

No. PAG (A&E)/HK/2015-16/

Dated: 04.02.2016

To

Sub : Sealed quotation for providing personnel for cleaning services, MTS related work and cooking for 2016-17.

Sir,

This Office intends to hire the services as per details given here under:

Sl. No.	Particulars	No. of persons required on monthly basis	Duty hours per person
1.	Cleaning of floors and toilets in Main Building and Annexe Building	Approximately 18	08 Hours duty for 24 days in a month (8.00 a.m. to 4.00 p.m.)
2.	MTS related work/Miscellaneous work in Main Building and Annexe Building	Approximately 06	08 Hours duty for 26 days in a month
3.	Assistant Cook	02	For Guest House

Quotations are accordingly invited on monthly payment per person engaged on the basis of hiring of above services. You may send your quotation separately for each service in sealed covers to the address mentioned below. The rates quoted should be excluding taxes, if any payable which may be mentioned separately. The ESI, EPF, Service Charges and Service Tax should be mentioned separately. It should be ensured that the rates are quoted taking into cognizance the Minimum Wages Act 1948 and the Minimum Wages (Central) Rules, Equal Remuneration Act 1976 and Central Rules 1976 and any other Act

passed by State Government from time to time failing which the quotation is liable for rejection.

The Service Provider should be registered vendor with the State Government and registration details to be furnished when sought.

- Bid security of ₹20,000/- to be furnished by the Agencies alongwith quotation. The Demand draft should be drawn on "**PAO, IAD, Bangalore**".
- Performance Security of ₹20,000/- to be furnished by successful bidder.

The General Terms and Conditions is enclosed herewith. **The last date for receiving the sealed quotation is 22.02.2016 upto 3.00 p.m.** The quotation received after the due date and time is liable to be rejected. The sealed cover may be superscribed as "**Sealed quotation for providing Cleaning Services/MTS related work (Miscellaneous Work)/Cooking**" and sent to the following address:

**Sri. Chandra Mohan,
Seniors Accounts Officer (Office Management),
O/o Principal Accountant General (A&E),
P.B.No.5329, Park House Road,
Bangalore – 560001.
080-22640253**

Rates quoted for Safaiwalla personnel would also apply for personnel engaged for MTS related work.

Yours faithfully,

SD/

SR. ACCOUNTS OFFICER (OFFICE MANAGEMENT)

Encl: General Terms and Conditions.

GENERAL TERMS AND CONDITIONS

- The agency should be a registered body with the Labour/EPF Commissioner and should necessarily quote the Registration No. and Date, Service Tax Number.
- The agency should provide the manpower for the following services:
 - a) Safaiwallas:** For cleaning the office premises, floors and toilets 08 hours duty from 8.00 am to 4.00 pm including Saturdays.
 - b) MTS related work/Miscellaneous work:** 08 hours duty for 26 days in a month.
 - c) Cooking service for Guest House**
- The agency should ensure providing and wearing of necessary uniforms to the manpower provided.
- Agency should ensure the regular and continuous supply of agreed manpower during the period of contract.
- Dereliction of duty, misbehavior or misconduct with the staff/public will be viewed seriously.
- Any damages/loss during the course of action shall be borne by the agency.
- In case of any deficiency in service during the period of contract, this office has absolute right to terminate the contract without assigning any reasons or any compensation.
- The payment for the services provided will be reimbursed on monthly basis on production of bills and necessary documents.
- The agency shall be responsible to ensure for recovery and remittance of statutory benefits like ESI and Provident Fund and necessary documents in support of which should be produced on demand.
- Any claims/terminal benefits, due to the man power provided rests with the agency.
- The agency should ensure that payments to the manpower engaged by them are made at the rates equal to or above those prescribed under the minimum wages Act.
- The rates should be quoted taking into cognizance the Minimum Wages Act 1948 and the Minimum Wages (Central) Rules, Equal Remuneration Act 1976 and Central Rules 1976 and any other Act passed by State Government/Central Government from time to time.
- Liability, if any arising in the Court of law/Tribunals governed by Constitution of India under these acts shall be borne solely by the Agency.
- The agency should produce proof of remittance of Service Tax.
- The Agency should be registered with State Government and details furnished on request to be furnished.
- Bid security of ₹20,000/- to be furnished by the Agencies alongwith quotation. The Demand draft should be drawn on "**PAO, IAD, Bangalore**".
- Performance Security of ₹20,000/- to be furnished by successful bidder.

SR. ACCOUNTS OFFICER (OFFICE MANAGEMENT)