

## NOTICE INVITING TENDERS

Sealed tenders/quotations are invited on the behalf of Director General of Audit(Central), Kolkata, Branch: UT of ANI, Port Blair for outsourcing of staffs for IA&AD Guest House and Office Complex at South Point, Port Blair for the following services:-

Sl. No.	Name of Outsourcing Staff	No. of Staffs to be supplied	Remarks
1.	Cook	02 Nos.	For IA&AD Guest House
2.	Assistant Cook	02 Nos.	-Do-
3.	Wash boy cum room service staff	02 Nos.	-Do-
4.	Cleaning Staff	01 No.	For Office Complex
5.	MTS	01 No.	-Do-
6.	Stenographer	01 No.	-Do-

The tender document with terms and conditions, scope of work can be obtained from the Office of the Director General of Audit(Central), Kolkata, Branch: UT of ANI, SP/1, South Point, Port Blair – 744106, on all working days from 10:00AM to 05:00PM from the date of publication till 03.03.2023. The same shall be submitted to this office before 03:00 PM on 06.03.2023.

Tender thus received shall be opened at 16:00PM on 06.03.2023 in presence of the tenderers.

The Director General of Audit(Central),Kolkata reserves the all rights to accept or reject any or all the tenders/quotations without assigning any reasons thereof.

  
**Sr. Audit Officer  
(Administration)**



भारतीयलेखापरीक्षाएवंलेखाविभाग  
Indian Audit & Accounts Department  
महानिदेशक लेखापरीक्षा का कार्यालय, (केन्द्रीय), कोलकाता  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT, CENTRAL, KOLKATA  
शाखा कार्यालय समूह द्वीप निकोबार और अंडमान :  
BRANCH: U T OF ANDAMAN AND NICOBAR ISLANDS  
एस पी1, साउथ पॉइंट, पोर्ट ब्लेयर -744106  
SP/1, SOUTH POINT, PORT BLAIR – 744 106  
Phone – 03192 228542, Email – saoniadmin.kol.pdac@cag.gov.in



**Tender document for deployment of Safaiwala, Multi-Tasking Staff (MTS), Stenographer, Halwai-cum-cook, Asst. Halwai-cum-cook, and Canteen Attendant for carrying out contractual work on outsourcing basis.**

**1. Introductory**

1.1 Reputed firms/agencies, hereinafter referred to as 'service provider(s)', having well established servicing facility and registered office at **Port Blair, Andaman and Nicobar Islands**, and having experience in the area of deployment of personnel for carrying out contractual work on outsourcing basis in Central Government/Andaman and Nicobar Administration/Central Public Sector Enterprises (CPSEs)/Defense Establishments etc. are invited to participate in this tender.

1.2 Participants in this tender offer are required to provide services of skilled/semi-skilled/unskilled manpower at the **Office of Director General of Audit Central, Kolkata situated at South Point, Port Blair** and **Indian Audit and Accounts Department Guesthouse situated at South Point, Port Blair**, as per the terms and conditions set out below.

1.3 This tender is for the period **01.04.2023 to 31.03.2024, or till the regular incumbent(s) for the work(s) being outsourced joins the office**, whichever is earlier.

**2. General Terms and Conditions**

2.1 The service providers participating in this tender should submit tender documents along with the required enclosures as per the tender format given in **Annexure – I**. The service providers are also required to furnish a certificate with respect to payment of Minimum Wages as per the applicable rules, in the format given in **Annexure – II**.

2.2 The service providers shall furnish a declaration to the effect that they are not black-listed/debarred in the past by any government/semi-government organization from taking part in their tender(s), in the format given in **Annexure – III**.

2.3 The service providers shall furnish a declaration to the effect that no disciplinary proceeding is pending against the firm/company under EPF Act 1952, in the format given in **Annexure – IV**.



