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**REGIONAL TRAINING INSTITUTE  
(INDIAN AUDIT & ACCOUNTS DEPARTMENT)  
NO.361, Anna Salai, AG's Office Complex, Chennai-18**

Advt.No.01

**NOTICE INVITING TENDER FOR PROVIDING MAN POWER**

No.RTI/Chennai/Admn.V/2021-22/282

Date: 15.12.2021

Tenders/quotations are invited from outsourcing agencies **located in Tamilnadu having branch at Chennai** for providing the services of the following personnel at the minimum wage (adopting Central Govt. rates) mentioned in Annexure of this Notice indicating separately the service charges leviable by them for providing such services subject to compliance of the conditions laid down infra: -

1. Housekeeping staff
2. MTS for office work
3. Data Entry Operator
5. Car Driver
6. Securities (Ex-Service men or certified skilled persons)

**Conditions to be fulfilled by the outsourcing agencies**

1. The outsourcing agencies should have registered with Employees Provident Fund Organisation (EPFO) and Employees State Insurance Corporation (ESIC).
2. The outsourcing agencies should make the payment of minimum wages (adopting Central Govt. rates) as mentioned in Annexure to this Notice for the above posts or Higher than the minimum with weekly paid off on rest day. The wage rates may be enhanced from time to time on the basis of the Notification of Govt. of India.
3. The Outsourcing Agency should make a contribution (employer's contribution) of not less than 13% towards EPF and 3.25% towards ESI.
4. The deduction should be made at a rate not less than 12% towards EPF and 0.75% towards ESI (Employee's contribution). Further, each month, the outsourcing agencies should render a statement of deductions made from the employees engaged in this office towards EPF and ESI. The bill for making payment to outsourcing agencies for a month shall be processed by this office only on rendering of the above mentioned statement for the preceding month.
5. Each month, the outsourcing agencies have to furnish the necessary documentary evidence to substantiate the fact of remittance of the employee and the employer contribution to EPFO and ESIC to facilitate this office to check such remittances into the accounts of the employees concerned through the authorised websites, based on which bill for making payment to outsourcing agencies for a month shall be processed by this office.

6. Service charges leviable for outsourcing activities should be indicated by the outsourcing agencies separately in their quotations (both percentage and amount).
7. Cleaning materials for upkeep of hostel and office will be provided by this office.
8. The agency should provide certified skilled persons i.r.o. DEO, Car Driver and Securities and the duties shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria. The persons posted as MTS/House keepers should be capable of discharging their duties to the satisfaction of higher ups.
9. The persons supplied by the Agency should not have any adverse Policy records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.
10. The service provider shall engage necessary number of persons as required by this Department from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employee relationship between the employees of the service provider and this Department and further the said persons of the service provider shall not claim any employment, engagement or absorption in the Department, in future.
11. The service provider's persons (outsourced employees) shall not claim any benefit/compensation/absorption/regularization of service from/ in this Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation/ Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the provider to this Department.
12. The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangement's, administrative/ organisational matters.
13. The service provider's personnel should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this Department. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
14. The persons deputed shall not be below the age of 18 years. Speaking/understanding Hindi/English in addition to Tamil Language is desirable.
15. This office will provide photo identity cards to the persons deployed by the Agency for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
16. The Service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
17. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the Department shall not be liable or responsible on any of these accounts towards any personnel of the service provider.

18. Working hours would be 08.00AM to 04.30PM for House keeping employees and 09.00AM to 05.30PM other category of employees on all days including half an hour lunch break in between. The duty/nature of work of MTS includes night duty also. Therefore, the MTS will be assigned night duty on rotation basis. They will be eligible for one weekly off on any one of the day in a week as decided by Administration. In exigencies of work, the personnel may be required to sit late and work on off days, for which remuneration proportional to their wages will be given additionally.
19. No wage/remuneration will be paid to any staff for the days of absence from duty.
20. The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Office/Department.
21. This Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
22. The service provider should maintain an attendance register, which should be kept in this office/department, in respect of the staff deployed by the agency on the basis of which the wages/remuneration will be calculated/decided.
23. The payment of wages for the out sourced staff should be made through E-payment and the Agency should submit the proof of payment to the Administration (immediately after making the payment) to ensure the payment of wages agreed upon. **Any malpractices in this regard after payment will be liable for termination of contract immediately and necessary action would be taken as per Labour/Minimum Wage Act.**
24. The agreement can be terminated by either party by giving one months' notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement, then one month's wages etc. and any amount due to the agency from this Department shall be forfeited by the Department.
25. The agency should provide 3 sets of uniform for Securities as well as for MTSs.
26. They should have registered under GST, wherever applicable.

The format in which the quotations to be furnished by the outsourcing agencies is furnished below:

**1. No. of persons required:**

Category of employees	No. of persons required
House keeping Staff	6
Multi-Tasking Staff (MTS)	6
Data Entry Operator	1
Car Drivers	2
Securities	2
(Ex-service men or certified skilled persons)*	
* Necessary certificates should be produced for authentication	

**2. Monthly wage rates:**

Category of employees	Minimum monthly wage (wage includes variable DA*) payable per person as per Central Govt. rates or pay higher than the minimum	Employers contribution towards		GST As applicable	Total amount of Column (2) + (5)	Service charges on Minimum monthly pay as Percentage of the amount in the column (2)
		EPF @ 13.00%	ESI @ 3.25%			
(1)	(2)	(3)	(4)	(5)	(6)	(7)
House keeping Staff (06 persons)	19350 (645/day x 30 days)					
MTS for office duty (05 persons)	19350 (645/day x 30 days)					
MTS for office duty (10 hours shift duty) (01 person)	24180 (806/day x 30 days)					
Data Entry Operator (01 person)	23520 (784/day x 30 days)					
Car Drivers (02 persons)	23520 (784/day x 30 days)					
Securities (12 hours shift duty) (02 persons)	35280 (1176/day x 30 days)					

**Note:** Employees contribution towards EPF 12% and ESI 0.75% to be deducted from the wages of the employees and same should be remitted to EPFO and ESIC respectively.

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Variable DA is subject to increase from time to time by the Govt. of India Notification

Tenders should reach this office in a **sealed cover on or before 04.01.2022 by 5PM**. The cover should be super scribed as "Tender for Outsourcing Employees"

  
Senior Audit Officer/Admn.

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