

कार्यालय महालेखाकार (लेखा एवं हकदारी), तमिलनाडु

361, अण्णा सालै, तेनामपेट, चेन्नै-600018

OFFICE OF THE
ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU

361, Anna Salai, Teynampet, Chennai – 600 018

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OM:II/Unit:II/2018-2019

Dated: 03.05.2018

To

RESPECTIVE VENDORS

Sir,

Sub: Outsourcing of Labour to Canteen-Sealed Quotations invited-Reg.

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

The Quotation in the sealed cover may be superscribed as **“Quotation for providing of outsourcing staff for Canteen work”**

The sealed quotations should reach this office on or before 16.05.2018 by 4.00 pm. May be address to:

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

Sd/-
Accounts Officer/OM

TERMS & CONDITIONS

- (1) Number of persons required for outsourcing of labour to Canteen are 27 persons (Special Cook 3 no. Cook 3 nos. Clerk 3 no. and attendant 18 nos). are required . **The timings will be from 7.30 am to 1 pm and from 2 pm to 4.30 pm.**
- (2) Rates quoted in the quotations should be per person per month. The ESI/PF payable may also be shown. The rate should conform to the Minimum wages Act of the State Government or the Central Government whichever is higher. Any breach of the condition will render this contract liable for immediate termination without any prior notice. All Saturday/Sunday and Central Government holidays will be holiday for these outsourcing Staff. Payment to the outsourced Staff will be made for the exact number of days worked.
- (3) 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.
- (4) The number of personnel indicated are only rough estimates. This office reserves the right to reduce the number of personnel without assigning any reason and without prior notice.
- (5) 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.
- (6) The Bidder must have ESI, EPF and Service Tax Registration. Copies of Registration Certificates shall be provided.
- (7) The Bidder must have obtained Permanent Account Number(PAN) under Income Tax Act, 1961. Copy of PAN shall be provided.
- (8) 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.
- (9) The successful Bidder shall at his own expense, furnish an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Scheduled/ nationalized Bank for 5% of the annual value of the contract to the A&E office, within Fifteen (15) days from the date of notice of award of the contract. In the event of the Service provider being unable to service the contract for whatever reason, the A&E Office would invoke the PBG. All charges whatsoever such as premium, commission, etc. with respect to the PBG shall be borne by the bidder. The PBG shall be valid for the entire duration of the contract period plus thirty days beyond the contract period. In the event of the contract period being extended, PBG has to be suitably extended.

Sd/-
Accounts Officer/OM