

Notice Inviting Tender for 06 Outsourcing of staffs (Cook - 01, Assistant Cooks - 02, Wash boy cum room service - 02 for IA&AD Guest House and Cleaning staff – 01 for Office complex) for Office of the Director General of Audit (Central), Kolkata, Branch: UT of ANI at South Point, Port Blair.

Scope of work

➤ **Cook**

- a) Responsible for cooking complete meals for the guest of IA&AD Guest House.
- b) Cook should have a eligibility or first-hand experience on cooking all types of cuisines.
- c) Assist in supervision/instruction to Assistant Cook and Wash Boys for day to-day works related to the kitchen of Guest House.
- d) Responsible for menu planning and recipe development etc.
- e) Responsible for checking supplies and groceries.
- f) Assist in the Cleaning of kitchen area and general maintenance of equipment and inventory control.
- g) Any other duties as assigned from time to time.
- h) Duty hours shall be on all days, including weekends and holidays, not exceeding 8 hours per day, as per duty shift assigned by the office.

➤ **Assistant cook**

- a) Responsible to assist cook while preparing meals in IA&AD Guest House.
- b) To obey and work as per the instruction of cook.
- c) Cutting Washing of vegetables, fish and meats etc.
- d) Washing of utensils / crockery items before preparing meals and after breakfast, lunch and dinner.
- e) To be present during breakfast, lunch and dinner hours to serve the prepared meals to guest.
- f) Any other duties as assigned from time to time.
- g) Duty hours shall be on all days, including weekends and holidays, not exceeding 8 hours per day, as per duty shift assigned by the office.

➤ **Wash Boy cum room service staff**

- a) Washing of Guest House crockery and utensils.
- b) Daily cleaning / sweeping / mopping of guest rooms.
- c) Daily cleaning of toilets and bathrooms of the guest rooms with germ-killer agent / solution which will be provided by the office.
- d) Damp wipe of furniture, fixture and fittings, cleaning of walls, glass doors and windows of the guest house.
- e) Changing of bed sheets, towels etc of the Guest House.

- f) Room service for food and beverages to be provided for the room guest as and when they order.
- g) Shifting luggage of guest(s), from ground floor to the respective rooms and vice versa.
- h) Removal of wild vegetation growth, wasted materials, debris etc of the surrounding areas in and around the Guest House and its allied building complexes.
- i) Daily brooming and mopping of Public area, Staircases, Reception area including corners and under furniture's/planters area, dusting of furniture fittings all equipment and plants in Guest House building.
- j) Disposal of collected garbage's and kitchen waste to the nearest municipal dust bins and never attempt to dump the garbage at sea.
- k) Any other duties as assigned from time to time.
- l) Duty hours shall be on all days, including weekends and holidays, not exceeding 8 hours per day, as per duty shift assigned by the office.

➤ **Safaiwala for office complex**

- a) Daily cleaning/sweeping/mopping of the office premises including two Guest Rooms.
- b) Daily cleaning of toilets and bathrooms of the office and two Guest Rooms with Germ-killer cleaning agent/solution which will be provided by the office.
- c) Damp wipe of furniture, fixture and fittings of the office.
- d) Changing of bed sheets, towels, etc of the Guest Rooms.
- e) Sweeping / cleaning of open area of varanda/compound within office premises.
- f) Any other duties as assigned from time to time.
- g) Duty hours shall be on all days excluding Sundays and excluding Gazetted Holidays not exceeding 8 hours per day, as per the duty shift assigned by the office.

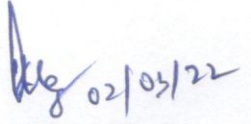
Terms & Conditions

- 1) Sealed tenders superscribed as **“Engagement of Pvt. Contractor for providing cook/Assistant Cook / Wash Boy cum room service staff /Cleaning staff for IA&AD Guest House and Audit Office Complex at South Point, Port Blair”** should reach this office by 15: 00 hrs on 15-03-2022 after which no more tenders will be accepted. The tenders shall be opened on 15-03-2022 at 16:00 hrs by the committee designated for this purpose in the presence of intending bidders, if any.
- 2) Rates are to be quoted in Indian Rupees and must be given in figures as well as in words. In case of any discrepancy between the figures and words, the lower of the two shall be considered as quotation rate.

