

No.AG (A&E)/Welfare-CAN/ 2018-19/

Dated: 26.02.2018.

To

**Sub: Sealed quotation for providing personnel
for Departmental Canteen for 2018-19.**

Sir,

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

Sl.No.	Particulars	No. of persons required on monthly basis	Duty hours per person
1	Halwai-cum-Cook	01	08 Hours duty per day (Maximum of 24 days)
2	Assistant Halwai-cum-Cook	02	08 Hours duty per day (Maximum of 24 days)
3	Canteen Attendant	10	08 Hours duty per day (Maximum of 24 days)
	Total	13	

Quotations are invited for personnels on daily wages basis as per Minimum Wages Act. **The rates quoted should be excluding taxes, if any payable which shall be mentioned separately. The ESI, EPF, Service Charges, GST & Swachh Bharath cess, Education Cess etc., 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 General Terms and Conditions is enclosed herewith. **The last date for submission of sealed quotation is 10.03.2018 upto 4.00 p.m.** The quotation received after the due date and time is liable to be rejected.

The sealed cover may be superscripted as "**Sealed quotation for outsourcing of posts of Cooks, Asst. Cooks, Canteen Attendants etc., in departmental Canteen**"

You may send your quotation in sealed covers to the address mentioned below.

**Sri. Dharnappa Naik, Welfare Officer,
O/o Accountant General (A&E),
P.B.No.5329, Park House Road,
Bangalore – 560001.
080-22640273.**

Yours faithfully,


WELFARE OFFICER

Encl: General Terms and Conditions.

GENERAL TERMS AND CONDITIONS

- The firm should be a registered body with the Labour/EPF Commissioner and should attach the Registration certificate. Also this firm should be registered with GST and shall attach Registration certificate.
- The agency should provide the manpower for the following services:

Sl.No.	Particulars	No. of persons required	Duty hours per person
1	Halwai-Cum-Cook,	1	8.5 hours duty from 7.30 am to 4.00 pm (all the working days). <u>(which includes ½ an hour lunch break)</u>
2	Asst.Halwai-Cum-Cook,		
3	Canteen Attendants		
	10		
	Total	13	Maximum of 24 days in a month

- The agency should ensure providing and wearing of necessary uniforms to the manpower provided (with the name plates of the employee), the agency should provide PHOTO IDENTIFICATION CARD to the engaged personnel.
- Agency should ensure the regular and continuous supply of agreed manpower during the period of contract.
- If a person/s proceeds on leave, agency shall provide alternate personnel as substitute.
- The personnels provided by the agency will not have any right/preference for employment in this office/department of Government of India.
- 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, GST (Service Tax) etc., and necessary documents in support of which should be produced every month along with next bill.
- 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 GST(Service Tax).
- EMD at the rate of 5% of the quoted value of the contract to be furnished by the Agencies along with quotation. The Demand draft should be drawn on "**PAO, IAD, Bangalore**".
- Performance Security/Bank Guarantee at the rate of 10% of order value of the contract to be furnished by successful bidder and the validity of Bank Guarantee shall be 90 days beyond expiry contract period.
- No interest shall be paid on the amount of EMD or Bank Guarantee deposited against this tender.
- Tenure of the contract will be for a period of one year
- The agency should ensure the Health Check-up to the manpower provided once in 09 months and proof of the same shall be submitted to this office.
- The earnest money(EMD) will be forfeited if the contractor fails to commence the work from the date mentioned in work order and also work order stands cancelled.
- Quotation/Enquiry document can be downloaded from website www.agkar.cag.gov.in

DUTIES AND RESPONSIBILITIES OF HALWAI-CUM-COOK, ASSISTANT HALWAI-CUM-COOK AND CANTEEN ATTENDANTS

A). HALWAI-CUM-COOK (Minimum 02 years experience in relevant field).

1. To prepare snacks like bonda, butter-toast, dosa, idly, vada, paneer pakora, samosa, matthi, vegetable cutlet, vegetable sandwich/pakora etc.,
2. To prepare lunch/meals i.e., chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, vegetable salad and sweet dishes i.e., burfi, besan burfi, coconut burfi, laddoo, pinnee, bulab-jamun, gajar-halwa, patisa and rasgulla etc.,
3. Any other additional duty allotted by the in-charge of canteen.

B) ASSISTANT HALWAI-CUM-COOK (Minimum 01 year experience in relevant field)..

1. To assist the Halwai-Cum-cook in preparation of various snacks and beverages such as bonda, butter-toast, dosa, idly, vada, paneer pakora, samosa, matthi, vegetable cutlet, vegetable sandwich/pakora etc.,
2. To assist Halwai-cum-cook in preparation of lunch/meals i.e., chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, sweat-dish, vegetable salad etc.
3. In absence of Halwai-cum-cook preparation of snacks and meals.\
4. Any other additional duty allotted by the in-charge of the canteen.

C). CANTEEN ATTENDANT (Minimum 06 months experience in relevant field).

1. To prepare Tea/Coffee/Juice etc., for the users.
2. To serve Tea/Coffee/Biscuits etc. in the official meetings
3. To provide regular room service to the officers/staff
4. To collect the used cups/plates & utensils etc., within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers.
5. To clean crockery/cutlery/utensils etc., in three stage i.e., in running normal water, in hot detergent water and in potassium permanganate solution.
6. To sweep and wash the floor area
7. Cleaning/dusting table, chair and other furniture in canteens
8. Cleaning slabs and area where food is cooked
9. Any other additional duty allotted by the in-charge of the Canteen.

The in-charge of the canteen is authorized to allocate the duties to the canteen attendants according to their capabilities and capacity for smooth functioning of the canteen.