



भारतीय लेखापरीक्षा और लेखा वभाग  
**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**  
महानिदेशक लेखापरीक्षा का कार्यालय  
**OFFICE OF THE DIRECTOR GENERAL OF AUDIT**  
पूर्व रेलवे, कोलकाता  
**EASTERN RAILWAY, KOLKATA**



संख्या: **RC/31-Outsourced MTS-Safaiwala/2023/10787**

दिनांक: **27/02/2023**

नि वदा आमंत्रण सूचना  
**NOTICE INVITING TENDER**

Sealed tenders are invited by the O/o the Director General of Audit, Eastern Railway, Kolkata from reputed, experienced and registered outsourcing agencies for providing persons as MTS/ Safaiwala (Unskilled) persons on outsourcing basis for this office.

The tender shall be submitted in the proforma "Annexure-I" on the Company's letter head by providing information against relevant column.

Sealed tenders, duly superscripted 'Quotation for Outsourcing of MTS/Safaiwala' addressed to the Director/Admin, O/o the Director General of Audit, Eastern Railway, Kolkata, N.K.G. Building, 5<sup>th</sup> Floor, 14-Strand Road, Kolkata- 700 001. The quotation may be sent by post/hand so as to reach by 15:00 hours on **15/03/2023**. **Quotation received after stipulated date and time shall not be entertained.**

Quotations will be opened at 16:00 hours on the same day. Authorized representatives of participating Firms may present at the time of opening of Quotations.

Sd/-

(जगबंधु नस्कर)

वरिष्ठ लेखापरीक्षा अधिकारी (आर. सी. अनुभाग)

Copy to (through e-mail only) for information & wide circulation: -

1. Sr. A.O (Record), O/o the PDA, RPU/M. Rly, NKG Building, 14 Strand Road, Kolkata-700001.
2. Sr. A.O (Record), O/o the DGA, South Eastern Railway, 11, Garden Reach, Kolkata-700043.
3. Sr. A.O (EDP), O/o the Pr. A.G (Audit-II), W.B., C.G.O. Complex, 5<sup>th</sup> floor, 3<sup>rd</sup> M.S.O. Building, DF Block, Salt Lake, Kolkata-700064.
4. Sr. A. O (Record), O/o the Pr. A. G (Audit-I), W.B., Treasury Buildings, Kolkata-700 001
5. Sr. A. O (Record), O/o the PAG(A&E), W. B., Treasury Building, Kolkata-700 001
6. Sr. A. O (Record), O/o the DGA (Central), G.I. Press buildings, Kolkata - 700 001
7. Sr. A. O (Record), O/o DGA (Mines), Council House street, Kolkata- 700 001
8. Sr. A. O (Record), O/o DGA (Coal), Old Nizam Place (1<sup>st</sup> floor), 234/4 Acharya Jagadish Ch. Bose Road, Kolkata- 700 020
9. The Sr. A. O (Record/ Admn.), O/o the Pr. Director Regional Training Institute, C.G.O. Complex, 3<sup>rd</sup> M.S.O. Building, 5<sup>th</sup> floor, A wing, DF Block, Salt Lake, Kol-64
10. Notice Board of this office.
11. Forwarded to EDP Section for uploading in the CPPP & Office website.