- 2.4** The financial bid shall be submitted separately by the service providers in the format given at **Annexure – V**. The rates quoted in the financial bid shall be exclusive of taxes. The rates are to be quoted in both figures and words. In case of any discrepancies between figures and words, the lower of the two shall be considered as the tendered rate.
- 2.5** The rates shall be valid till the conclusion of the contract, i.e., till 31.03.2024, and shall be inclusive of all statutory requirements as per the Minimum Wages Act, 1948, as applicable in Andaman and Nicobar Islands, as well as any other statutory provision/rules and regulations prevailing from time to time. The service provider will not be entitled to any change in the Administrative Charge quoted by them under any circumstances.
- 2.6** The service providers shall have their establishment in Port Blair and the establishment must be registered under Shop & Establishment Act with the Labor Department, A&N Administration.
- 2.7** The service providers participating in the tender shall have the experience of providing similar outsourcing services to the offices of Central Government/Andaman and Nicobar Administration/Central Public Sector Enterprises (CPSEs)/Defense Establishments etc., every year for the past three years.
- 2.8** The deployment of personnel under this tender shall be purely on a contractual basis, without any claim of deployed personnel on any future appointment(s) in this office.
- 2.9** The service provider selected for this work shall provide direct service to this office and shall not employ any Sub- Contractor(s).
- 2.10** No child labour shall be deployed by the service provider for this work.
- 2.11** The names, bio data, and valid photo identity proofs in respect of the personnel proposed for deployment shall be submitted to this office by the selected service providers within 15 days from issue of letter of acceptance of the tender offer by this office, and before commencement of deployment.
- 2.12** Personnel deployed by the selected service provider shall be on a regular basis. Frequent changes in the personnel deployed for the work in this office will not be entertained.
- 2.13** Persons deployed by the selected service provider after contract shall not be removed arbitrarily by the agency. They may be replaced only after written complaint/ request from the designated official of this office. The office reserves the right to disengage any personnel deployed at any time, without citing any reason.
- 2.14** The selected service provider shall be responsible for ensuring regular attendance of the deployed personnel. An attendance register will also be maintained by this office in this regard. In case of a personnel being unable to attend duty, prior intimation should be given by the personnel to both this office and the service provider to enable a suitable replacement. In case replacement is not provided, a deduction on a pro rata basis will be made from the invoice submitted by the service provider.
- 2.15** The agency shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.

2.16 The service provider shall ensure proper conduct of the deployed personnel in office premises and enforce a prohibition on consumption of addictive/unhygienic material by them within office premises.

2.17 The performance of deployed personnel shall be monitored on a daily basis and in case of any deficiency of service, the service provider shall be liable to the payment of a penalty as per the terms and conditions of this tender.

2.18 The service provider shall ensure that the personnel deployed in this office do not take any property of Audit Office Complex and IA&AD Guest House, out of our premises without a gate pass signed by the designated official of this office.

2.19 If this office suffers any loss or damage on account of negligence, default or theft on the part of the personnel deployed, then the selected service provider shall be liable to reimburse the pecuniary value of the loss, as decided by this office for the same. The agency shall keep this office fully indemnified against any such loss or damage.

2.20 The personnel deployed by the selected service provider shall be the employees of the service provider for all purposes. The selected bidder shall be solely responsible for payment of wages, bonus and any other statutory benefits for the services rendered by the deployed personnel, as applicable from time to time. The obligation of this office shall be limited only to the payment to the selected bidder for the invoice raised by him/her every month, as per the daily wage rates tendered by him/her.

2.21 The selected service provider shall be always contactable, and messages sent by phone/email/Fax/Special Messenger from this office to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall designate a managerial person of his/her firm/agency as the contact person for this purpose and the same shall be communicated to this office before the commencement of services under this tender. The service provider shall strictly observe the instructions issued by this office from time to time in fulfillment of their services under this tender.

2.22 Quotations submitted without fulfilling the above terms and conditions will be summarily rejected.

### **3. Scope of Work**

#### **3.1 Scope of Work in respect of deployment of 01(One) Stenographer – Highly skilled**

3.1.1 Stenographer will be attached with the Director/Deputy Director of this office, and he/she should perform the duties as directed by that officer, which in general can be as following:

- Collection of information and files for the officer;
- Compilation of data in given form;
- Opening of files;
- Maintenance of current files;
- Sending of routine reminders and acknowledgements.
- Typing of essential or confidential/secret documents including other typing work as required.



- Screening of telephone calls and the visitors in a tactful manner.
- Fixing up of appointments.
- Maintaining a diary of engagements, meetings of the officer.
- Maintaining in proper order the papers required to be retained by the officer.
- Keeping a note of the movement of files passing to/from Director/Deputy Director office.
- Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
- Proper maintenance, upkeep and custody of all office equipment like computers, photocopiers, typewriters, telephone, FAX machines assigned to him/her, and equipment kept in Director/Deputy Director office.
- Any other work as assigned by Director/Deputy Director from time to time.

**3.1.2** The person engaged as Stenographer must be at least 12th class pass from a recognized Board and shall not be below 18 years as on the date of award of contract. He/She shall be fluent in Hindi and English language. The Stenographer should possess the special qualification of taking dictation and type related works. **A skill test may be taken by this office to judge the special qualifications of the Stenographer and if the person proposed for deployment fails to qualify for this test, the service provider shall replace him/her with a new person.**

**3.1.3** The service provider shall be responsible to make adequate enquiries about the character and antecedents of the person before their engagement for the purpose. A certificate to this effect along with proof of identity like driving license, proof of residence and recent photograph should be submitted to this office before his/her deployment.

**3.1.4** He/She shall not divulge or disclose to any person or persons any details of office, administrative/organizational matters as well as all other matters/documents which are confidential/ secret in nature.

**3.1.5** The service provider shall, upon receiving a written request from the office to this effect, become liable to replace the person deployed as stenographer, if he/she is deemed as unacceptable to the office because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct.

**3.1.6** The stenographer shall be deployed for all working days in the office. The deployment of stenographer shall not be required on weekends (Saturday-Sunday) and on Gazetted Holidays ordinarily. In exceptional circumstances, the deployment on weekends/Gazetted Holidays is required, the same will be communicated to the service provider in writing in advance. Actual payment shall be as per the number of days of deployment in a calendar month.

**3.2 Scope of Work in respect of deployment of 01(One) Multi-Tasking Staff – Unskilled**

**3.2.1** MTS will be deployed in this office, and he/she should perform the duties which may include, among other things, following tasks:

- General cleanliness & upkeep of the Section/Unit.
- Carrying files and papers within the building/outside building.
- Physical maintenance of records of the Section/Unit.
- Photocopying, sending of fax, etc.

- Other non-clerical work in the Section/Unit.
- Assisting in routine office work like the diary, dispatch, etc.
- Assisting on the computer.
- Cleaning of rooms and dusting of furniture etc.
- Delivery of Posts (Dak) (outside the building).
- Watch and ward duties, including on weekends and holidays.
- Opening and closing of offices.
- Cleaning of the office building, fixtures, etc.
- Driving of vehicles, if in possession of a valid driving license.
- Maintain lawns, parks, potted plants, etc. within the building.
- Any other work assigned by the designated officer of this office.

**3.2.2** The deployment of MTS shall be required up to 31 days in a calendar month, according to the duty assigned to him/her. Actual payment shall be as per the number of days of deployment in a calendar month.

### **3.3 Scope of Work in respect of deployment of 01(One) Safaiwala – Unskilled**

**3.3.1** Safaiwala will be deployed in this office, and he/she should perform the duties which may include, among other things, following tasks:

- Daily cleaning/sweeping/mopping of the office premises including (a) Floors (b) Walls (c) Office furniture including surfaces, insides, stands etc. (d) Staircase including railing (e) Windows (f) Doors (g) Bath rooms, toilets, walls, sanitary fittings and fixtures (h) canteen floors and walls and all sanitary fittings and fixtures (i) cobweb on lights and fans ceilings(j) surface of storage racks/almirahs (k) carpets (l) approach to the office gate (m) general dusting of all office stationeries and equipment including computers, photo-copiers etc. (n) Switch Board(excluding main switch /Meter box) (o) insides of almirahs/racks with supervision of respective sections.
- Daily cleaning of toilets and bathrooms of the office.
- Damp wipe of furniture, fixture, and fittings of the office.
- Any other work relating to cleaning and housekeeping of office premises as assigned by the designated official of this office from time to time.

**3.3.2** The deployment of Safaiwala shall be required up to 31 days in a calendar month, according to the duty assigned to him/her. Actual payment shall be as per the number of days of deployment in a calendar month.

### **3.4 Scope of Work in respect of deployment of 2(Two) Halwai- cum - Cooks – Skilled**

**3.4.1** Cooks will be deployed in the IAAD Guesthouse at South Point, Port Blair, and he/she should perform the duties which may include, among other things, following tasks:



- Responsible for cooking complete hygienic meals for the guest of IAAD Guest House.
- A cook should have eligibility or first-hand experience of cooking all types of cuisines.
- Assist in supervision/instruction to Assistant Cook and Wash Boys for day to-day works related to the kitchen of Guest House.
- Responsible for menu planning and recipe development etc.
- Responsible for checking supplies and groceries.
- Assist in the Cleaning of kitchen area and general maintenance of equipment in kitchen and inventory control.
- Any other work relating to IAAD Guest House as assigned by the designated official of this office from time to time.

**3.4.2** The deployment of cooks shall be on a round-the-clock basis for all days in the calendar month, including weekends and Gazetted Holidays.

