



OFFICE OF THE PR. ACCOUNTANT GENERAL
(AUDIT-II), WEST BENGAL
CGO Complex, 5th Floor, DF Block, 3rd MSO Building, Salt Lake
Kolkata - 700 064

No. Record-I/Semi-Skilled/Un-skilled Personnel/NIQ/Vol.II/141

Date: -22.02.2021

Date of issue of tender documents: -22.02.2021

Last date of submission of the tender: -08.03.2021 at 12.00 Noon.

Date of opening of the tender: -08.03.2021 at 03.00 PM

NOTICE INVITING QUOTATION

Sealed quotations are invited from registered outsourcing agencies for providing four (04) persons as Multi Tasking Staff (MTS) & three (03) persons as Safaiwala/ House Keeping Staff (HKS) on outsourcing basis for this office.

The interested agencies are required to quote rates in sealed quotations for providing Safaiwala and MTS in separate envelopes in the prescribed format enclosed in Annexure-A addressed to Sr. Deputy Accountant General (Admn.), O/o the Pr. Accountant General (Audit-II), W.B., CGO Complex, 5th Floor, DF Block, 3rd MSO Building, Salt Lake, Kolkata - 700064 and to drop the same in the tender box kept in Record section of this office during office hours latest by **08.03.2021 at 12.00 Noon**, clearly mentioning the break-up of Minimum Wages, EPF, ESI, Bonus, GST, Service Charges & other deductions, if any as per Govt. norms. The agencies/ firms are also required to abide by the terms and conditions as mentioned in Annexure-B. The details of duties to be performed by the Multi Tasking Staff and Safaiwala are enclosed in Annexure-C and Annexure-D respectively.

Raddhwan
22/02/2021

Sr. Audit Officer (Record & Hindi Cell)
O/o the Pr. Accountant General (Audit-II), W.B.,
CGO Complex, DF Block, 5th Floor,
Salt Lake, Kolkata-700 064
Tel No. 033-23347856, Fax: 033- 2334 7854

Annexure – A

To,

The Sr. Deputy Accountant General (Admn.)
O/o the Pr. Accountant General (Audit-II), W.B.
CGO Complex, 5th Floor, DF Block,
Salt Lake, Kolkata – 700 064

Sir,

With reference to your tender Notice No. dated
....., I am to submit herewith my tender for providing four (04) persons as Multi Tasking
Staff (MTS) and three (03) persons as Safaiwala/ House Keeping Staff (HKS) as per duties detailed in
Annexure – C and D respectively.

I further affirm that I have read and fully understood the tender notice and that I agree to abide by
all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail
to abide by the terms and conditions or execute the contract satisfactorily, my contract shall be liable to be
terminated as per the mentioned terms and conditions.

Enclosures:

1. Statement of quoted value of contract.
2. Terms & Conditions duly signed.
3. Copy of Trade Licence, Income tax certificate, PAN Card, EPF, ESI & GST Registration
Certificate.
4. Certificate of empanelment in other offices.
5. Earnest Money Deposit.

Yours faithfully,

Signature

Name of Agency M/s

Annexure – B

The contract shall be governed by the following terms and conditions:-

1. The contract shall be valid for one year from the date of commencement. Maximum duty of the outsourced staff shall be 6 days in a week and 26 days in a month.
2. Minimum wages, as per the norms of Ministry of Labour & Employment, O/o the Chief Labour Commissioner (C), Government of India should be quoted by the agencies.
3. The Safaiwala to be provided shall be responsible for thorough cleaning of the following on a daily basis: (A) Floors (B) Walls (C) Office Furniture including outer and inner surfaces, stands, etc. (D) Staircase including railing (E) Windows (F) Doors (G) Bathrooms including sanitary fittings and fixtures (H) Cobweb on lights and fans (I) Surface of storage racks/ almirahs (J) Carpets (K) General dusting of all office stationery and equipment including computers, photo-copiers etc. (L) Switch Boards (M) Insides of Almirah/ racks.
4. The actual cleaning is to be carried out on week days between 08.00 AM to 4.30 PM. The premises and bathrooms shall always be maintained to be clean and stench free by the staff of the agency during office hrs.
5. Special cleaning and sanitization of the entire office including washrooms, approach stairs and stores shall be carried out on Saturday between 10.00 AM and 06.00 PM.
6. Deployment of the outsourced staff will be as per the following roster:-

