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भारत सरकार
Government of India
गृह मंत्रालय
Ministry of Home Affairs
जनगणना निदेशक कर्नाटक का कार्यालय
Office of the Director of Census Operations, Karnataka
इ व एफ विंग, 7वां तल, केन्द्रीय सदन, कोरमंगला, बेगलूर
'E' & 'F' Wing, 7th Floor, Kendriya Sadan, Koramangala, Bangalore – 560034

No.A.12056/3/2013-EST

Date: 18.09.2013

To,

Sub: Outsourcing of the services of Full and Part time Multi Tasking Staff
(MTS) – reg

Sir,

It is proposed to outsource the services of 5 Full and 5 part time Multi Tasking Staff (*erstwhile Peon, Chowkidar, Sweeper and Loader*) to work in the various branch offices of this Directorate including the Head office located in the different locations noted below.

1	Head Office	E&Fwing,7thFloor,KendriyaSadan, Koramangala,Bangalore-560034
2	Data Capture Centre	E&Fwing,7thFloor,KendriyaSadan, Koramangala,Bangalore-560034
3	Census and tabulation section/ SRS Section	Karnataka Housing Board Commercial complex, National games Village, Koramangala, Bangalore
4	Central Record Section-I	No.1, Ali Askar Road, Bangalore(Behind Police Commissioners Office)
5	Scanning Centre	MSIL Air Cargo Complex, Konena Agrahara, Old Airport Road, Marathhalli, Bangalore

Interested registered service agencies having minimum 5 years of experience in providing such services to Govt./Semi Govt./Undertaking/Industrial Sector on contract basis may send their wax sealed quotation to the undersigned superscribing envelope “ Quotation for outsourcing services of MTS **on or before 27.09.2013** as per the terms and conditions highlighted below:

Nature of work to be attended by the Full and Part time MTS is specified below.

Full Time Multi Tasking Staff: - Carrying/ handling over official files within the office premises. Operating of Xerox machine and printing machine. Shifting of office furniture, equipments, records etc. Maintenance of office records. Cleaning of tables and chairs and all other duties to be assigned.

Part Time Multi Tasking Staff: - Sweeping/cleaning office premises, wiping the floor, cleaning of toilets of the Officer Chambers and other duties to be assigned.

Terms & Conditions:-

1. Minimum Qualification for Full and Part time MTS should be 10th Standard.
2. Preferably Male Personnel should be deployed for full time MTS whereas Female personnel for part time MTS.
3. Persons to be deployed should below 45 years of age and should have good physique and sound health
4. The organization should possess valid License/ Registration under relevant Labour laws.
5. The period of contract is initially for a period of one year that can be extended if it becomes necessary.
6. The office functions 5 days in a week (Monday – Friday) between 9.30 A.M to 6.00 P.M. In view of urgency, your service personnel should work on Saturday, Sunday even on General holidays too. No separate wages for such services will be paid.
7. The Personnel on duty should not indulge on any unlawful activities like Consuming Alcohol, Smoking etc.
8. The personnel to be deployed shall possess a minimum 5 years of experience in handling such duties.
9. All personnel to be deployed should wear neat uniform prescribed by the agency along with Photo Identity Card during the office hours. Any person without uniform is liable to leave from duty and the agency shall be responsible for all consequences arising out of such incident.
10. In case of absence of any personnel from duty on any reason, the agency Should make alternative arrangements immediately in order to avoid dislocation of office work
11. In case of absence of any personnel, payment will be deducted on pro-rata basis for the absence period.
12. The personnel should be fluent in local language (Kannada) apart from other Languages.

13. The rates to be quoted by the agency should be inclusive of uniforms, conveyance and other statutory payments. Therefore the agency while quoting the rates should clearly mention the rates quoted by them includes uniforms, conveyance and other Statutory payments like E.S.I., P.F etc and the Service tax should be shown separately.

14. Payment will be made on monthly basis against their pre- receipted bill.

15. The Directorate of Census Operations, Karnataka reserves the right to reject any or all quotations without assigning any reason thereof.

16 **It may be noted that any quotation without requisite documents will be Out rightly rejected by the DCO, Karnataka.**

17. It may also be noted that there should be no room for any ambiguity and misconception in the process.

Other relevant information of bidders should be furnished in the prescribed proforma Annexure-I

Further details if any required can be had personally by visiting this office on all working days (Monday- Friday between 11 A.M and 5 P.M) before tendering your quotation.

Yours faithfully,

Sd/-

(N.Manjini)
Joint Director of Census
Operations, Karnataka

ANNEXURE-I to the Letter No.A.12056/3/2013- EST dated 18.9.2013

1. Name of the Firm :
2. Registered Address :
3. Sole Proprietary or partnership firm :
4. Telephone/Fax No :
5. Name of sole Proprietor/Partners/ Directors :
6. Permanent Income Tax No. :
7. Sales Tax/VAT registration No.
(Central and State) :
8. Brief profile of the company :