

भारत सरकार केंद्रीयविद्युत प्राधिकरण दक्षिण क्षेत्रीय ध्युत समिति 29, रेस कोर्से क्रॉस रोड बेंगलोर - 560 009	 सत्यमेव जयते	Government of India Central Electricity Authority Southern Regional Power Committee 29 Race Course Cross Road Bangalore - 560 009
Phone: 080 - 22280402		Fax: 080 - 22259343
No. SRPC/CEA/26/Manpower/2014/		Date : 22.08.2014

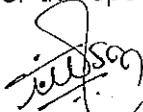
Sub.: Notice Inviting Tender for "Procurement of Manpower Services to SRPC Office, Bangalore 560009" – reg.

Preview of Tender

Sl.No.	Details of Schedule	Date, Time and Information
1	Last date /Time of Submission	15/09/2014 upto 11.30 noon
2	Opening Date / Time	15/09/2014 at 12.30 pm
3	Place of opening	Above address
4	How to submit the tender	By Registered post /By Speed post, to be dropped in the Tender Box kept in the 2 nd Floor of this Office
5	Earnest Money Deposit	Rs.5000/- (Rupees five thousand only). By DD / Bank guarantee
6	Validity of Tender	8 weeks from the date of tender opening
7	Contract Period	One year
8	Amount of Security Deposit	5% of the tendered amount

Dear Sir,

Sealed Tender is invited on behalf of President of India from registered and licensed standard/reputed/competent security agencies for "Procurement of Manpower Services to SRPC Office, Bangalore 560009" as per the specification and terms and conditions in the Tender document.


 (V.P. Gangarevanna)
 Assistant Secretary

<p>भारत सरकार केंद्रीयविद्युत प्राधिकरण दक्षिण क्षेत्रीय ध्युत समिति 29, रेस कोर्से क्रॉस रोड बेंगलोर - 560 009</p>	 <p>सत्यमेव जयते</p>	<p>Government of India Central Electricity Authority Southern Regional Power Committee 29 Race Course Cross Road Bangalore - 560 009</p>
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“Tender Document for Outsourcing Manpower Services”

“PROCUREMENT OF SERVICES FOR THE FOLLOWING WORKS IN SOUTHERN REGIONAL POWER COMMITTEE”

A) Work specification :

1. Dairy & Despatch
2. Laisoning work
3. Cleaning & upkeep of SRPC Office
4. Cleaning & upkeep of Guest Houses
(Office Complex & Quarters Premises)
5. Cooking & Serving in the Guest Houses

B) Preview of Tender

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8	Amount of Security Deposit	5% of the tendered amount

C) This Office work 5 days in a week.

1. Period of Work:

- 1.1 The agreement shall come into force with effect from the date of placement of order and shall be valid for a period of one year. The contract can be terminated by SRPC by serving 15 days notice to the firm if the service are not provided to the satisfaction. This contract can be further renewed/ extended on year to year basis for a maximum period of two years under the terms and conditions specified in this document.

1.2 In order to maintain the continuity of the contract for the extended period the firm shall submit its proposal to SRPC for renewal, at least one month before the expiry of the contract.

2. Description of Work :

- 2.1 Dairy & Despatch - Clerk
- 2.2 Laison work – Assistant
- 2.3 Cleaning & Upkeep - Office boy
- 2.4 Cleaning and Sweeping – Sweepers
- 2.5 Cook

2.6 The approximate number of rooms and corridors, open area, etc. to be cleaned and maintained is as below:

No. of Rooms:

- a) Ground Floor: 7 Nos.
- b) First Floor : 5 Nos.
- c) Second Floor : 6 Nos.
- d) Staircase : Square Meters
- e) Open area : Square Meters : 356 Sq. mtrs.
- f) Toilet : 8 Nos. : 134 Sq. mtrs.
- g) Guest house SRPC Complex : 3×16.88 Sq. mtrs.
- h) Guest house SRPC Qtrs, Sahakara Nagar: 162.88 Sq. mtrs.
- i) Holiday Home, Sahakara Nagar : 2×50.27 Sq. mtrs.

Attender/Office boy shall attend all work which are done by a regular peon i.e., attending Officers, Staff Members, Distribution of Dak, dusting of work sport, almirahs, glass panes of all window/ doors. Etc.

Miscellaneous works like shifting of goods/ office furniture and any other official work which arises from time to time.