Sl. No.	Staff	Time	No. of persons
1	MTS	09 hours duty + ½ hour tiffin between 09.30 AM and 07.00 PM (Half an hour before commencement of office and half an hour after completion of office)	04
2	Safaiwala/HKS	08 hours duty + ½ hour tiffin between 08.00 AM and 04.30 PM	03

7. The outsourced persons shall be allowed to leave the office premises only after thorough physical checking by the caretaking staff of O/o the Pr. A.G. (Audit-II), W.B.
8. The agency has to submit their quotation **inclusive of all applicable taxes, minimum wages, EPF, ESI, Bonus, cost of required materials, equipment and uniform of the cleaning staff etc.** (indicated separately).
9. Employees of the firm shall wear proper uniform and carry Identity Cards issued by the firm, failing which their entry to the O/o the Pr. A.G. (Audit-II), W.B. shall be barred.
10. The agency will raise the bill within one week after completion of a month to the O/o the Pr. Accountant General (Audit-II), W.B. and the payment thereon will be made within 15 days of the same being presented except in unavoidable circumstances, if the bill is found to be in order.
11. O/o the Pr. A.G. (Audit-II), W.B. shall make proportional deduction from the lump sum contracted amount, if the contractual number of the outsourced staff are not provided on a daily basis by the agency or if the allotted duties to the firm are not performed to the satisfaction of the officers of this office. The monthly payment shall be released only after making the proportional deduction as per the absentee statement prepared by this office.
12. The agency shall submit the details with documentary evidence in respect of their registration with (A) Labour Commissioner, (B) EPF Commissioner and (C) Commissioner of GST. These

documents (attested photo copies) should be submitted to Sr. Deputy Accountant General (Admn.), O/o the Pr. Accountant General (Audit-II), W.B. along with quotation.

13. The persons provided by the agency shall put their daily attendance (with time of arrival and departure) in a Register maintained by the watch and ward staff of this office.
14. **This office has the absolute right to terminate the contract at any time.**
15. The agency shall be held responsible for the damage to any property of this office caused by their staff and appropriate damage charges will be recovered from the agency. On that issue, the decision of Pr. Accountant General (Audit-II), W.B. shall be final and abiding.
16. This office, in no case, shall be liable for payment of any compensation to the agency or the members of staff provided by them, in case of any accident during the period of contract.
17. It will be the responsibility of the agency to contribute/ deposit the amount due to different Government Departments relating to EPF, ESIC, GST and other Govt. charges, for each of their House Keeping Staff and Multi Tasking Staff provided by them, to the concerned Govt. Department every month.
18. The selected agency must submit the EPF, ESI and GST etc. deposit slip to this office within one month of receipt of the payment from this office failing which payment against the next bill shall be withheld.
19. The work order or work done by any person placed by the agency does not bestow the right to claim regularization or confirmation of service in future.
20. The agency shall provide substitute in case leave is availed by any of the persons provided.
21. All dues should be transferred by the agency to the respective Saving Bank A/c of the outsourced staff within 07 (seven) days of receipt of payment from this office.
22. The contract is liable to be terminated or the number may be reduced incase regular incumbents join this office against vacancies of the Housekeeping and Multi Tasking Staffs.
23. The agencies are liable to conduct verification on the character as well as residential address of the staff being outsourced by them.
24. An amount equivalent to 5 % of the quoted bid value (rounded off to the nearest hundred rupees) is to be deposited as Bid Security (Earnest Money Deposit) in the form of Bank Draft drawn on any nationalized Bank in favour of "Pay & Accounts Officer (Audit), O/o the Pr. Accountant General (A & E), West Bengal" payable at Kolkata. The EMD of the tenderers will be refunded without any interest once the tendering process is over. Bid without EMD will be outright rejected.
25. The successful bidder will have to execute an agreement with this office within 15 (fifteen) days from issue of the work order.
26. The successful bidder will have to deposit @ 10 % of the tender value as Performance Security in the form of Bank Draft/Bank Guarantee drawn on any nationalized bank in favour of "Pay & Accounts Officer (Audit), O/o the Pr. Accountant General (A & E), West Bengal" payable at Kolkata.
27. For providing Safaiwala/ housekeeping Staff, preference will be given to those agencies having expertise in house-keeping functions.