- 3) The rates quoted should be valid for a period of one year and should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 as applicable in the A & N Islands.
- 4) The rate quoted should be inclusive of all costs and statutory dues, however exclusive of taxes. GST will be payable separately by this office on the invoice value.
- 5) The service charges should not be quoted less than 1%. Bids quoting service charge less than 1% shall be summarily rejected.
- 6) The names, bio-data and valid photo identity proofs in respect of the personnel deployed shall be submitted to this office within 7 days of issuing work order and before the deployment of personnel.
- 7) Self attested copies of following documents should also be submitted along with the quotations :
 - (i) Shop / Establishment Registration Certificate/License
 - (ii) GST registration, EPF
 - (iii) PAN Card along with last 3 years' IT Returns
 - (iv) EPFO Registration Certificate
 - (v) MSME/NSIC Udyog Adhar Registration Certificate (for claiming exemption of EMD, if applicable).
 - (vi) Declaration of No Blacklisting Certificate (Annexure-A)
 - (vii) Declaration of No Enquiry Certificate under EPF Act (Annexure-B)
- 8) No child labour shall be deployed.
- 9) The service provider will be responsible for ensuring regular attendance of the deployed personnel. An attendance register will also be maintained by this office in this regard.
- 10) Service provider shall be solely responsible for ensuring availability of number of personnel, as agreed upon, for all days including weekends/holidays. Any shortfall in deployment of number of personnel would entail pro-rata reduction of wage from monthly bill raised by the service provider.
- 11) The office shall not be liable for any payments whatsoever to any other party, including the personnel deployed by the service provider other than contracted wages payable to service provider on monthly basis.
- 12) The service provider shall ensure that the workers so deployed do not allow taking any property of Audit Office Complex and IA&AD Guest House, to out of the premises without a gate pass signed by the designated official.
- 13) The service provider shall be responsible for fulfilling all obligations towards such personnel deployed under law in force.

- 14) The service provider shall on demand furnish the copies of wages register / muster roll etc. to the officer concerned or his representatives for having paid all the dues to the personnel deployed by the agency.
- 15) This obligation is imposed on the service provider to ensure that the agency is fulfilling their commitments, towards their employees so deployed under various labour laws for duties of the aforementioned institution in respect of provisions of Contract Labour (Regulations & Abolitions) Act 1970.
- 16) The service provider should be registered with the Contract Labour (Regulations & Abolitions) Act 1970 as amended. The agency shall at their cost if required take necessary insurance cover in respect of staff and other persons to employed or engaged by the agency in connection with the rendering of the aforesaid services to the aforementioned health institutions and shall comply with the provisions of the contract labour (Regulations & Abolitions) Act 1970, Employees State Insurance Act, Workman Compensation Act, 1923, Payment Wages Act 1936, the Employees Provident Fund (and Miscellaneous Provisions) Act 1952, the payment of Bonus Act, 1965, the Minimum Wages Act 1948 and / or any other rules / regulations and / other status that may be applicable to indemnified from all acts of omission, fault, breaches and / or any claim, demand loss, injury and expenses. The service provider shall be solely liable for any violation of provisions of the said act or any other Act.
- 17) Uniform shall be supplied by the agency at its own cost to the personnel deployed for the services at aforementioned institutions and this office shall have no liability whatsoever on this account.
- 18) The successful bidder will be required to furnish Security Deposit / Performance Security deposit for an amount equivalent to 10% of the total contract value, i. e. Monthly contractual Invoice Value x 12 months by way of FDR from a recognized commercial bank or in the form of Bank Guarantee drawn in favour of **"Pay and Accounts Officer, IA&AD, Port Blair"**, valid for a period of sixty days beyond the date of completion of all contractual obligations.
- 19) The security deposit / performance security will be required to be furnished within 15 days from the date of acceptance of work order and thereafter the EMD of the successful bidder will be released. In case the contractor make amendment in the agreement or withdraws his tender or make any modification in the terms and conditions of the tender which is not acceptable to the department, the department shall without prejudice to any other right or remedy has the liberty to forfeit 100% of the said security deposit / performance security or dues. The security money deposited will also be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract or loss or damage, if any sustained by the

- department on account of failure or negligence on part of any of the labourer of the contractor.
- 20) An agreement shall be drawn on Rs. 100/- non-judicial stamp paper with the successful contractor after acceptance of rates or commencement of work. The contractor shall quote his rate as per various terms and conditions which will form a part of the agreement.
 - 21) The engagement of person(s) will be purely on outsourced contract basis and they will have no claim on any future appointment in this office.
 - 22) Bill shall be prepared and submitted by the agency on the basis of the certificate of attendance issued from this office in the first week of every month. On receipt of bill after due process payment will be made to the agency by e-payment/cheque. It will be the responsibility of the agency to collect the certificate of attendance from this office and submission of bill in time. Payment shall be made only after due verification of the documents relating to remittance of statutory dues like EPF, ESIC etc. for preceding month.
 - 23) TDS for IT as well as TDS for GST at appropriate rate shall be deducted from the bill amount as applicable.
 - 24) Liquidated damages on account of any damage or loss of property or equipment of IA&AD Guest House and Office Complex, attributable to outsourced personnel, shall be recoverable from the dues to the service provider.
 - 25) This office reserves all the rights to engage/disengage any particular person(s) at any atime during the period without citing reason thereof. The agency shall be responsible to provide suitable substitutes in place of disengaged persons within a period of 04 days from the date of disengagement.
 - 26) For any deficiency in service or for any shortfall in deployment of number of personnel, a penalty at the rate of Rs. 300/- / person per day shall be charged on the service provider and the same shall be recoverable from the dues to the service provider.
 - 27) Quotations submitted without fulfilling the above terms and conditions will be summarily rejected.
 - 28) Any dispute arising to the agreement executed by the party will be decided by the Law of Court and the Jurisdiction will be at Port Blair.