SRPC shall have discretion to ask for increase / decrease the number of staffs as per its requirement. The payment for such increase or decrease of staff will be made on prorata basis.

When desired by SRPC the FIRM shall also deploy their required staff on Sundays and gazetted holidays also. In such a case the daily wage for rendering the services of staff shall be applicable and payable extra.

Office boy shall attend the duty at 9.00 AM in the morning and they may have to stay up to 6.30 PM in the normal course. However, any emergent circumstances if required, they have to over stay as per work requirement. The FIRM shall indicate the rate on per man/month basis for personnel required on monthly basis and on per day basis per personnel required on demand basis. During Saturday and Sunday or on Govt. Holidays when the office is closed the staff deployed shall carry out the special cleaning job.

Sweepers shall carry out the works of cleaning, dusting, upkeep of rooms, toilet, corridor, open area staircases, etc. as per specific requirement.

All consumables like phenyl, acid for cleaning, detergent powder, liquid soap, floor polish, deodorant, room freshener, harpic, vim powder, odonil, lyzol, naphthalene balls and other cleaning materials like duster, vroom, brushes, mops, buckets, garbage bag, PVC mug, toilet cleaning brushes, etc. shall be provided by the office.

The FIRM shall ensure provision of adequate man power of different categories as per requirement of SRPC from time to time. The FIRM shall furnish complete bio-data with self attested pass port photograph of the staff who are deployed for different jobs. The character and conduct of the persons deployed shall be got verified from the local police before they are deployed for the job. Police verification certificate shall be submitted by the FIRM to SRPC. The FIRM shall ensure that the personnel to be deployed for the job have good work record and character. Smoking is prohibited in the SRPC complex. A good discipline and proper decorum shall be ensured.

3.0 Qualifying Requirement

The offer without complete details for the following qualifying requirements is liable to be rejected:

- 3.1 The FIRM should be incorporated/ registered with competent authority of Central/ State Government. It should also be registered with EPF and ESI authorities.
- 3.2 The FIRM should be financially sound. Its turnover should not be less than Rs.25 lakhs per year.
- 3.3 The FIRM should have experience for carrying out similar jobs in reputed multinational / Government/ public sector undertakings for atleast 3 years. Details of such jobs done / on hand shall be stated in the offer.
- 3.4 The FIRM should have at least 25 pesonnel on its roll. The FIRM shall have to give the names/ designation/ qualifications, date since working in the FIRM of such employees.
- 3.5. The FIRM should be filing income tax returns since last 2 years. The FIRM is required to furnish necessary copies of the document in support of his claims of filing the income tax returns.
- 3.6 The FIRM should have, e-mail, fax/telephone facilities. Mobile numbers of the relevant personnel of the FIRM and the staff to be deployed to our office shall also be indicated.

Note: Relevant document should be submitted along with Tender.

4.0 GENERAL TERMS AND CONDITIONS

- 4.1 The successful FIRM shall execute the contract directly and they shall not be permitted to give any sub contract or part or whole of the work.
- 4.2 It shall be responsibility of the FIRM to ensure that their staff is in proper dress/uniform along with their identity cards.
- 4.3 The FIRM should be responsible to ensure that the cleanliness of the office at the desired proper standards. The performance of service rendered shall be monitored from time to time by SRPC..
- 4.4 The supervisor shall keep an attendance register in which the arrival and departure time of the personnel deployed will be entered daily. This attendance registered shall be put up to the officer-in-charge of SRPC daily.
- 4.5 It shall be the sole liability of the FIRM to pay the wages in time, provident fund, ESI, gratuity, leave benefit, bonus, medical facilities, uniforms, etc. as applicable under relevant rules to the staff deployed in SRPC. The FIRM has to give an undertaking in

this regard in the form of an indemnity bond that it is following all the labour laws including the payment of minimum wages. In case it is ascertained that the FIRM has not paid a due amount to their personnel engaged for the work, the difference of such amount not paid to the employee shall be deducted by SRPC from the subsequent payment due to them. If the FIRM fails to render any or all the services for any period during the contract the SRPC shall be at liberty to get the work done from other Agencies and deducted charges incurred on this account from amount payable to the firm.

