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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.12056/2/2012-EST

Date: 26.04.2012

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 time 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. 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 sealed quotation to the undersigned superscribing envelope “*Quotation for outsourcing services of MTS*” on or before 15.05.2012 as per the terms and conditions highlighted below:

1	Head Office	7thFloor,E&Fwing,KendriyaSadan, Koramangala,Bangalore-560034
2	Data Capture Centre	7thFloor,E&Fwing,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.I, Ali Askar Road, Bangalore(Behind Police Commissioners Office)
5	Scanning Centre	MSIL Air Cargo Complex, Konena Agrahara, Old Airport Road,Marathhalli,Bangalore

The nature of work to be attended by the Full and Part time Service Personnel to be deployed is specified below.

Full Time Multi Tasking Staff: - Carrying/ handling over official files within the office premises having Xerox machine, printing machine, shifting of office furniture, records etc., and arrangement of office records, cleaning of tables and chairs of officers/officials and other duties to be assigned. Working hours 9.30 A.M to 6.00 P.M.

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 the Full and Part time MTS should be 10th Standard.
2. Preferably Male Personnel should be deployed for full time MTS whereas Female personnel are required for the post of part time MTS (Sweeper/housekeeping).
3. Persons aged beyond 45 years should not be posted for the works and the personnel to be deployed should have good physique and sound health
4. The organization should possess valid License/ Registration under relevant Labour laws, copies of the same should be attached to the quotation.
5. The period of contract is initially for a period of one year from the date of contract agreement is signed that can be extended if it becomes necessary.
6. The office works 5 days in a week (Monday – Friday) between 9.30 A.M to 6.00 P.M
7. 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.
8. The Personnel on duty should not indulge on any unlawful activities like Consuming Alcohol, Smoking etc.
9. The personnel to be deployed shall possess a minimum of 5 years experience in handling such duties.

10. All personnel should wear neat uniform prescribed and supplied by the agency. Any person wearing improper uniform is liable to leave from duty and the agency shall be responsible for all consequences arising out of such incident.
11. In case of absence of any personnel from duty on any reason, the agency shall immediately make alternative arrangements in order to avoid dislocation of office work
12. In case of absence of any personnel, payment will be deducted on pro-rata basis for the absence period during the month.
13. The personnel on duty should wear photo identity card issued by the agency during the office hours.
14. The personnel should be fluent in local language (Kannada) apart from other language
15. The rates quoted by the agency should be inclusive of all taxes, service charges including uniforms, conveyance and other statutory payments, no extra amount is to be paid on any account.
16. Payment will be made to the agency on monthly basis against their pre-receipted bill well in time
17. The Directorate of Census Operations, Karnataka reserves the right to reject any or all quotations without assigning any reason thereof.

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

Further details if any required in the matter 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/-

Assistant Director (G) &
Head of Office

Encl: as above.

ANNEXURE-I to the Letter No.A.12056/2/2012- EST dated 26.4.2012

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 :