



INDIAN AUDIT & ACCOUNTS DEPARTMENT
Office of The Principal Director of Audit (Central),
Kolkata



8, Kiran Shankar Roy Road, Kolkata-700 001

TENDER REFERENCE No : Record-I/Outsourcing-Safaiwala/ Canteen Clerk/Canteen Attendant / MTS/2017-18 dated 31.03.2017

DATE OF ISSUE OF TENDER DOCUMENT :31.03.2017

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 17.04.2017 at 03.00 pm.

TIME AND DATE OF OPENING OF THE TENDERS: 18.04.2017 at 03.00 pm.

PLACE OF OPENING OF THE TENDERS: O/o the P.D.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

Sub: Tender for Outsourcing of Safaiwala, Canteen Clerk ,Canteen Attendant and Multi Tasking Staff

I. The details of Tender are as summarized below:-

A) Name of Work: Composite tender for Outsourcing of 05 (five) no. of Safaiwalas, 01(one) Canteen Clerk, 04 (four)no. of Canteen Attendants and 03 (three) no.s of Multi Tasking Staff at the O/o the Principal Director of Audit (Central), Kolkata.

B) Pre-Qualification Requirement (PQR) of bidders eligibility criteria for the issue of the Tender document are as under: -

- i. Reputed Outsourcing vendors/agencies having experience in the area of deployment of personnel in the category of Safaiwala, Canteen Clerk , Canteen Attendant and Multi Tasking Staff on outsourcing basis in reputed Govt. offices are eligible to participate.
- ii. Should have well established servicing facility in Kolkata
- iii. At least three years continuous experience in the field of outsourcing services. Principal Director of Audit (Central), Kolkata reserve the right to call for documentary proof, if required.
- iv. Trade License Certificate should be furnished.
- v. Xerox copy of latest Income Tax certificate and Xerox copy of PAN card should be furnished.
- vi. Copy of EPF registration certificate should be furnished.
- vii. Copy of ESI registration certificate should be furnished.
- viii. Copy of Service Tax registration certificate should be furnished.
- ix. Tender form can be downloaded from our web site pdackolkata.gov.in from **31.03.2017** onwards.
- x. Tenders in a closed envelop with all documents relating to Pre-Qualification requirement superscripting "Tender for Outsourcing of Safaiwala,Canteen Clerk, Canteen Attendant and Multi Tasking Staff" should reach this office either by Speed post/hand delivery latest by **17.04.2017** upto 03.00 pm. Tenders received after due date and time will not be entertained/considered.
- xi. Tender will be opened on **18.04.2017** at **03.00** pm at the O/o the Principal Director of Audit (Central), Kolkata.
- xii. Non furnishing of the aforementioned documents may summarily be rejected.

C) General Terms and Conditions:-

1. Sealed quotations are invited for outsourcing of 05 (five) no. of Safaiwalas, 01(one) no. Canteen Clerk, 04 (four) no. of Canteen Attendants and 03 (three) no.s of Multi Tasking Staff at the O/o the Principal Director of Audit, Central, Kolkata.
2. Tender shall be submitted in annexed prescribed tender form only. If submitted in any other form the same shall be summarily rejected.
3. Quotations should be separately furnished for each Safaiwalas, Canteen Clerk, Canteen Attendant and Multi Tasking Staff.
4. All the applicable charges should separately/distinctly be mentioned by the vendors.
5. The service provider shall provide direct service and shall not employ Sub- Contractors.
6. Corrections, if any, in the tender form must be attested by the tenderer.
7. Principal Director of Audit (Central), Kolkata reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
8. Late tenders will not be considered and shall be rejected.
9. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act, 1961.
10. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.

General Terms and Conditions in respect of Safaiwala, Canteen Clerk ,Canteen Attendant and Multi Tasking Staff are as follows:

Annexure-I: General Terms and Conditions for outsourcing of 05 (five) no. of Safaiwalas (Unskilled Category)

Annexure-II: General Terms and Conditions for outsourcing of 01(one) no. Canteen Clerk (Skilled Category)

Annexure-III: General Terms and Conditions for outsourcing of 04 (four) Canteen Attendant (Unskilled Category)

Annexure IV: General Terms and Conditions for outsourcing of 03 (three) Multi Tasking Staff (Skilled Category)

Annexure-V: Tender Format



**Senior Audit Officer
Record**