- 4.6 The successful bidder will enter in to an agreement with SRPC office for supply of suitable man power as per the requirement and the terms and conditions agreed upon. The agreement will be valid for a period of one year from the date of signing the agreement shall continue to be in force in the same manner, unless terminated in writing.
- 4.7 The contract shall be initially for one year. However, SRPC reserves the right to terminate the contract in-between without assigning any reason or for reasons of unsatisfactory/ non performance or non-compliance to statutory requirement for minimum wages with the notice of 15 days from the date of issue of letter. SRPC also reserves the right to extend the terms of the contract on the terms and conditions mutually agreed upon with the approval of the Member Secretary, SRPC.
- 4.8 The FIRM shall be responsible for any loss, damage or liability to the property of this office due to negligence of their employees. The loss/damage will be recovered from the monthly payment. Adoption of safe working practices shall be the responsibility of the FIRM.
- 4.9 SRPC reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- 4.10 SRPC shall have their discretion to ask for increase/ decrease the number of staff as per its requirement. Any increase or decrease in the payment shall be on pro-rata basis. The tenderer should, therefore, quota their rates post-wise, personnel wise. From a given lot of personnel deputed to SRPC a deployment of personnel shall be after the scrutiny and satisfaction of SRPC.
- 4.11 The FIRM has to ensure that personnel deployed by the FIRM shall be allowed to stay in the office beyond their duty hours unless otherwise instructed by SRPC officer-in-charge.
- 4.12 It shall be the responsibility of the FIRM to provide suitable alternative/ substitute in case of leave/ absence etc. of staff deployed.
- 4.13 SRPC reserves the right to visit the office of the tendering FIRM to satisfy itself about the competency of the FIRM to carry out the job as per specific requirement mentioned in this tender document.
- 4.14 Evaluation of tender will be carried out considering the total amount in respect of all categories of manpower involved for the quantity mentioned and the rating will be done accordingly.
- 4.15 Firm found non-responsive at any point of processing will be disqualified.
- 4.16 The staff deployed should have a good general health. The staff shall ensure that the work is carried out in a safe and secure manner. Any loss incidental to the personnel deployed shall be the sole responsibility of the FIRM and not that of SRPC. Any damage noticed by the FIRM personnel is brought to the notice of SRPC. Personnel staff shall be reported to the officer-in-charge and shall be rectified by the FIRM promptly. The following shall be attended on regular basis.
 - a) Cleaning of drinking water cooler shall be done once in a week.
 - b) Removal of garbage, storage of cleaning material and other items shall be done in such a way that there is no risk of fire hazard or electrical accident.

- c) Removal/ dumping of garbage/ refuse to the fixed point of disposal decided by the local authority shall be the responsibility of the FIRM.
- d) Daily performance sheet shall be displayed on notice board and will be required to be ticked/ followed by the working staff at specified intervals of time to ensure performance by all employees.
- e) A self evaluation of the work done by the FIRM shall be submitted by the FIRM on monthly basis. For this purpose a separate register shall be maintained by the supervisor. The same shall be reviewed by the officer-in-charge/ performance review committee of SRPC.
- f) The FIRM shall be responsible for any loss, damage or liability to the property of SRPC office on account of lapse/negligence on the part of their employees.

4.16 EMD of Rs.5,000/- in cash or DD drawn in favour of Drawing & Distributing Officer, SRPC, Bangalore will have to be deposited at the time of opening of tender. Tender without EMD will not be considered. EMD will be refunded to the unsuccessful tenderer after the opening of tender. The EMD of successful bidder will be retained till the award of contract and acceptance of the same.

1.0 SPECIFIC REQUIREMENTS

A Cleaning Work in SRPC Office

- | | |
|---|--------------|
| 1. Cleaning and mopping of corridor, staircases and water cooler Areas with detergent and water. Cleaning of toilet and logging In the chart in the toilet. | everyday |
| 2. Cleaning of open areas including the portion in front of main Gate i.e. lawn and courtyards. | everyday |
| 3. Cleaning of door panes of the corridor | everyday |
| 4. Providing of liquid soap, deodorants, naphthalene balls in all the toilet | everyday |
| 5. Cleaning/rubbing of all sanitary wares in the toilet including Wall tiles. | once a week |
| 6. Cleaning of the carpeted area by vacuum cleaner | once a week |
| 7. Washing the open area with water | once a week |
| 8. Cleaning and rubbing of floors in the corridor with required Cleaning materials. | once a week |
| 9. Cleaning and mopping of reception area | twice a week |
| 10. To clear the garbage from office complex and its disposal at BBMP garbage collection site. | everyday |
| 11. Cleaning of Staff Quarters Area and dumping of garbage at BBMP garbage collection box. | everyday |

