

प्रधान महालेखाकार (लेखापरीक्षा-I) काकार्यालय, केरल, शाखा :तृशूर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-I) KERALA,
BRANCH: THRISSUR

Prl.AG Au-I/AMG-I/Br.TSR/OE/VIII/Malayalam Typing /2022-23/

Dated : 15.03.2022

SHORT NOTICE INVITING QUOTATIONS

Sealed quotations, superscribed as “Quotation for Malayalam Typing work” from registered agencies/individuals are invited by the Office of the Principal Accountant General (AMG-I), Kerala, Branch Thrissur for the work mentioned below. The Quotations addressed to Deputy Accountant General(AMG-I), should reach this office on or before 30.03.2022 by 3.00 PM. The Deputy Accountant General (AMG-I) reserves the right to reject any or all of the quotations received without assigning any reason.

- (a) **Name of Work** : Outsourcing of Typing Work in Malayalam at Branch office Thrissur to registered agencies/individuals for the financial year 2022-23.
- (b) **Nature of work** : Typing of Audit Reports, Inspection Reports and Normal typing work.
- (c) **No. of Persons required** : One (01) person
- (d) **Working days** : All the working days observed by this Office.
- (e) **Period of contract** : From the date of engagement to 31.03.2023, or till regular incumbents join, whichever is earlier.

Terms and conditions:

1. The contract will be for a period upto 31.03.2023.
2. The typing work has to be executed within the Office premises and the necessary computers, printers, paper etc. will be provided by this Office.
3. The working hour of the Office is from 9.00am to 5.30pm (Monday to Friday) and the persons engaged should follow this timing and adhere to the Office discipline.
4. The matters are to be typed in A4/A3 size papers.
5. The matters to be typed will be in manuscript, running letters or printed.
6. The confidentiality of matter given for typing should be protected and any breach will be dealt with seriously. The firm/contractors /persons will be held responsible for the same.

(P.T.O)

Rate Quoting Conditions:

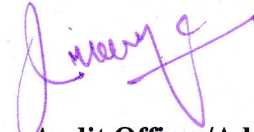
1. The rate for Typing of Audit Reports, Inspection Report, normal typing work in Malayalam should be quoted as lump sum for a month.
2. Rate for typing work may be quoted with reference to Category-III of Annexure attached to Government of Kerala Order No.GO(P) No.29/2021/Fin dated 11.02.2021.
3. Taxes and additional charges if any, should be shown separately.

Conditions to be fulfilled by the bidder:

1. The successful bidder shall execute an agreement with this Office in stamp paper of appropriate value with regard to work associated.
2. The engagement of persons will be purely on contract basis and they will have no claim whatsoever on any future appointments to same post or any other posts at any time either temporarily or permanently in this Office.
3. The agency/individual applying for this tender would produce experience certificate of at least 2 years in similar capacity.

Payment details:

1. Payment will be made by this Office on monthly basis only. i.e. after end of each month, after obtaining certificate on satisfactory completion of work from sections concerned.
2. The payment will be made directly to the Bank Account by e-payment/RTGS.
3. No advance will be paid by this Office.
4. No cost escalation is permitted during the contract period, except for changes in Goods & Service Tax rules by Central Government from time to time, if applicable.
5. TDS at appropriate rate shall be deducted from the bill amount, as applicable.



Senior Audit Officer/Admn.

प्रधान महालेखाकार (लेखापरीक्षा-1) का कार्यालय, केरल, शाखा :तृशूर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-1)
KERALA, BRANCH THRISSUR

APPLICATION FOR MALAYALAM TYPING WORK

NAME OF APPLICANT	
NAME OF FATHER/HUSBAND	
ADDRESS	
CONTACT NUMBER	
AGE & DATE OF BIRTH	
SEX	
EDUCATIONAL QUALIFICATION	
TECHNICAL QUALIFICATION	
EXPERIENCE IF ANY	
EXPECTED MONTHLY REMUNERATION	
ANY OTHER RELEVANT INFORMATION	
SIGNATURE	

Please attach copies of documents in support of the information furnished above.