## **Intending bidders should fulfil the following terms and conditions: -**

1. The intending bidders should be an Authorized Service Provider of outsourced staff at various Government Offices with proper Registration with EPFO, ESI & GST. The firm should submit the details with documentary evidence in respect of their registration. These documents (attested photo copies) should be submitted along with the tender documents.
2. The bidders will also have to attach following documents (attested photocopies) along with the tender document
  - i. PAN/TIN
  - ii. Service Tax
  - iii. GST/VAT/CST No.
  - iv. Last Income tax return and GST return
3. The rate quoted by the bidders must be the rate of minimum wages prescribed by the Government of India. Minimum statutory payments such as PF, ESI etc. shall be allowed as applicable.
4. The agency will have to make monthly payment to outsourced staff within the time frame as per the Payment of Wages Act prior to their submission of monthly bills. Such payments shall be by bank transfer (direct debit) to the bank account of the outsourced staff.
5. Payment will be made on monthly basis on presentation of Bill. As a proof of deposit of recovery from employees along with employers' contribution towards EPF and ESI, the copies of receipt issued by EPF and ESI authority and acknowledgement of payment to the staff during previous month must be submitted with the monthly bill of subsequent month failing which the bill will be kept withheld.
6. The contract will be valid for 12 months commencing from 01.04.2023 and extendable for further period.
7. The quotation should be neatly typed. No erasure or overwriting will be permissible/ allowed.
8. Conditional quotation will not be accepted. The office reserves the right to negotiate amongst all L-1 bidders, in case of multiple L-1 bidders.
9. The successful bidder will have to enter into an agreement with this office within fifteen days from issue of the work order.
10. A copy of terms and conditions duly signed by the tenderer in token of having understood and agreed to the same may be attached along with the tender.
11. The tenderer would ensure that the outsourced staff wear proper uniform and they should be able to speak in Bengali and should understand English/Hindi.
12. Office of the Service Provider (Vendor) must be located in the state of West Bengal.
13. The successful bidder will have to submit Security Deposit (SD) amounting of 5% of the annual tender value only in the form of Demand Draft from any scheduled nationalized bank branch in Kolkata in an acceptable form for a minimum period of one year plus 60 days thereafter (refundable without interest after 02 months of termination of contract) in favour of “ **Sr. Audit officer/ RC, O/o the Director General of Audit, Eastern Railway, Kolkata, payable at Kolkata**” at the time of awarding of such contract.

14. This office will deduct Tax Deducted at Source (TDS) and other deductions (if any) as per Government order.
15. The vendors have to give an undertaking that he or his firm has not been black listed by any of the organisation/Govt. Department as on the date of submission of the Bid/Tender.
16. The **Director General of Audit, Eastern Railway** reserves the right to accept or reject a whole or any part of the offer without assigning any reason and the decision of the Director General of Audit will be final.

Sd/-

(जगबंधु नस्कर)

वरिष्ठ लेखापरीक्षा अ धकारी (आर. सी. अनुभाग)

पूर्वी रेलवे, कोलकाता

## ANNEXURE-I

To

**The Director (Administration)**

O/o the Director General of Audit  
Eastern Railway  
New K.G. Building (5<sup>th</sup> Floor),  
14, Strand Road, Kolkata – 700001

**Sub: Tender for providing Outsourced Staff**

Sir,

With reference to your tender notice No- ..... Dated- ....., I am to submit my tender for supply of Outsourced Staff i.e., MTS / Safaiwala as follows.

<b>Category of Staff</b>	<b>MTS</b>	<b>Safaiwala</b>
No. of personnel required*	06	01
Skill level	Unskilled	Unskilled
Minimum daily wage (In ₹)**	711.00	711.00
Working days per month***	22	22
Total monthly wage		
PF @ 13% (or as applicable)		
ESIC @ 3.25% (or as applicable)		
Service Charges (@.....%)		
CGST @ 9% (or as applicable)		
SGST @ 9% (or as applicable)		
Total charges for the month		
Rounded off to		

\* Number of personnel required as mentioned above might change at later date. This office will not be liable to pay any severance pay or terminal benefits.

\*\* The above rate may be changed as and when the minimum wage is changed by O/o the Chief Labour Commissioner (c), New Delhi, Ministry of Labour & Employment, Govt. of India, from time to time.

\*\*\* working days per month may be changed according to attendance of Outsourced staff.

**Declaration:**

1. I am not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
2. I, the undersigned affirm and certify that I have gone through the terms & conditions mentioned in the tender notice and agree to abide by all the terms and conditions laid therein; which are being signed in token of my acceptance.
3. I hereby undertake to execute the work/supply order as per direction given in the tender document within stipulated period. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Date:

Signature of Proprietor / Director with stamp

Name:

Address:

Contract No:

Fax/E-mail: