



Hassan Mangalore Rail Development Company Limited

(A Joint Venture of Ministry of Railways & Govt. of Karnataka)

Regd. Office : MSIL House, 7th Floor, # 36, Cunningham Road, Bangalore - 560001.

Tel: +91-80- 23120582. website: www.hmrdc.com

CIN NO. U45203KA2003SGC032183, E-mail: ceohmrdc@gmail.com

HMRDC/HR/13/OFFICE ATTENDANTS/2026

07.05.2026

To,
All the Outsourcing Agencies,

Sir / Madam,

Sub: Calling of Quotations for providing one outsourced Office Attendant

With reference to the above subject, Hassan Mangalore Rail Development Company Limited (HMRDC) a Joint Venture of Ministry of Railways and Government of Karnataka desires to hire one (1) experienced Office Attendant from a qualified agency.

The Quotation should reach the HMRDC's registered office on or before 18.05.2026 upto 3:00 pm.

Queries, if any, shall be submitted in writing / email, to the postal address and email ID as detailed below:

Chief Executive Officer

Hassan Mangalore Rail Development Company
MSIL House, 7th Floor, # 36, Cunningham Road,
Bangalore – 560001, Tel: 080 – 23120582
E-mail: ceohmrdc@gmail.com

The terms and conditions are detailed below:

1) TERMS OF CONTRACT :

- **Duration:** One (01) year contingent service
- **Working days:** Monday to Friday
- **Working hours:** 09.30 AM to 06.30 PM
The personnel deployed must report to duty at 09.15 AM.
- **Attendance:** The personnel deployed shall work on all days except Saturdays and Sundays and on HMRDC Holidays. However, in case of urgency of work, the personnel may have to attend the office on Saturdays /Sundays and on HMRDC Holidays as per the directions of the officer. Further, the working hours may extend sometimes and the personnel have to either come early or stay late till the office is closed.



In case, the personnel deployed by the service provider is absent / leave, suitable replacement should be given immediately with information to the HMRDC, MSIL House, # 36, 7th floor, Cunningham Road, Bangalore – 560001.

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- **Department Rights:** The HMRDC reserves the rights to suspend the tendering process without assigning any reason, whatsoever.
- **Contract Extension:** The Contract may be extended, subject to satisfactory performance, on mutually agreed terms and conditions at the same rates.
- **Termination by HMRDC :** The HMRDC may terminate the contract at any time by giving a minimum of 30 days' written notice, without any liability for additional compensation.
- **Termination by Agency :** The agency may terminate the contract by providing a minimum of 60 days' written notice.
- **Responsibility:** The agency would be wholly responsible for the job to be performed. **NO SUBLETTING OR SUBCONTRACTING WOULD BE ALLOWED.**
- **Conduct of Contingent Staff:** The Contingent Staff are required to abide by the following rules:
 - a. Will work in the HMRDC Office as assigned from time to time.
 - b. Will not part with any information pertaining to the office.
- **Validity of Quotation:** 60 days from the last date of submission of quotation.

2) SCOPE OF WORK:

- **Position:** Office Attendant
- **Qualification:** SSLC pass with minimum 03 years' experience in any office as Office Attendant.
- **Duties and Responsibilities:** The personnel deputed should be physically strong and fit. The candidate should be conversant with office cleaning and maintenance and storing of records, filing of office papers, binding and outdoor work as and when assigned. The personnel should have knowledge of English and able to read simple English and identify files / letters.
- **Performance Evaluation:** The Employee who joins will be kept under review for 03 (three) months upon satisfactory, the candidate will be continued. Otherwise the agency has to provide substitute candidate within a weeks time during the contract period.



3) ELIGIBILITY :

- **Experience:** The Agency should have a minimum experience of 3 years and above in providing outsourced man power services for Contingent Staff to **various government organizations.**
- **Statutory Registrations:** The Agency must possess:
ESI Registration,
EPF Registration,
GST Registration and
Labour Licence
- **Non-Blacklisting:** The agency shall not have been disqualified or blacklisted by any Government organization during the past five (5) years.
- **Financial Capability:** The agency should have enough funds for payment of salary to the outsourced employee in the event of any unforeseen circumstances of non-payment of claim by the HMRDC to the Service provider. The Service provider should make full payment to the outsourced employee by 05th of every month without fail.
- **Conduct of personnel:** The agency shall deploy only personnel with good conduct and character.
- **Background verification:** Background Checks must be performed on all personnel performing sensitive or critical jobs roles before they are selected for the position.

4) COMPLIANCE FROM AGENCY :

4.1 Statutory Compliance:

- **Minimum Wages:** The agencies shall pay to their personnel a minimum wage at the prevailing rate as fixed under the Minimum Wage of GoK and any breach of this condition shall be liable for termination of the contract and the same would be dealt with accordingly.
ESI and P.F. per head at the current rate shall be paid by the agency every month, as per the existing rules.
- **Insurance Requirement:** The agency shall obtain insurance coverage for its personnel against all claims applicable under the Workmen's Compensation Act, 1948.

