

To,

Sir,

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

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

Scope of the work	No. of persons required	Duty hours
Cleaning of office premises, toilets, mopping of floors	12	08 hours of duty for five days in a week (0800 hours to 1600 hours) .
MTS related works /Miscellaneous office works	18	Office hours , working days
Staff car driver	1	Office hours

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 .

The service provider should be registered with the state government and registration details to be furnished when sought.

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.**

The **General terms and conditions** are enclosed herewith. The last date for receiving the sealed quotations is **30th May 2016 at 11.00 AM**. Quotations received after due date and time are liable to be rejected. The sealed cover may be super scribed as “ **sealed quotation for providing Housekeeping services/MTS related duties/staff car driver** “ and sent to the address given below.

To,
Shri. Saurabh Singh IA&AS
Deputy Accountant General(Admn)
O/o The Pr.Accountant General(G&SSA)
Audit Bhavan, Ground Floor, C-Block
Bangalore-560 001

The quotations received will be opened **at 12.00 PM on 30.05.2016** in the chamber of Deputy Accountant General(Admn.) , C-Block , Ground Floor, Audit Bhavan . You may depute your representative at the time of opening of quotations.

Yours faithfully,

Sd/-

Audit Officer/Housekeeping

Encl. General Terms and Conditions

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 5th 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.
7. The agency should ensure that payments to the manpower are made at the rates equal to or above those rates prescribed under the 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. 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 .
11. Performance security of Rs.20,000 to be furnished by successful bidder.
12. The agency should produce proof of remittance of Service tax.
13. On acceptance of the quotation , a comprehensive agreement with all terms and conditions of the contract may be entered into with this office.

Sd/-
Audit Officer/Housekeeping

OFFICE OF Pr. ACCOUNTANT GENERAL (G&SSA), 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:

Service Tax 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	Service Tax=D	
9	Grand total (C+D)	

(For EPF and ESI indicate percentage also)

II. Quoted rate per person per month(for 22 days) (For Semiskilled labour)

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

(For EPF and ESI indicate percentage also)

III. Quoted rate for one staff car driver (22days)

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

(For EPF and ESI indicate percentage also)

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

