

# **KOCHI METRO RAIL LIMITED**



## **QUOTATION NOTICE**

**KMRL/FIN/ADMN/MAN POWER/2013**

Name of work - Providing Manpower Services to Kochi Metro Rail Ltd, Revenue Tower, 8th Floor, Park Avenue, Ernakulam.

Competitive sealed quotations are invited from reputed, registered and licensed agencies who can undertake the work of providing manpower services for a period of one year. The quotation should be submitted to the undersigned on or before 14:00hrs on 03/09/2013 and will be opened at 16:00hrs on the same day.

Statutory Registrations required

1. Registration under Kerala Shops & Commercial Establishment Act.
2. ESIC Registration.
3. EPF Registration
4. Service Tax Registration (If applicable)
5. Permanent Account Number issued by Income Tax Department
6. Registration under Interstate Migrant Workman's Act. (If applicable)

An EMD of Rs.1000/- shall be paid by way of a DD in favor of KMRL, payable at Ernakulam. Copies of all the above registration certificates shall be furnished along with the offer. Non submission of essential documents may result in rejection of the quotation. The financial quote should be made in the following form.

Financial quote for supply of manpower under the following categories to KMRL.

Category	Minimum Qualification	Requirements in numbers (Tentative, may vary from time to time)	Gross monthly Wages (fixed by KMRL) (Rs)	Service Charge to be quoted by the bidder (Amount and percentage) (Excluding Service Tax)	Minimum wages to be payable per month
Peon	10 <sup>th</sup> standard pass	4			7483/-
Drivers	5 years driving experience & valid license	1			12000/-
House Keeping		3			7483/-
Security Guard		3			7752/-

The above service charge should be inclusive of all taxes, duties, incidental charges etc. Service tax will be paid extra and as per extant rules. The Tax at Source will be deducted as per Tax Laws.

In case of requirement of manpower in any category other than these mentioned above, the same shall be provided at the lowest quoted percentage service charge.

## Terms & Conditions

1. The agency should have experience in providing such Services in reputed organizations preferably in Govt./Public sector for a minimum period of two years. (Attach Experience Certificate)
2. The wages will be fixed by KMRL. The agency shall ensure compliance of all labour laws including Payment of Wages Act, Minimum Wages Act etc. The agency shall also ensure timely payment of all statutory dues like ESIC, EPF and EWF etc. The proof for the same shall be furnished to KMRL for claiming any payments due. KMRL or any person authorized by KMRL shall have the right to

verify any documents in this connection, which is in the possession of the agency.

3. The agency should submit "Satisfactory Service" certificate from previous clients (Minimum of 3 clients and not older than 3 months from the date of issue of this notice)
4. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards and the same should prominently be displayed.
5. The personnel should attend to work punctually as per working hours of the office.
6. The minimum educational qualification required for peon is 10<sup>th</sup> class pass
7. In case of emergency and additional requirement the contractor has to make the personnel available to cater for emergency services and urgent works entrusted by this office.
8. If a particular person is absent on any day another person of equal caliber should be deployed in his/her place. No extra wages/service charge for such replacements will be paid by KMRL.
9. Rotation of the staff on a regular basis shall be ensured by the agency.
10. The Agency must not employ child labour, and shall engage only such workers, whose antecedents have been thoroughly verified, including character, police verification and other formalities. The agency shall be fully responsible for the conduct of the personnel employed by the agency.
11. The agency has to execute an agreement in this regard with KMRL and the agreement will be initially for a period of one year. If the services rendered are found satisfactory the agreement may be renewed for a further period of one year by KMRL.