B Office Work by Office Boy/ Attender

1	Cleaning and dusting of officer/staff room including furniture, doors, files, cupboard, table glass, window glass, windows, etc	Everyday
2	Office boy shall attend all the works which are being done by a regular peon i.e. attending all officers, distribution of dak, dusting of work station/almirahs, glass panes of all window and doors, etc.	Everyday or as required

- 1.1 Other terms and conditions shall remain as mentioned in this tender document without any deviation, if inadvertently left out here.
- 1.2 In case of dispute on the quality of cleaning and upkeep and other works, the decision of the competent authority of SRPC shall be final and binding on the FIRM.

1.3 The qualification and requirements of staff to be deployed :

a. Dairy and Despatch Work:

- i. Complete knowledge about computer operation/recording of data and retrieval of information.
- ii. Good command/knowledge over English/Hindi and/or local language compulsory and should be atleast matriculate.

b. Assistant- Liason Work:

- i Experienced person can also be considered
- ii Complete knowledge about computer operation/recording of data and retrieval of information.
- iii Good command/knowledge over English/Hindi and/ or a local language compulsory. The candidate shall be capable of drafting and noting/correspondence independently.
- iv Knowledge of office work, procedure, processing the files/making proposals and maintenance of connected files.
- v Knowledge over Central Government Rules
- vi Minimum one years experience.
- vii The candidate should be able to do the work of liasioning with the related officers as and when required.
- viii His assistance may also be required in making proper arrangements for various SRPC meetings in an efficient and economic manner.
- ix He should possess a quality of developing good relationship with other colleagues.
- x He should have a good health and no disease.

Cleaning and upkeep of Guest House

- i. Cleaning and mopping of floor areas with liquid soap
- ii. Cleaning of door panes
- iii. Cleaning and rubbing of all sanitary materials in the guest house
- iv. Cleaning the garbage from guest house and its disposal at BBMP garbage collection site.
- v. Cleaning of toilet and logging in the chart of toilet and providing liquid soap, deodorant, and naphthalene balls in the toilet attached to guest house.
- vi. He should have a good health and no disease.

Duties of Cook

- i. Preparation of coffee/tea/breakfast, lunch & dinner – preferably should have done a course.
- ii. Maintenance of cooking area hygienically
- iii. Cleaning of vessels, dining table and other related material
- iv. Attending call duties.
- v. He should have a good health and no disease.

5. General Terms and Conditions:

- a) Persons during the period of illness shall not be deployed on the job, in place of the person falling ill, suitable replacement shall be provided.
- b) Interview for all the posts mentioned in this tender will be conducted before keeping them for job.
- c) All relevant certificates and credentials will be duly checked.
- d) The FIRM shall furnish the required information as and when required for official purpose.
- e) There should be no criminal cases pending either with the FIRM or the staff deployed.
- f) The FIRM shall furnish the details of Registration No. etc.
- g) The income-tax payment of the FIRM will be up to date.
- h) The FIRM shall furnish the declaration that they have not been black listed in the past.
- i) Staff deployed should have a good health and no disease.
- j) Only Indian National should be deployed for the job.
- k) The FIRM should be owned by the Indian National
- l) Present as well as permanent address of the staff to be deployed, owner of the FIRM, finger print and photograph shall be submitted to the office for record.
- m) Uniform (as per the season), shoes, safety gloves/safety goggles/safety belt/ropes, etc. will be provided by the FIRM to the staff deployed on different jobs.
- n) Wastage of water shall be avoided.
- o) Burning of tree leaves/grass, garbage, etc. is not permitted.
- p) The FIRM shall submit the certificate atleast from 2 organizations about the satisfactory performance of their similar works/services, the period of work/service rendered shall be clearly indicated.
- q) Upkeep of the file rack and files/documents, storage area, shall be done with special care.
- r) Due attention shall be paid to the removal, prevention and further spread of termite, rodent/ mice, etc. if any.
- s) Child labor shall not be deployed.
- t) The FIRM shall provide first aid kit for use by their personnel in case of emergency.
- u) In case of dispute on the quality of cleaning and upkeep and other works, the decision of the Member Secretary, SRPC shall be final and binding on the FIRM.
- v) The FIRM has to provide the photo identity card to the person employed for carrying out the work. These cards have to be constantly displayed and their loss reported immediately.