**3.5 Scope of Work in respect of deployment of 2 (Two) Asst. Halwai - cum - Cooks – Semi-Skilled**

**3.5.1** Asst. Cooks will be deployed in the IAAD Guesthouse at South Point, Port Blair, and he/she should perform the duties which may include, among other things, following tasks:

- Responsible for assisting cook while preparing meals in IAAD Guest House.
- To obey and work as per the instruction of cook.
- Cutting, washing vegetables, fish and meats etc.
- Washing utensils / crockery items before preparing meals and after breakfast, lunch and dinner.
- To be present during breakfast, lunch and dinner hours to serve the prepared meals to guests.
- Any other work relating to IAAD Guest House as assigned by the designated official of this office from time to time.

**3.5.2** The deployment of assistant cooks shall be on a round-the-clock basis for all days in the calendar month, including weekends and Gazetted Holidays.

**3.6 Scope of Work in respect of deployment of 2 (Two) Wash boys – cum – Canteen Attendants - Unskilled**

**3.6.1** Wash boys will be deployed in the IAAD Guesthouse at South Point, Port Blair, and he/she should perform the duties which may include, among other things, following tasks:

- Washing of Guest House crockery and utensils.
- Daily cleaning / sweeping / mopping of guest rooms.
- Daily cleaning of toilets and bathrooms of the guest rooms.

- Damp wipe of furniture, fixture and fittings, cleaning of walls, glass doors and windows of the guest house.
- Changing of bed sheets, towels etc. of the Guest House.
- Room service for the guests staying in IAAD Guest House.
- Shifting luggage of guest(s), from ground floor to the respective rooms and vice versa.
- Removal of wild vegetation growth wasted materials, debris etc. of the surrounding areas in and around the Guest House and its allied building complexes.
- Daily brooming and mopping of Public area, Staircases, Reception area including corners and under furniture's/planters' area, dusting of furniture fittings all equipment and plants in Guest House building.
- Disposal of collected garbage and kitchen waste to the nearest municipal dustbins and never attempt to dump the garbage at sea.
- Any other work relating to IAAD Guest House as assigned by the designated official of this office from time to time.

3.6.2 The deployment of wash boys shall be on round the clock basis for all days in the calendar month, including weekends and Gazetted Holidays.

3.7 The personnel listed in clauses 3.1 to 3.6 above shall be deployed by the office as per requirements, including in shifts. The service provider shall be responsible for preparing a weekly duty roster of the deployed personnel as per the requirements communicated by the office and for ensuring attendance of the personnel as per the roster.

3.8 The service provider shall submit the duty roster for the upcoming week to the designated official of this office on the preceding Friday.

3.9 The Director General of Audit (Central), Kolkata reserves the right to decrease the quantity of personnel deployed, in case of regular incumbent(s) for the post(s) joining this office.

3.10 The Director General of Audit (Central), Kolkata reserves the right to increase the quantity of personnel deployed as per the requirement of the office. The service provider shall fulfill the same within 15 days of receipt of written communication from this office in this regard.

#### **4. Bid Security and Performance Security**

4.1 The service providers participating in this tender, unless exempted from doing so, shall have to provide an **Earnest Money Deposit of two percent(02%) (i.e. Rs.44,000/-) of the estimated tender value along with the tender documents, in the form of fixed deposit receipt from a Nationalized Bank drawn in favour of the Pay and Accounts Officer, IA&AD, Port Blair.** Service providers seeking exemption from furnishing EMD shall submit the relevant documents along with tender papers. Earnest Money Deposit of the unsuccessful bidders shall be



refunded to them within 15 working days of completion of tender process and issuance of work order to the successful bidder.

4.2 Bids without requisite bid security will be summarily rejected.

4.3 The successful bidder shall furnish a **performance guarantee of three percent(03%) of the quoted bidding in the form of bank guarantee or Fixed Deposit Receipt from a Nationalized Bank in favour of the Pay and Accounts Officer, IA&AD, Port Blair** within 15 days of acceptance of work order but not later than 10 days of the commencement of the services, in the form of after which his/her EMD shall be released. In case the selected service provider withdraws his tender or make any modification in the terms and conditions of the tender which is not acceptable to this office, this office shall without prejudice to any other right or remedy, forfeit 100% of the said EMD furnished by the successful bidder.

4.4 The performance guarantee submitted by the successful bidder shall also be liable to be forfeited or appropriated, in part or in full, in the event of unsatisfactory performance of the services or in the event of loss or damage sustained by this office due to the negligence of the personnel deployed by the successful bidder.

