

प्रधान निदेशक लेखापरीक्षा (केन्द्रीय) कार्यालय, चेन्नै
शाखाकार्यालय, कोच्ची, गोल्डन जूबिलीरोड, कलूर, कोच्ची- 682017
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL)
BRANCH OFFICE- KOCHI, GOLDEN JUBILEE ROAD, KALOOR, KCOHI-682017
PHONE No. 0484-2400203

NOTICE INVITING QUOTATIONS
(TENDERING)

Sealed Quotations, superscribed as "**Quotation for engaging persons for Multi-Tasking Staff (MTS) related duties**", from authorized agencies are invited by office of Principal Director of Audit (Central), Chennai, Br: Kochi -682017 for the vacancies for the work mentioned below.

- (a) Name of work: - Engagement of persons to perform the duties of Multi Tasking Staff (MTS), through outsourcing, at Office of Principal Director of Audit (Central), Chennai, Branch Kochi-682017;
- (b) Nature of Work: Performing all duties mentioned in Appendix to this quotation;
- (c) No. of Persons required: - Maximum seven (7) persons;
- (d) Working Days: As per the working days of this office;
- (e) Period of contract: From 01 June 2022 or from the date of engagement whichever is later to 31 March 2023 or till the regular incumbent joins, whichever is earlier

The Quotations, addressed to **the Director (CS/GST) II, Office of the Principal Director of Audit (Central), Chennai, Branch Kochi, Golden Jubilee Road, Kaloor, Kochi – 682017**, should reach this office on or before 06 May 2022 by 10:00 AM. The quotation will be opened at 10.00 AM: on 10th May 2022.

A. Terms and conditions:

- (1) The bidding Agencies should possess ample manpower resources to fulfil the requirement of this office i.e. it should be able to supply at least 7 persons at a time;
- (2) The Agency should be able to monitor & provide suitable persons for deployment at Kochi;
- (3) This office may initially engage any number less than the maximum required. In such case the requirement for additional persons, upto a maximum of 7 persons, shall be intimated to the Agency for engagement and the Agency shall be bound to provide such requirements;
- (4) The Agency should provide details of at least 14 persons along with the quotation and this office reserves the right to select the required number of persons from the list. The persons in the list should be local persons from Ernakulam;
- (5) The persons to be engaged should possess Matriculation or equivalent pass from a recognized School/ Board;
- (6) The agency should ensure that no person below the age of 18 years and above 40 years is engaged at this office, and moreover the person(s) engaged are of sound health, fit for the duties related to this engagement;

(7) The normal working hours for the persons engaged shall be the working hours followed by this Office. However, work may have to be undertaken on special occasions, as per the requirement of this office, during holidays or for extra working hours beyond the normal working hours also;

(8) It shall be the responsibility of the agency to provide the specified number of person(s) on all duty days. The agency shall make substitute arrangements in the absence of person(s) engaged, under intimation to this office authorities;

(9) The person(s) engaged shall report to the office at 08:30 AM in order to complete the associated/ related work before the arrival of officials at 09:00 AM;

(10) The person(s) engaged shall not be permitted to leave the office without the prior permission/ consent of the concerned officer;

(11) The supplying agency shall be responsible for the issues concerning welfare, medical etc. of the person(s) so engaged;

(12) The supplying Agency shall be responsible for all risks involving the engaged persons. They should have adequate insurance coverage either by the person himself or through the firm.

(13) The Agency shall be liable for paying minimum wages, set by competent authorities and as revised from time to time, to the engaged persons. Kochi, being Class 'B' city, the rates applicable with effect from 01 October 2021, are Rs. 437 plus Variable DA Rs. 109, as notified vide GoI, Min. of Labour & Empl. Order No. 1/26(5)/2019-LS-II dated 28 October 2021;

(14) The Agency shall remit all dues relating to welfare measures such as ESI, EPF etc. and show the receipt to this office every month;

(15) The office reserves all rights to engage/disengage any particular person(s), without citing reasons thereof;

(16) All the engaged persons should adhere to the office discipline and should maintain their dressing / appearance according to the office decorum.

B. Rate quoting conditions:

(1) Bidder should quote the rate per person per day and per month basis and subsequently grand total for engaging 7 persons for a month GST element separately;

(2) The split up of rate into the minimum wages to each person, contribution to EPF, ESI as per the latest Govt. Orders and additional charges, if any, should be shown separately. No further amount shall be payable on any account.

C. Conditions to be fulfilled by the bidder:

(1) The agency providing the manpower should be an Authorized Agency and should also have a minimum of three years experience in the business. Details regarding experience should be furnished along with the quotation;

(2) The firm/ company should produce the self-attested photocopies of documents related to Registration, PAN, GSTN, ESI & EPF registration details etc.;

- (3) The supplying agency should fulfil the conditions placed as per the Goods & Service Tax Rules and ESI/ EPF rules, as applicable;
- (4) The agency should be abiding to the Govt. orders on minimum wages for the related work. The supplying firm shall be responsible for all risks involving the person(s)
- (5) The successful bidder shall execute an agreement with regard to the work associated with this office in stamp paper of appropriate value, at their cost;
- (6) Firms with similar working experience in Govt. Departments/ PSUs will be given preference. Details of such experience, if any, should be enclosed with the quotation;
- (7) The engagement of person(s) will be purely on contract basis and they will have no claim whatsoever on any future appointments to the same post or any other posts at any time either temporarily or permanently in this office;
- (8) The firm/ company applying for this tender would produce certificate for the previous financial year from the concerned authorities about the payment of EPF/ESI, service tax, income tax and any other tax applicable;

D. Performance Security:

Successful bidder shall have to submit a Demand Draft in favour of "Pay and Accounts Officer, Office of the Accountant General (A&E) Kerala, Thiruvananthapuram or a Bank Guarantee from a Nationalized Bank, for an amount equivalent to 5 % of the bid amount or as desired by this office, as Performance Security. The Demand Draft / Bank Guarantee submitted as Performance Security should be valid for a period of 60 days beyond the date of completion of all contractual obligations.

E. Payment Details:

- (1) Payments, on production of bills, shall be made by this office on monthly basis only i.e. after end of each month;
- (2) No advance will be paid by this office;
- (3) No cost escalation is permitted during the contract period, except for changes in Goods and Service Tax rules by Central Government from time to time.

(Hindi version follows)

(Approved by Director (CS/GST) II 25/04/2022)

**Sd/-
Senior Audit Officer**

DUTIES OF MULTI TASKING STAFF

- (1) General Cleanliness and upkeep of the Section/ Units
- (2) Dusting of Furniture, equipment, machines etc.
- (3) Watch & Ward duties. Opening and closing of office rooms etc.
- (4) Up keeping of parks, lawns, potted plants etc.
- (5) Carrying of files and other papers within the building/office
- (6) Delivery of Dak (outside the building to various offices)
- (7) Physical maintenance and up keeping of records of the Sections
- (8) Photocopying, sending of FAX etc.
- (9) Stitching and binding of records/ files/ registers of the Sections / Units
- (10) Maintenance of Office Equipments/ fixtures and fittings and provide necessary assistance for running of such Equipments
- (11) Store receipt, shifting of items including furniture etc.
- (12) Lamination/ Spiral binding works etc.
- (13) Other non-clerical work in the section
- (14) Assisting in routine office work like diary, dispatch, including works on computer
- (15) Any other work assigned by the Superior Authority.

Sd/-

Senior Audit Officer