VALIDITY

The offer should be valid for at least 8 weeks from the date of opening of price bid.

SECURITY DEPOSIT

A bank guarantee of 5% of the tendered amount as a security will have to be deposited by successful bidder. Unutilised amount of security deposit will be returned after six months of expiry of contract.

Service CHARGES

Rates for additional man power on daily/monthly basis shall be given by the FIRM as per respective schedule.

The Service charges/wages quoted by the FIRM shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year.

TERMS OF PAYMENT

Payment on monthly basis on the expiry of each month shall be payable after successful completion of the job and submission of following documents :

- a) Pre-receipted bill in triplicate on expiry of each month.
- b) List of personnel deployed for the job indicating names, age, date of deployment, amount deposited for ESI and PF, etc.
- c) An undertaking that all the personnel deployed have been paid wages not less than the wages as per the Minimum Wages Act.
- d) The payment will be made by crossed cheque./e-payment
- e) TDS/Surcharge or any other tax applicable deducted at source as per rules in force.
- f) Any tax levied by Central/State Government shall be payable by SRPC to the FIRM.
- g) Please note that if the FIRM fails to deploy the requisite number of personnel on regular basis or in case persons pertaining to any category called on demand basis, SRPC shall be at liberty to deduct 1.5 times the pro-rata charges or the actual expenditure whichever is higher from the monthly payment due to the FIRM. Continuous default on the part of FIRM may result in termination of the Contract.

TERMINATION OF THE CONTRACT

1. If the FIRM fails to provide satisfactory services or is found to violate statutory requirement, SRPC shall be at liberty to get the job completed from alternative source at the risk and cost of the FIRM and deduction on this account shall be made from the security deposit or the balance due to the FIRM.
2. SRPC reserves the right to terminate the contract for reasons of unsatisfactory/non performance/non-compliance after giving 15days notice.

Please note that;

- i. The price have to be indicated only as per the proforma given with this document
- ii. All the relevant columns should be filled neatly and clearly. Incomplete information for the maximum advantage to SRPC
- iii. Lump sum charges on per man/month and daily basis as per the minimum wages act notified by Govt. of India shall be quoted and these charges will also include the ESI, PF, Bonus, etc. as applicable under labour laws and service charges of the FIRM.
- iv. The FIRM also furnish an undertaking in form of Indemnity Bond to pay minimum wages and other admissible benefits like ESI,PF and Bonus, etc. as applicable under Labour Laws up to date.

3. The following details may please be furnished :

Total Strength of the Company :

- i. Office staff Regular
 Casual
- ii. Helpers Regular
 Casual

4. Are you registered with appropriate authority of State/Central Government (Please furnish complete details along with relevant documents).

5. Whether the man power employed for the job is as per the specifications (Give details of staff to be deployed for the job)

6. Number of persons on regular basis, the FIRM proposes to deploy in SRPC.

- j) Dairy & Despatch Clerk
ii) Liaison work - Assistant
iii) Liaison work - Office Boy/Attender
iv) Sweepers
w) Cook

(An undertaking for the above personnel deployed as per the the specifications shall be given)

7. Is the FIRM ready to provide actual staff (on deman basis) as per the requirement given by SRPC.

8. Are the wages quoted in the schedule for different category of personnel as per the minimum wages Act of Govt. of India.

9. ESI registration number, PF registration number PAN number

SL.NO.	Designation of the personnel	No. of persons required	Lump sum charges per man month (Rs) for each category of personnel	Total (Rs)
1	Assistant	3		
2	Diary & Despatch Clerk	1		
3	Office Boy	4		
4	Cleaners and Sweepers*	3		
5	Cook	1		

Note:

- i The charges per day wages shall be calculated by dividing monthly total wages by 26.
- ii Tenderer should quote total monthly charge for each category of personnel in column No. above as per the minimum wages act notified by Govt. of India. Their monthly charges should also include ESI, PF, Bonus, etc. as applicable under Labour Law and service charges of the FIRM.
- iii The FIRM will furnish an undertaking in the form of Indemnity Bond to pay minimum wage and other admissible benefits like ESI, PF, Bonus, etc. applicable under Labour Law up to date.
- iv *To be quoted as per Central Wages for 5hrs a day. This office work for 5days a week.