## 5. Payment Terms and Conditions

5.1 The payment shall be made by this office monthly for each completed month of services provided by the selected service provider, within 30 days of presentation of invoice by the service provider.

5.2 The selected service provider shall submit an invoice raised against this office for the services of personnel deployed by him/her during the preceding month by 10<sup>th</sup> of the succeeding month, as per the number of actual duties performed by the personnel deployed during the preceding month.

5.3 The invoice raised by the selected service provider shall be accompanied by the attendance roll. A copy of RTI TRRN and copy of ECR challan showing remittance of employer's as well as employees' contribution towards Provident Fund, shall also be enclosed with the invoice.

5.4 Payments shall be made from the selected service provider to the deployed personnel through electronic means only. A copy of the same shall also be enclosed with the invoice for the purpose of verification and record of this office.

5.5 This office shall pay GST to the selected service provider on the invoice value at the rate applicable from time to time. TDS for IT as well as TDS for GST at an appropriate rate shall be deducted from the bill amount as applicable.

5.6 Recovery on account of penalty imposed for failure on part of the selected service provider for providing satisfactory services and/or non-conformance of the terms and conditions set out in this tender document, shall be made from the invoices raised by the service provider.

## **6. Penalty and Default**

**6.1** The performance of the personnel deployed by the selected service provider shall be monitored and evaluated by the designated official of this office on a daily basis and a copy of which shall be made available to the service provider also. The service provider shall be responsible for faithful compliance of the terms and conditions of the agreement. In case of non-compliance of service obligation, penalty per default of Rs.1000/- (Rupees one thousand only) or @0.5% of the total contract value per week whichever is higher, will be imposed on the service provider.

**6.2** In case of non-satisfactory performance by the deployed personnel for 06 days continuously, which shall be duly communicated by the designated official of this office, the service provider will be deemed to have defaulted on his/her obligations under this tender together with default shall also risk of termination of the Contract without any additional Show Cause Notice as required in the normal circumstances.

## **7. Termination and Extension**

**7.1** The services under this tender can be terminated by either party, i.e., by this office or by the selected service provider, by giving a 30-days advance notice of termination. In case of failure to give advance notice, the party concerned shall be liable to pay the other party an amount equivalent to the pro-rata amount of average monthly invoice, for the number of days of shortfall on a pro-rata basis.

**7.2** The services under this tender stand terminated automatically in case of the default by the selected service provider in providing services as required under the terms and conditions of this tender.

**7.3** This office reserves the right to make changes to the number of personnel deployed, based on its requirement. Such changes in the number of personnel deployed will not be considered as the termination of the services.

**7.4** The services under this tender can be mutually extended by both the parties beyond 31.03.2024, as per the terms and conditions agreed upon at the time of such extension.

## **8. Jurisdiction**

**8.1** Any dispute(s) arising out of this tender shall be subject to Port Blair (Andaman and Nicobar Islands) jurisdiction.

  
Senior Audit Officer (Admin)



ANNEXURE – I

**TENDER FORM**

The Director General of Audit(Central), Kolkata, Branch: UT of ANI, has invited Tenders for outsourcing the work of (A)For IA&AD Guest House - 02 Nos. of Halwai-cum-Cook- Skilled, 02 Nos. of Asstt. Halwai-cum-cook- Semi –skilled, 02 Nos. of Canteen Attendant –Unskilled and (B) For office – 01 No. of Safaiwala-Unskilled, 01 No. of MTS-Unskilled, 01 No. of Stenographer-High skilled located at SP/1, South Point, Port Blair-744106 for the period from 22.03.2023 to 02.03.2023. I am to submit my tender for providing 01(one) Safaiwal, 01(one) MTS, 01(one) Stenographer, 02(two) Halwai-cum-Cook, 02(two) Asstt. Halwai-cum-Cook and 02(two) Canteen Attendant in your office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. 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.

**Enclosure:**

1. Terms and conditions document duly signed on each page.
2. Working experience in reputed Govt. office for past three years, i.e., FY 2020-21, FY 2021-22, and FY 2022-23.
3. Copy of IT returns for last two years. i.e., AY 2020-21 and AY 2021-22.
4. Profit & Loss Statement and copy of the balance sheet duly audited by the Chartered Accountant or turnover certificate issued by CA is to be enclosed for last two years, i.e., FY 2020-21 and FY 2021-22.
5. Copy of PAN card
6. Copy of ESI registration certificate, if any.
7. Copy of EPF registration certificate
8. Copy of Goods and Service Tax Registration certificate
9. Copy of Registration Certificate under Shop and Establishment Act.
10. MSME Certificate/Startup Certificate in case of exemption claimed from furnishing EMD.