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- **Legal Compliance:** “The agency hereby agrees to comply with all relevant provisions of the Contract Labour (Regulation and Abolition) Act, 1970” as applicable.
- **Dues:** The agency should have paid all the statutory dues like PF, ESI etc., and salary to the outsourcing employees on the due date.
- HMRDC is not liable for any penalty due to shortfall in statutory compliance by the agency.

4.2 Salary:

- The agency is responsible for payment of monthly salary on or before 05th of every month, including leave salary, bonus, gratuity etc. to the personnel as applicable to them under law.
- In the event of increase in Dearness Allowance under Minimum Wages Act / Service Tax by State / Central Government in future, during the period of contract, HMRDC shall bear the same.
- It shall be the responsibility of the agency to comply with the service conditions of its employees including fixation and payment of their wages.

4.3 Bill Claiming:

- Bill shall be submitted to:
HMRDC, MSIL House, # 36, 7th floor, Cunningham Road, Bangalore – 560001,
by 05th of every month, the bill will be reimbursed after deducting dues if any.

5) BREACH OF TERMS OF CONTRACT :

- Any damages caused by the agency or the personnel appointed by agency, will be charged to the agency and recovered from its dues / bills.
- Failure by the agency to comply with any statutory requirement during the period of contract shall result in termination of the contract and disqualification from participation in any future tender of the HMRDC.
- **Dispute:** The dispute if any, between the agency and workers of the agency should be settled mutually.
- **Penalty:** In case of shortfall in supply / misbehaviour / dis-obedience a penalty of 1.25 times of the awarded rate will be imposed.



6) EVALUATION OF QUOTATIONS :

- The agency should quote the service charges as a percentage of monthly wage bills exclusive of GST.
- The service charges quoted shall include all other costs associated with outsourcing manpower supply.
- The Service providers are required to send the quotations to the registered office of HMRDC, MSIL House, # 36, 7th floor, Cunningham Road, Bangalore – 560001.
- Lowest quotations will be evaluated based on overall lowest rate quoted by the agencies participated.
- Quotations which are incomplete or Conditional in any form may be rejected outrightly.

7) NEGOTIATION :

- Negotiation, if any, shall be conducted only with the lowest (L1) qualified agency.

Encl:

1. **Quotation Document (Annexure-A)**
2. **Financial Quotation (Annexure – B)**



QUOTATION DOCUMENT

ANNEXURE- A

Date: _____

1. Name of the Agency : _____
2. Registered Address : _____
(with Tel No., Fax & E-mail)

| Registered Office | Head Office | Corporate Office |
|-------------------|-------------|------------------|
| | | |

3. Name & Address of the Director / Partner : _____
(with Mobile No.) : _____
4. Contact Person(s) (with mobile number) : _____
5. No. of years of experience in providing : _____
Contingent Staff services : _____
6. Gross Annual Turnover (for last 3 yrs) : _____
7. List of top five Clients : _____
8. PAN No. : _____
9. GST Registration No. : _____
10. Details of Registration with PF authorities : _____
and ESI authorities (attach proof) : _____
11. Date of Registration of the Entity along : _____
with Certificate : _____

Enclosures to be provided by the Agency

- a. Registration Certificate.
- b. Documents establishing company's geographical presence and Place of Effective Management in Bangalore. (Award of Contract/Tender by any Central/State Govt., PSU body/institute in Bangalore).
- c. Gross turnover for last 3 Financial years. (i.e. F.Y 2023-24, 2024-25 & 2025-26)
- d. Financials like P&L, Balance Sheet, Audit Report, Income Tax Returns, etc. for last three financial years to be certified by CA.
- e. Self-declaration certificate for the payment of all the statutory dues to the PF, ESI, Bonus etc., and salary to the outsourcing employees on the due date for which the payment has been received from the existing clients.
- f. Copy of ESI Registration certificate.
- g. Copy of EPF Registration certificate.
- h. Copy of GST Registration certificate
- i. Copy of Labour License.

NOTE:

1. In case it is noticed that any of the above document is not provided by the agency the Quotation of the same will be rejected.
2. In case it is noticed by HMRDC that the Certificates/ Documents submitted by agencies for obtaining contract are fraudulent/false/fake, the contract shall be terminated and necessary legal action will be taken against the agency.
3. The HMRDC may visit the office of the agency who has qualified and to ensure that the Effective Place of Management and Head Office are situated in Bangalore.

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DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory with seal)

* Details in respect of government and non-government organizations may be provided in separate annexure **accompanying this qualifying bid.**



ANNEXURE- B

FINANCIAL QUOTATION
(On agencies' letter head)

Date: _____

To,
The Company Secretary,
HMRDC,
Bangalore

Sir,

Sub: Monthly charges (in Rs.) quoted for one Outsourced Staff

Ref: Vide HMRDC Itr No. HMRDC/HR/13/OFFICE ATTENDANTS/2026 dtd 07.05.2026

As per your Quotation dated _____2026, we are quoting our reasonable rates for supplying of one manpower / outsourced staff as detailed below:

| Particulars | Amount (Rs.) |
|--|--------------|
| Minimum wages as per Karnataka State Labour Department | |
| PF | |
| ESI | |
| Service Charges | |
| Service Tax / GST | |
| Total | |

We agree to all other terms and conditions contained in the Quotation referred above.

(Signature of Authorized Signatory with seal)