Signature of the tenderer

Name :

Office Seal:

Date

[Type text]

**SOUTHERN REGIONAL POWER COMMITTEE
BANGALORE-560 009**

**Job specification :-procurement of services for Liasioning work
In SRPC office.**

Assistant - 1Nos

- 1) Experienced persons having 2 years or more work experience can also be considered.
- 2) Proficient in computer operation, recording of data/retrieval of information etc., should know MS office.
- 3) Good command over English/Hindi and local language also. The candidate should be capable of drafting notes, correspondences.
- 4) Knowledge of office work, procedure processing the files/making proposal and maintenance of connected files.
- 5) Complete knowledge regarding GFR and other Central Government Rules connected with Administration and Accounts.
- 6) Minimum one/two/three years experience of working in Government/semi Government /PSU/Reputed Organization.
- 7) The candidate should be able to do the work of liasioning with related offices as and when required.
- 8) His assistance may also be required in making proper arrangements for various SRPC Meetings in an efficient and economic manner.
- 9) He should possess a quality of developing good relationship with other colleagues.
- 10) He should be preferably graduate but can b considered with the lower qualification in view of adequate experience and capacity on the bais of interview held by Member Secretary, SRPC.

SRPC, CEA, Bangalore

Clerk : Diary & Despatch Clerk
Requirement : Inos.

Job Specification :

He should be preferably matriculate. SRPC, Bangalore conducts number of meetings such as OCC, TCC, Board Meetings, and Commercial Sub Committees, monthly and quarterly. On account of all these meetings we have to dispatch Agendas, Minutes of the Meetings etc. to the various Committee Members, their offices and Head Quarters. Apart from this, general correspondence related to administration and accounts to different offices and also to Head Quarters. As such, about 10000 to 12000 letters will have to be dispatched annually. And also about 5000 to 6000 letters have to be diarised annually. Hence to look after the diary and dispatch works exclusively one clerk is required for whole time. Besides he has to maintain related files and stamp account also.

Requirements:

- 1) Complete knowledge about computer Operation/recording of data and retrieval Information and knowledgeable of MS Office.
- 2) Good command over English/Hindi and/ Or local language compulsory.
- 3) Any other works assigned by competent Authority.

SRPC, Bangalore

Liaison work - Assistant (Administration)

Requirement: One

Job Specification:

The work involves maintenance and up keep of service books and personal files of officers and staff numbering fifty. He has to correspond on administration matters with Head Quarters and other offices independently.

Requirements :

- 1) Experienced persons can also be considered.
- 2) Proficient in computer operation, record-ing Of data/retrieval of information etc.
- 3) Good command over English/Hindi and local language also. The candidate should be capable of drafting notes, correspondances.
- 4) Knowledge of office work, procedure, processing the files/making proposal and maintenance of connected files.
- 5) Complete knowledge regarding GFR and other Central Government Rules connected with Administration and Accounts.
- 6) Minimum one/two/three years experience of working in Government/Semi Government/ PSU/Reputed Organization.
- 7) The candidate should be able to do the work of liasioning with related offices as and when required.
- 8) His assistance may also be required in making proper arrangements for various SRPC Meetings in an efficient and economic manner.
- 9) He should posses a quality of developing good relationship with other colleagues.

SRPC, Bangalore

Liaison work: Assistant in Accounts Section
Requirement : One

Job Specification :

The work involves preparation of budget estimates, revised estimates, monthly expenditure statement, different types of bills, such as salary, travelling allowances, leave travel concessions, GPF and OTA. Reconciliation works with Pay and Accounts Office.

Requirements:

- 1) Experienced persons can also be considered.
- 2) Proficient in computer operations/ recording of Data/retrieval of information etc.
- 3) Good command over English/ knowledge of Hindi is essential. Local Language compulsory.
- 4) Complete knowledge regarding General Financial rules and other Central Government Rules connected with Accounts.
- 5) Minimum one/two/three years experience in any Government/Semi Government Office.
- 6) The candidate should be able to do the work of liasoning with other offices as and when required.
- 7) He should posses a quality of developing good relations with other colleagues.

SRPC, Bangalore

Office Boys : For Office
Requirement : 4 nos.

