

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
OFFICE OF THE ADDITIONAL DIRECTOR OF AGRICULTURE
KARAIKAL**

No.4187/ADA/KKL/E2/2019-2020/1742

date: 10.10.2019

QUOTATION NOTICE

Sub: ADA&FW, KKL – Calling for quotation to provide MTS (House Keeping)
and MTS(Security) – Reg.

Quotations are invited from the registered man power suppliers to offer services as MTS (House Keeping) and MTS (Security) in the Department of Agriculture & Farmers Welfare, Karaikal for a period of five months (i.e.) from 01.11.2019 to 31.03.2020. The quotations should be sent to the Undersigned in a sealed envelope, superscribed with the Registration Number of the Agency / firm issued by the Govt. of Puducherry and quoting the rate of wages per month for 8 hours duty in a day on or before 22.10.2019. The quotations will be opened on 23.10.2019 at 10.00 AM in the presence of the available bidders.

This Department initially requires seven (7) Multi Tasking Staff (House Keeping) and three (3) MTS (Security).

The rate of wages for MTS (House Keeping) and MTS (Security) per month per head for 8 hours of duty in a day may be quoted, as admissible by the Government.

The rates should be quoted as per the National Floor Level Minimum Wages as notified by the Labour Department, Government of Puducherry.

The terms and conditions are attached herewith

The Undersigned reserves the right to reject any quotation or all quotations without assigning any reason.


10.10.19

**ADDITIONAL DIRECTOR OF AGRICULTURE
KARAIKAL**

To

1. Sharp Security Services, No.4/1 Three Well Plazha, Karaikal.
2. Karai Security Service, No.66, P.K.Salai, Karaikal.
3. Sun Security Services, No.1A, Kammalar Street, Karaikal
4. Jayam Security Services, No.11/6 Thiruvalluvar Nagar, HMT Colony, Patchoor, Karaikal.
5. 3 Star Detective & Securities Bureau, R.R Complex, No.1 Nehru Nagar, Karaikal

Copy to

1. National Information Centre, Karaikal for Publicity
2. Notice Board

Copy submitted to

The Director, Dept. of Agriculture & Farmers Welfare, Puducherry.

GOVT. OF INDIA
NIC DISTRICT UNIT.
KARAIKAL.
RECEIVED DATE: 11-10-19

Terms and conditions for the works required to be carried out by MTS (House Keeping) and MTS (Security)

1. Sweeping of rooms and corridors in the Office premises and Uzhavar Uthaviyagams, daily in the morning before the office working hour starts.
2. Moping of the floors in rooms in Office and Uzhavar Uthaviyagams etc, twice in a month.
3. Dusting of windows and cleaning of the interior portions.
4. Sweeping of lanes, terrace and horticulture areas surrounding the buildings
5. Dusting of entire building (Ceiling, Electrical fittings, etc.,)
6. Washing /cleaning of staircases, etc.,
7. Cleaning of Conference halls.
8. Cleaning of all toilets two times in a day viz., at 8.00 AM and 01.00 PM
9. Cleaning of fans, inner walls, windows etc.,
10. Cleaning of external roads and removing garbages out of the buildings
11. Cleaning of Cobwebs.
12. Any staff both House Keeping and Security, who does not work to the satisfaction of the Administration, shall be replaced immediately.
13. The period of contract will be initially five (5) months commencing from 01.11.2019.
14. The rate should be quoted as per the National Floor Level Minimum Wages as notified by the Labour Department, Puducherry.
15. The Security staff will be preferably young man more than 18 years of age (below 60 years) having good physique, well trained in security and allied works and having adequate Kknowledge of fire fighting operations. They will be disciplines and also be most reliable, honest, duty conscious and sincere.
16. They will secure round the clock on all days of the week including holidays.
17. The guards should be in their uniform with their service badges and emblems.
18. The service personnels should be provided with three celled torch lights, lathi, umbrellas, rain coats etc.,
19. The security guard shall give the daily report to the Additional Director of Agriculture, Karaikal on important happenings. In the event of any emergency, the security services should be strengthen with the additional guards whenever required.
20. All legal proceedings arising out of this contract are subject to Karaikal Jurisdiction only
21. The security service will be responsible for any theft and damage occurred during out of office hours and holidays and the service will bear the entire cost of the value of theft or damage of the properties on production evidence thereof.
22. The security service as well the housing keeping service will abide the rules and regulations of this administration.
23. Duty personnel should leave the campus only after the reliever has taken the charges from him.
24. In the event of emergency the terms and conditions can be altered with mutual concern and acceptance.


10.10.19

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