



कार्यालय महालेखाकार (लेखा एवं हकदारी), 361, अण्णा सालै, तेनामपेट, चेन्नै-600018, तमिलनाडु,
OFFICE OF THE ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU
361, Anna Salai, Teynampet, Chennai – 600 018
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AG(A&E)/OM:II/II/2022-2023

Dated: 11.05.2022

TENDER NOTICE

Sub: Outsourcing of Staff for Housekeeping - sealed- Quotations invited-Reg:-

Sealed quotations are invited on behalf of the Office of the Accountant General (A&E), Chennai:18. for outsourcing staff for Housekeeping of the office. The terms and conditions of engaging of personnel is enclosed.

The Quotation in a sealed cover may be super scribed as “**Quotation for providing of outsourcing staff for Housekeeping**”

The sealed quotations should reach this office on or before 24.05.2022 by 4.00 pm and should be addressed to:

**Shri N DINAKARAN (IA & AS)
Sr.Deputy Accountant General (Admn.),
O/o the Accountant General (A&E),
361, Anna Salai, Teynampet,
Chennai:600 018.**

Sd / -

Sr.Accounts Officer/OM

TERMS & CONDITIONS

(1) Number of persons required for **Housekeeping** is 11 persons (male 2 nos. & female 9 nos.). Two male & two female are required for cleaning of the toilets and 7 Female are required to clean and mop the office premises including the upkeep of Garden.

(2) **The timings will be as under:-**

Category	Timings
Housekeeping	07.30 AM To 1 PM and From 2 PM to 4.30 PM

(3) Rates quoted in the quotations should be per person per day. The ESI/EPF/CGST/SGST/Service Charges payable may also be shown in the following format:

Rate/ day/ person	ESI @3.25%	EPF	Service charges(per day per person)	TOTAL (A+B+C+D)	CGST	SGST	GRAND TOTAL (A+B+C+D+E+F)
(A)	(B)	(C)	(D)		(E)	(F)	
663.00	21.55	75.00			9%	9%	

(4) Companies/Firms that have not so far transacted with this office may forward a copy of their list of customers specifically mentioning Government departments, if any, where similar services have been provided.

(5) The **number of personnel indicated is only rough estimate**. This office reserves the right to increase/reduce the number of personnel without assigning any reason and without prior notice.

(6) This office reserves the right to accept or reject any or all quotations without assigning any reasons there for. The decision of the Accountant General (A&E) shall be final.

(7) The Bidder must have ESI, EPF and Service Tax Registration. Copies of Registration Certificates shall be provided.

(8) Proof of having remitted the EPF/ESI contribution must be enclosed with the bill submitted for each month.

(9) The Bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of PAN shall be provided.

(10) The Contractor should pay to their personnel a minimum wage, along with variable DA at the prevailing rate as fixed under Central Government Minimum Wages Act, before 10th of every month, any breach of the condition will render this contract liable for immediate termination without any prior notice and the same would be dealt with accordingly.

(11) For the purpose of proper identification of employees, the contractor shall himself issue them the identity card, official uniform and the contract staff are bound to wear uniform, display identity card at the time of duty.

- (12) The personnel so supplied shall be under the overall control and supervision of the contractor. The contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of peace and protection of staff members and property of this office.
- (13) Engagement of the Service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office.
- (14) The successful bidder should submit a security deposit of 3% of the annual value of the contract. The Security deposit held by the office shall be non-interest bearable.
- (15) The rate should conform to the Minimum wages Act of the Central Government. The quotes which do not conform to the Minimum Wages Act will be rejected..
- (16) In case on any dispute, the decision of Accountant General shall be final on all matters in this regard.
- (17) If the performance is found to be not satisfactory or for any other reason, the contract will be terminated at any time after giving 30 days notices before the expiry of contract period.
- (18) The Contractor should depute a supervisor daily to ensure that the staff report for duty on all Days.
- (19) The period of contract will be one year from 01/07/2022 to 30.06.2023.

Sd / -

Sr. Accounts Officer/OM