- 12.No escalation of service charge whatsoever would be allowed during the currency of the contract.
13. The successful tender shall deposit a Performance Security Deposit of Rs. 24000/-. This amount will be refunded without any interest on completion /termination of the contract, after adjusting any dues from the agency.
14. The agency shall submit a declaration stating that the services of the agency had not been terminated by any organisation during the immediately preceding three calendar years due to non compliance of the relevant Labour law/other statutory regulation/any other reason there of.
15. If any information provided above is found to be incorrect, the quotation will be rejected. If the information is found to be incorrect after awarding of the work, the Performance Security Deposit will be forfeited and the contract will be terminated forthwith.
- 16.KMRL has the right to accept/reject any quotation without assigning any reason whatsoever at any time.
- 17The contractor shall indemnity KMRL against any claim, loss, damage occurred or caused due to the willful acts or omission or carelessness or negligence of the personnel engaged by them.
- 18.Monthly bills shall be submitted to KMRL showing service charge and wages separately. Proof of paying statutory benefits on behalf of the respective employees shall be attached with every subsequent bills. Payment shall be made in electronic mode only to the designated bank account of the agency within 15 days of submission of the bills, complete in all respects. The bidder has to provide the bank account number, IFSC code and Branch details.
- 19.The bidder has to sign on every page of this notice to indicate acceptance of the terms of this contract and submit the same along with the quotation.
20. The contractor has to submit the copy of the wages register with the signature of the employee as proof of disbursement of wages to the employees.

21. A notice of 3 months should be given in advance by the agency before terminating the contract with KMRL.

22. The minimum wages payable to driver is Rs.12,000/- plus overtime charges not exceeding Rs.14,000/- per month.

### **Requirement of Driver**

1. The agency shall provide one driver for duty round the clock for a minimum period of eight hours.
2. The agency should make sure that the driver has a minimum experience of 5 years to maintain the vehicle in road worthy condition and should have valid Driving License. He shall not be drunk on duty or intoxicated and/or under the influence of alcohol while handling the KMRL vehicles. He should ensure that lights and brakes are working properly.
3. The agency should ensure that the driver appointed is maintaining a logbook in the vehicle to record all movements of the vehicle with fuel and maintenance data.
4. The agency should make sure the driver is responsible for daily washing and cleaning of the vehicle.
5. The vehicle has to be serviced periodically as and when due for servicing. This has to be brought to the notice of the Administration Department of KMRL by the driver.
6. Overall maintenance of the vehicle is the driver's responsibility.

### **Requirement of Peons**

The agency shall provide two peons for attending the work as explained below.

1. To attend to any official work assigned to him by the officials.
2. To attend to all official calls.
3. To carry files, letters, and dispatches as and when and where required.
4. To prepare envelopes etc for issue of letters, parcels and packets etc.
5. To seal all letters, documents as required
6. To bring departmental indents of stationery articles on requisition and distribute the same.
7. To attend to all pasting works of the departments.

- 8 To arrange papers, files on the tables of officials.
- 9 To remain in attendance at the office room of the officer and attend to all calls of the office.
- 10 To maintain strict discipline and punctuality in attending the office at prescribed office-working hours.

### **Requirement of House keeping**

The agency shall provide two house keeping women for attending the work as explained below.

- 1 Collection and disposal of garbage and waste at regular intervals.
- 2 Daily sweeping and wet moping of office area with floor cleaning lotion.
- 3 Daily cleaning of all furniture and office equipments with dry cloth.
- 4 Daily cleaning and moping of all toilets, bathrooms, pantry at regular intervals.
- 5 Placing urinal cakes in urinals, filling up liquid soap in washbasins, using disinfectants daily to keep all the area hygienic.
- 6 Dusting and cleaning of glass doors, windows, light fittings, entrance area etc. on a daily basis.
- 7 Once in a month mechanical cleaning may be done with proper equipment, to be arranged by the agency.
- 8 Supplying of tea and coffee to the employees.
- 9 The working hours will be from 08.30 a.m. to 5.00 p.m. daily.
- 10 Other related works as and when assigned.

### **Requirement of Security Services**

- 1 Security guards for round the clock service in proper shifts on all days.
- 2 The agency shall provide trained personnel and use its best endeavor to provide Security Services to the office for providing safety monitoring and surveillance.
- 3 The agency and its staff shall take proper and reasonable precautions

to prevent loss, destructions, waste or misuse of the area of the office premises. The agency shall be responsible to protect all properties and equipment's of the office entrusted to it.

- 4 The Agency shall bear all the expenses incurred on the following items i.e. provision of torches and cells, and other implements to security staff, uniform, stationary for writing duty charts and registers at security check points and record keeping as per requirements.

**The agreement shall be executed between the selected agency and KMRL for the services within 15 days of issue of Letter Of Acceptance (LOA)**

Ernakulam  
17.08.2013

**Dy. Manager (Admn)**  
**Kochi Metro Rail Ltd**

Copy to: Notice Board/Kochi Corporation/LA Office, KMRL, Kakkanad.