Job Specification :

The work involves

- 1) Cleaning and dusting of rooms including furniture , doors, files, cupboards, glass panes, windows, etc.
- 2) Cleaning of computers/peripherals and other Office machines in presence of officer concerned.
- 3) Office boy shall attend all the works which are being done by a regular peon i.e. attending senior officers, distribution of dak.
- 4) Miscellaneous works like shifting of goods/office materials/furniture and any other official works which arises from time to time.

SRPC, Bangalore

Cleaners/Sweepers : For Office Complex/Colony
Requirement : Three

Job Specification :

Scope of Works

- 1) Cleaning and mopping of corridor, staircase, water cooler areas with detergent and water
- 2) Cleaning of toilets and logging in the chart in toilets.
- 3) Clean the open areas i.e. language and court yards including the portion in front of main gates.
- 4) Cleaning of the door panes of the corridors.
- 5) Providing of liquid soap, deodorants, naphthalene cubes/balls in the toilets.
- 6) Cleaning and rubbing of all sanitary wares in the toilet including wall tiles.
- 7) Cleaning of the carpeted area by vaccum cleaners.
- 8) Washing the open area with water.
- 9) Cleaning and rubbing floor in the corridor with required cleaning material.
- 10) Cleaning and mopping of reception area.
- 11) To clear the garbage from office complex and its disposal at BBMP garbage collection sites.
- 12) Cleaning of SRPC Colony area and dumping garbage at BBMP garbage collection box.
- 13) Any other miscellaneous works

Note:- To be quoted as per Central wages for 5hrs a day. This office works for 5days a Week.

SRPC, Bangalore

**Cook : For SRPC Guest Houses at
Kodigehalli and SRPC premises**

Requirement : One

Job Specification :

The work involves

1. Preparation of Coffee/Tea, breakfast, Lunch and Dinner
2. Maintenance of cooking area hygienically.
3. Cleaning of utensils/vessels, dining table and other related materials.
4. Attending call duties.
5. Should have sound health and without any disease.
6. Should be well mannered and cultured to deal with the guests.
7. Should have good communication languages, workable English, Hindi and sound knowledge of local language.

SCHEDULES

TECHNICAL DETAILS :

(To be furnished in separate sealed envelope superscribed with "TECHNICAL BID")

- i Tender Proforma
- ii Details of similar contracts during the last three years.
- iii Details of regular staff working continuously with the FIRM for more than two years.
- iv Schedule of Deviation.

COMMERCIAL DETAILS :

(To be furnished in separate sealed envelope superscribed with "COMMERCIAL BID")

- i Schedule of charges
- ii List of personnel to be deployed

Security Deposit (Only for successful bidder)

- i Performance Security deposit (5% of the Contract value/annum) in the form of Bank Guarantee drawn in favour of MS,SRPC,CEA, Bangalore.

Name of work - Procurement of Services for 'Outsourcing of Manpower Assistance' in SRPC Office, Bangalore.

Schedule of Rates

S.No	Particulars	Rate/ person/ month				
		Diary & Despatch Clerk	Assistant	Office Boy	Sweeper	Cook
A	Class of Employment					
B	Quantity	1	3	4	3	1
- C	Wage per month as per Minimum Wages Act of Government of India.					
1	Wages (Basic + VDA)					
2	EPF (Employees Provident fund)					
3	ESI or Insurance as applicable					
4	Gratuity					
	Sub Total -C (1 to 4)					
D	Service Charges & Other benefits charges					
1	Bonus					
2	Uniform					
3	Other Benefit					
4	Service Charges					
	Sub Total-D (1 to 4)					
E	Total (C+D)					
F	Service tax as applicable					
-	Grand Total (E+F)					

~~***~~ To be quoted as per Central Wages for 5hrs a day.

Certified that I have read and understood all the terms and conditions and my rate and supply are subjected to all these conditions

Name and Signature of the Contractor

Date:
Place:

Agency Seal and Address
Tel No./Mb. No.

ANNEXURE-III

**Details of staff, working with the firm
(Data to be furnished as on)**

SL.NO.	Name of the staff	Designation	Qualifications	Whether regular or temporary	Date of appointment with the firm

1. Signature of Tenderer
2. Name
3. Office Seal.

Date:
Place:

(Designation has been given in specification such as:-)