

**THE STATE TRADING CORPORATION OF INDIA LIMITED,
K.S.H.B.OFFICE COMPLEX, 4TH FLOOR, PANAMPILLY NAGAR,
ERNAKULAM, COCHIN-682 036**

No.STC/GAD/HKS/2/2014-15
DATE:30.09.2014.

TENDER NOTICE

**SUB:TENDER FOR ANNUAL HOUSEKEEPING SERVICE CONTRACT FOR SUB-BRANCH OFFICE,
KOCHI.**

Dear Sirs,

We would like to have an Annual Housekeeping Service contract for three years from the date of finalization of the contract. The service terms and conditions for the above Tender is enclosed for your reference.

Please submit your best offer in a sealed envelope superscribed QUOTATION FOR ANNUAL HOUSEKEEPING CONTRACT and addressed to:

The Sub-Branch Manager,
STC of India Ltd.,
4th Floor, KSHB Office Complex,
Panampilly Nagar,
KOCHI-682 036.

Parties having office or service centre at Kochi will be considered. The offer should reach us latest by 4 p.m.on 29.10.2014 and will be opened on 29.10.2014 at 4.30 p.m. The validity of the offer should be 30 days from the opening of the tender. The envelope should be deposited in the box kept in our office for the purpose or sent by post/courier. STC reserves the right to accept or reject any or all quotations without assigning any reasons.

Thanking you,

Yours faithfully,
For STC of India Ltd

Manager(GAD)

TERMS AND CONDITIONS FOR APPOINTMENT OF HOUSE KEEPING SERVICE
CONTRACT IN R/O BRANCH OFFICE AT COCHIN FOR THE YEAR 2014-15

STC Cochin invite sealed quotations superscribing QUATATIONS FOR HOUSE KEEPING SERVICES OF STC COCHIN on the following terms and conditions:-

1. The scope of Housekeeping service include the following:-
 - Regular cleaning of our office premises at 4th floor including furniture, cabins, toilets, canteen areas, etc.
 - Regular mopping of the floor and other areas on daily basis.
 - Cleaning of Window glass panels/blinds on weekly basis.
 - Cleaning the outer parts of the fans on weekly basis.
 - Disposal of Office waste and canteen waste on daily basis.
 - Providing good quality hand wash agent and liquid soap sufficiently at all the wash basin points and sufficient quantity of de-odouring agents in all the toilets.
 - Providing mop sticks and other materials considered necessary.
2. All the materials required for housekeeping services will be to the account of the service provider and hence the tenderer should take into account above points while quoting their rates. Safe custody of the cleaning materials will be the responsibility of the service provider.
3. Our present requirement is for one person.
4. The contract is for three years from the date of finalization and no enhancement on any account will be entertained during the contracted period unless there is a statutory law which brings about a change.
5. The House Keeping personnel deputed by the service provider are not entitled to any benefits whatsoever from our office and the service provider have to fulfill all the statutory obligations as per the circular issued by the Dy. Laboaur Commissioner (Central) Ministry of Labour and Employment, Govt. of India with regard to minimum wages for house keeping services under the minimum wages act of 1948, or other statutory directions from time to time.

6. The following charges only will be paid by STC with regard to this tender. Minimum wages including Basic,DA,ESI,PF,Bonus as per the statutory rules and administrative and services of the service provider plus applicable service tax. Other than these elements, any amount quoted by the tenderer will not be taken into account for finalizing the tender.

7. As the service provider have to bear the cost of materials required for above house keeping services, they have to add the cost of materials in addition to the elements mentioned in para 5 and arrive at the consolidated rate.

8. The service tax at the rate as applicable will be calculated on the total amount excluding the cleaning materials cost.

9. The calculation of the quotation should be in the following format:-

Rate per sweeper.

Basic Wages

DA

ESI

PF

Administrative and

Service charges

Total per person

Total cleaning material cost per month

Consolidated rate per month Rs.

10. An interest free EMD Rs.1000/- in the form of DD/Bankers cheque drawn in favour of the State Trading Corporation of India Limited payable at Cochin should be attached alongwith the quotations. Quatations without EMD will be summarily rejected. Refund of the EMD in r/o. the unsuccessful tenderers will be returned only after filinalization of the tender.

11. SECURITY DEPOSIT

The successful tenderer should deposit an interest free security deposit equal to one month total salary including service tax calculated for one sweeper in the form of DD/Bank cheque favouring the STC payable at Cochin/RTGS payment within one week from the date of offer letter from STC.

12. The security deposit will be refunded after satisfactory completion of the contract.

13. Self attested copies of registration numbers in the name of tenderer in respect of ESI, PF, PAN & service tax should be attached along with the quotation.
14. The tenderer should also attach the documentary proof of their recent contract and contacts on hand with organizations for our references.
15. The total No. of persons under their employment should also be mentioned in the tender.
16. Only those parties who are having Office/Service centre at Cochin will be considered.
17. The service provider has to maintain proper attendance register and a copy of the same should be provided along with the monthly bill for calculation of payment.
18. The service provider should keep copies of documentary evidence of timely disbursement of salary to the personnel (Sweeper) deployed to STC for house keeping services and the same should be produced as and when required.
19. The service provider have to attach along with their monthly bills the copies of documentary evidence towards remittance of ESI and PF every month to the respective authorities in respect of the persons deputed to STC for house keeping services.
20. The service provider have to produce a certificate along with their monthly bill that the wages for the House-keeping personnel have been disbursed in time STC shall not be responsible for non-payment of wages, non-observance of statutory provisions or any labour related disputes between service provider and its employees.
21. In case of absentees, the service provider should make alternative arrangements within a reasonable time and for any day of short deployment of personnel, the proportionate charges will be deducted from the monthly bill and balance only will be settled.

22. The service provider should submit their monthly bill in duplicate along with the documentary evidences as mentioned in S.No.16, 18, 19. The payment will be made by NEFT favouring the successful tenderer every month directly to them.
23. The service provider should submit their monthly bill every month regularly and any accumulation of bills will not be entertained.
24. STC shall reserves the right to accept or reject any quotation without assigning any reason therefore.
25. The contract of the above services can be terminated by either party by giving one month calendar notice in writing.
26. STC is entitled to negotiate or invite fresh tender if they are not satisfied with the tenderers or quotations.
27. Sealed envelopes containing the quotation along with requisite copies and EMD of Rs.1000/- should be deposited in the tender box kept at the reception of our Cochin office premises on or before 29.10.2014 by 4 p.m. Tender will be opened on the same date by 4.30 p.m. Tenderers are permitted to be present during the opening of tender.