Annexure – C

Details of duties of Multi Tasking Staff:-

1. General cleanliness and upkeepment of all sections/ units.
2. Providing drinking water to the officers/ staff.
3. Watch and ward duties.
4. Opening of rooms.
5. Up keeping of potted plants etc.
6. Dusting of Furniture/ Computes/ Xerox machines/ Fax machines/ Telephones/ Tables and Chairs of officers and Staff.
7. Carrying of files and other papers within and outside the building/ office.
8. Photocopying etc.
9. Other work of non --- clerical nature in the sections/ units.
10. Maintenance of office equipments/ fixtures & fittings and providing necessary assistance for running of such equipments.
11. Delivering of letters to the sister offices of this office located in Kolkata.
12. Collecting of documents from the sister offices of this office located in Kolkata.
13. Any other work assigned by the Authority.

Annexure – D

Details of duties of Safaiwala/ House Keeping Staff:-

1. General cleanliness and up keeping of all sections/ units.
2. Sanitation work- Cleaning of Toilets/ Urinals/ Wash Basins/ Mopping of floors and other sanitary fittings.
3. Cleaning of Rooms/ Chambers/ Cubicles etc.
4. Cleaning of furniture/ fixtures etc.
5. Up keeping of potted plants etc.
6. Maintenance of office equipment/ fixtures.
7. Sanitization as per guidelines issued by Govt. of India.
8. Any other work related to House Keeping/ Cleaning assigned by the authority.

No. Record-I/Semi-Skilled/Un-skilled Personnel/NIQ/Vol. II/146 Date: -

22.02.2021

22 FEB 2021

Copy forwarded for display in their Notice Board:-

1. The Sr. Audit Officer (EDP), O/o the Pr. A.G. (Audit-II), W.B., C.G.O. Complex, 5th Floor, 3rd M.S.O. Building, DF Block, Salt Lake, Kolkata-700064 for uploading in the official website.
2. The Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A & E), West Bengal, Treasury Building, Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Building, Kolkata-700 001.
4. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Building, Kolkata -- 700 001.
5. The Sr. Audit Officer (Admn.); O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-I, 1, Council House Street, Kolkata -- 700 001.
6. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A, Shaheed Khudiram Bose Road, Ordnance Factories, Kol-700001.
7. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Audit, (Scientific Department), Kolkata Branch, 2nd M.S.O. Building, 6th floor, Nizam Palace, 234/4 A.J.C. Bose Road, Kol-20.
8. The Sr. Audit Officer (Record/Admn.), Pr. Director of Central Audit, MAB-IV, 4th floor, 27, Mirza Ghalib Street, Kol-700 016.
9. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-II, Old Nizam Palace, 1st floor, Kol-700 020.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
11. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Railway Production Units and Metro Railway, NKG Building, 5th floor, 14 Strand Road, Kol-700 001.
12. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Eastern Railway, New Koilaghata Building, 5th floor, 14 Strand Road, Kol-700 001.
13. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director Regional Training Institute, C.G.O. Complex, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
14. Copy for display in the Notice Board of this office.

Dadlikam
22/02/2021

Sr. Audit Officer (Record & Hindi)
O/o the Pr. Accountant General (Audit-II), W.B.,
CGO Complex, DF Block, 5th Floor, Sector -- I,
Salt Lake, Kolkata-700 064
Tel No. 033-23347856, Fax: 033- 2334 7854