate per person per month( for 22 days ) (For unskilled labour)

Sl.No.	Particulars	Amount (Rs.)
1	Basic wages	
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)	