Senior Audit Officer
(Administration)

ANNEXURE-'A'

DECLARATION

.....
Proprietor / PARTNER(S) Hereby declare that the firm / company namely
M/s..... has not been black-listed or
debarred in the past by any other Government or Semi-Government Organization from
taking part in tenders.

In case the above information is found false at any time, I/We are fully aware that
the tender/contract will be rejected/cancelled by the Dy. Director of (ANI), Port Blair and the
EMD/SD shall be forfeited in favour of Senior Audit Officer (Admn.), Port Blair. In addition
to the above, the Dy. Director of (ANI) will not be responsible to pay the bills of any
completed / partially completed month(s).

Signature of the Tenderer With Seal.

Date:

Place:

ANNEXURE-'B'

DECLARATION

.....
Proprietor / PARTNER(S) Hereby declare that the firm / company namely
M/s..... hereby declare that no disciplinary
proceeding is pending against the firm under EPF Act 1952.

• In case the above information is found false at any time, I/We are fully aware that the tender/contract will be rejected/cancelled by the Dy. Director of (ANI), Port Blair and the EMD/SD shall be forfeited in favour of Senior Audit Officer (Admn.), Port Blair. In addition to the above, the Dy. Director of (ANI) will not be responsible to pay the bills of any completed / partially completed month(s).

Signature of the Tenderer With Seal.

Date:

Place:

OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA
BRANCH : UT OF ANI, SP/1, SOUTH POINT, PORT BLAIR-744106
Phone No. 03192-228542, email-saoaniadmin.kol.pdac@cag.gov.in

FINANCIAL BID

(To be submitted in separate sealed envelope)

The rate for undertaking the job contract for housekeeping works and canteen services at Office complex and IA&AD Guest House at South Point, Port Blair by the agency is as under:

Schedule of Wages/Rates(item wise as under)

Sl. No.	Description	Wage Rates per day
01	Basic wages + VDA(Minimum wages) under schedule of employment" Office cleaning & Canteen services" (F. No. 16/1/MW/2019-20/LC&DET/27 dated 11th January 2022 issued by Office of the Labour Commissioner, ANI, Administration)	For Safaiwala:- Rs.507/- For Cook:- Rs.649/- For Asstt. Cook:- Rs.564/- For Wash boys:- Rs.507/-
02	EPF contribution (on Sl. No.1)	13%
03	Service charges only on Minimum Wages(Basic +VDA) (Sl. No. 1)	-----%

Note:-

1. The period of contract will be w.e.f. 01.04.2022 to 31.03.2023. The rates as quoted above shall be valid for entire contract period subject to statutory changes.
2. The service charges should be quoted in percentage terms on the wage rates mentioned at Sl. No. 1, both in words and figures, to avoid any ambiguity.
3. The rate should be quoted only for the item mentioned at Sl. No. 03. No other rates are to be quoted as they are being statutory. The service charge should include all components of expenditure to be incurred by the service provider for deployment of personnel. No separate expenditure billed by service provider shall be payable by the office. L-1 will be decided solely on the basis of rates quoted against Sl. No. 03
4. GST, as applicable from time to time, shall be payable by the office separately on the invoice value

Place:

Date:

Full signature of the tenderer with seal

OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA
BRANCH : UT OF ANI, SP/1, SOUTH POINT, PORT BLAIR-744106
Phone No. 03192-228542, email-saoaniadmin.kol.pdac@cag.gov.in

TENDER FORM

The Office of the Director General of Audit(Central), Kolkata, Branch: UT of ANI has invited Tenders for outsourcing the work of (A) For IA&AD Guest House - 01 No. of Cook - Skilled, 02 Nos. of Assistant Cooks – Semi-skilled, 02 Nos. of Wash boy cum room service -Unskilled and (B) For Office Cleaning work – 01 No. of Safaiwala (Unskilled) for IA&AD Guest House and Office Complex located at SP/1, South Point, Port Blair – 744106 for the period 01.04.2022 to 31.03.2023. I/We hereby submit tender for providing above services at the rates mentioned below:

1. Name of the Agency :-
2. Type of Organization :-
3. Name of the Proprietor with full postal address :-
5. Documents/Registration details as below:-

Details	Enclosed (Yes/No)
a) Valid Shop/Establishment Registration	
b) GST Registration	
c) EPF Registration	
d) PAN No. alongwith IT Returns for past 3 years	
e) MSME/NSIC Udyog Adhar Registration Certificate (for claiming exemption of EMD, if applicable).	
f) Previous experience certificate (if any)	
g) No Blacklisting Certificate (Annexure-A)	
h) No Enquiry Certificate under EPF Act (Annexure-B)	

6. Rate offered per person per day*(both in words and figures).

*The rates quoted should not be less than the rates as per Central Minimum Wages Act. The rate should be inclusive of Basic pay + VDA, EPF, Service charge but exclusive of GST. May be submitted in the Financial Bid enclosed.

Place:

Date:

Full signature of the tenderer with seal