Signature-----

Name of Tenderer-----

M/s-----

Dated:

ANNEXURE-II

CERTIFICATION OF MINIMUM WAGES TO BE SUBMITTED BY  
THE TENDERER

I/We,M/s.....R/o.....  
.....hereby certify that we comply with the minimum wages Act that are to  
be paid to the manpower engaged by us vide Latest rate as fixed by the O/o the Labour  
Commissioner, Port Blair. While quoting the rates for the tender any dispute arises out of the  
payment of minimum wages responsibility lies with us only. We also certify that we must  
comply with the **EPF, Bonus, Service Taxes** and other mandatory charges regularly as per  
the existing rules without fail.

Signature of the tenderer with seal

Date:  
Place:



ANNEXURE – III

DECLARATION

.....Proprietor/Partner(s)-----  
-----hereby declare that that the firm/company namely M/s-----  
-----has not black-listed or debarred in the past by any other Government or Semi-Government Organization from taking part intenders.

In case the above information is found false at any time, I/We are fully aware that the tender/contract will be rejected/cancelled by the Dy. Director of (ANI), Port Blair and the EMD/SD shall be forfeited in favour of Senior Audit Officer(Admn.), Port Blair. In addition to the above, the Dy. Director of (ANI) will not be responsible to pay the bills of any completed/partially completed month(s).

Signature of the tenderer with seal

Date:  
Place:

ANNEXURE - IV

DECLARATION

.....Proprietor/Partner(s)-----  
-----hereby declare that that no disciplinary proceeding is pending against the  
firm/company M/s.-----under EPF Act 1952.

In case the above information is found false at any time, I/We are fully aware that the  
tender/contract will be rejected/cancelled by the Dy. Director of (ANI), Port Blair and the  
EMD/SD shall be forfeited in favour of Senior Audit Officer(Admn.), Port Blair. In addition  
to the above, the Dy. Director of (ANI) will not be responsible to pay the bills of any  
completed/partially completed month(s).

Signature of the tenderer with seal

Date:  
Place:



## ANNEXURE – V

### FINANCIAL BID

(To be submitted in separate sealed envelope)

The rate for undertaking the job contract for housekeeping works and canteen services at office complex and IA&AD Guest House at South Point, Port Blair by the agency is as under:

#### Schedule of Wages/Rates(item wise as under)

Sl. No.	Description	Wage rate per day
01	Basic wages +VDA(Minimum wages) under schedule of employment “MTS for office, office cleaning & canteen services”  (F.No. 16/1/MW/2019-20/LC&DET/1314 dated 29 <sup>th</sup> December 2022 issued by the office of the Labour Commissioner ANI, Administration)	For Safaiwala- Rs.529/- For MTS- Rs.529/- For Cook- Rs.671/- For Asstt. Cook- Rs.586/- For Wash boys- Rs.529/- For Stenographer – Rs.729/-
02	EPF Contribution	13% of Sl. No. 1 above
03	Service/Administrative charges only on Minimum Wages(Basic+VDA)(Sl. No. 1)	-----%

Note:-

1. The period of contract will be w.e.f. 01.04.2023 to 31.03.2024. The rate as quoted above shall be valid for entire contract period subject to statutory changes.
2. Rates mentioned at Sl. No. 1 above are minimum wages prevailing w.e.f. 01.01.2023, vide OM No. 16/1/MW/2019-20/LC&DET/1314 dated 29<sup>th</sup> December 2022, of the office of the Labour Commissioner, Andaman and Nicobar Administration. A bidder is free to make payment of wages higher than the minimum wages, at his/her own discretion. However, the same shall be adjusted in the service/administrative charges to be quoted by the bidder.
3. The service charges should be quoted in percentage terms on the wage rates mentioned at Sl. No. 01, both in words and figures, to avoid any ambiguity.
4. The rate should be quoted only for the item mentioned at Sl. No. 03. The service charge should include all incidental components of expenditure to be incurred by the service provider for deployment of personnel, such as but not limited to, workplace insurance, indemnity insurance, bonus payment etc., as required. No separate expenditure billed by service provider shall be payable by the office. LI will be decided solely on the basis of rates quoted against Sl. No. 03.
5. GST as applicable from time to time, shall be payable by the office separately on the invoice value.

Place:

Date:

Full signature of the tenderer with seal.