



INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central), Kolkata

8, Kiran Shankar Roy Road, Kolkata-700 001



TENDER REFERENCE No : Record-I/Outsourcing/Safaiwala/Canteen Clerk/2015-16 dated 21.05.2015

DATE OF ISSUE OF TENDER DOCUMENT :21.05.2015

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 08.06.2015 at 01.00 pm.

TIME AND DATE OF OPENING OF THE TENDERS: 08.06.2015 at 03.00 pm.

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

Sub: Tender for Outsourcing of Canteen Clerk and Safaiwala

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

- A) Name of Work:** Composite tender for Outsourcing of 01(one) Canteen Clerk and 06(six) Safaiwalas at the O/o the Director General 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 Canteen Clerk and Safaiwala 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. Director General 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 21.05.2015 onwards.
 - x. Tenders in a closed envelope with all documents relating to Pre-Qualification requirement superscripting "**Tender for Outsourcing of Canteen Clerk and Safaiwala**" should reach this office either by Speed post/hand delivery/at Tender Box at First floor latest by 08.06.2015 upto 01.00 pm. Tenders received after due date and time will not be entertained/considered.
 - xi. Tender will be opened on 08.06.2015 at 03.00 pm at the O/o the Director General of Audit (Central), Kolkata.
 - xii. Non furnishing of the aforementioned documents may summarily be rejected.

C. General Terms and Conditions:-

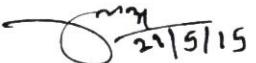
1. Tender shall be submitted in annexed prescribed tender form only. If submitted in any other form the same shall be summarily rejected.
2. Quotations are to be separately furnished for each Safaiwalas and Canteen Clerk.
3. All the applicable charges should separately/distinctly be mentioned by the vendors.
4. The service provider shall provide direct service and shall not employ Sub- Contractors.
5. Sealed quotations are invited for, 06(six) Safaiwalas and 01(one) Canteen Clerk at the O/o the Director General of Audit (Central), Kolkata.
6. Corrections, if any in the tender form must be attested by the tenderer.
7. Director General 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 and Canteen Clerk are as follows:

Annexure-I: General Terms and Conditions for outsourcing of 06 (six) no. of Safaiwalas (Unskilled Category)

Annexure-II: General Terms and Conditions for outsourcing of 01 Canteen Clerk (Skilled Category)

Annexure-III: Tender Format


21/5/15

P.Satish Kumar
(Senior Audit Officer/Record)