

**Principal Accounts Office  
Ministry of Coal  
Trikoort-II, Bhikaji Cama Place  
New Delhi**

F.No. PRAO/Admn./MTS/2015/614

**Dated: 20-10.2015**  
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**Notice Inviting Quotation for Appointment of Two MTS/sweeper .**

Sealed Quotation, on behalf of the Controller of Accounts, is invited from reputed, experienced and financially sound Manpower Agencies for providing **two "Multi Tasking Staff" ( MTS )/sweeper** in the Office of the Principal Accounts Office, Ministry of Coal, New Delhi as per terms and conditions attached.

2. Schedule:
  - i. Last date and Time for receipt of Tenders: **12.11.2015 at 10:00 AM**
  - ii. Date & Time for opening Bids: **12.11.2015 at 11:30 AM**
  - iii. Place of opening the Tender: **O/O CA Secretariat, Room No. 241, Shastri Bhawan, New Delhi-11**
3. Interested Agency may put the Quotation document complete in all respect with all the requisite documents by 12.11.2015 upto 10:00 AM in the Tender Box kept in **O/O CA Secretariat, M/o Coal, Room No. 241, Shastri Bhawan, New Delhi-11**. The Tender shall not be entertained after the deadline under any circumstances, whatsoever.
4. **The bidders shall quote the minimum wages payable and other Statutory dues as per Minimum wages act compulsorily. The service charges And service tax etc. should be quoted in the Financial bid.**
5. This office reserves the right to amend or withdraw any of the terms and conditions contained in the NIQ or to reject any or all Quotations without giving any notice or assigning any reason. The decision of the Head of Department of this office in this regard shall be final and binding on all.

  
**[Padmini S. Nair]**  
Sr Accounts Officer

Copy to:

1. CA M/o Coal, Room No. 241, Shastri Bhawan, New Delhi-11
2. Notice Board
3. Director, NIC, M/o Coal with the request to upload the NIQ in the Web Portal of Ministry of Coal

**SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERERS:**

1. **Principal Accounts Office, Ministry of Coal, Trikoot-II, Bhikaji Cama Place, New Delhi** requires the services of a reputed, well established and financially sound Man Power Agency for providing manpower to perform jobs of MTS/sweeper in the office
2. The Contract is likely to commence from **15<sup>th</sup> November, 2015** and will continue for a period of one year. The period of contract may further be extended depending on the requirement of the office or may be curtailed/terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected agency or induction of regular manpower in this office. The office, however, reserves the right to terminate this initial contract at any time without giving any notice to the selected service providing agency.
3. Number of MTS Required is two ( 2 ) only.
4. The MTS shall have to perform the job of Gr. C, MTS staff or equivalent of GOI. MTS will have to do all necessary work of Peon/LDC in office or any other work assigned. MTS shall be treated as Skilled category wagers as per wages Act.
5. The tendering Agency is required to enclose photocopies of the following documents duly attested along with the Bid:
  - Registration Certificate with Department of Labour & other agencies
  - Copy of PAN/GIR Card
  - Copy IT returns filed for the last 3 financial years
  - Copies of the Registration Certificates with appropriate authorities established under Labour Laws and other Statutory authorities.
  - Copy of the service tax registration certificate
  - Certified extracts of the Bank Account transactions during the last 3 years
  - Bank Account details of the firm.
  - Similar work experience during the past 3 years in Govt Organisations.
- 6.. Conditional Bids shall not be considered and will be out rightly rejected at the very first instance. All entries in the tender form should be legible and filled clearly
- 7.. The envelopes containing bids shall be opened on the scheduled date and time in the presence of the authorized representatives of the agency, if any, who wish to be present on the spot at that time. The representatives bearing authorization letter issued from responding firm may only be allowed.
8. The competent authority of this office reserves the right to reject any or all bids without assigning any reason.
9. **The bidders shall quote the minimum wages payable and other statutory dues as per Minimum wages act compulsorily. The service charges And service tax etc should be quoted in the Financial bids.**



**Sr. Accounts Officer (Admn.)**