

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

No.STC/GAD/HKS/1/2018-19

DATE:11.04.2018.

**TENDER NOTICE**

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

Sealed tenders are invited from reputed Housekeeping Service Agencies for one housekeeping/casual worker. STC would like to have an Annual Housekeeping Service contract for one year from the date of finalization of the contract. The service terms and conditions for the above Tender is enclosed for your reference.

Competitive offers may be submitted in a sealed envelope superscribed QUOTATION FOR ANNUAL HOUSEKEEPING CONTRACT and addressed to:

The Branch Manager,  
STC of India Ltd.,  
4<sup>th</sup> 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 02.05.2018 and will be opened on 02.05.2018 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.

For STC of India Ltd

Sd/-  
Chief Manager(GAD)

**TERMS AND CONDITIONS FOR APPOINTMENT OF HOUSE KEEPING SERVICE**  
**CONTRACT IN R/O BRANCH OFFICE AT COCHIN FOR THE YEAR 2018-19**

STC Cochin invite sealed quotations superscribing QUOTATIONS 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 4<sup>th</sup> 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.

Periodical vacuum cleaning of office premises including walls/roofs etc.

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 one year 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 i.e. No escalation will be permitted after the submission of the tender and during the currency or extended period of the contract, except any escalation on account of increase in Minimum Wages/increase in DA by the State Government to the housekeeping personnel deployed by the service provider. No service charge shall be payable on increased wages.

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. Labour 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 and he has to furnish proof of payment of minimum wages as per State Minimum Wages Act, PF, ESI, etc. to the office on monthly basis as per STC's format.

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6. The following charges only will be paid by STC with regard to this tender. Minimum wages(State Government)including Basic,DA,ESI,PF,Bonus as per the statutory rules and administrative and services of the service provider plus applicable GST. 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 has 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 GST 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  
Bonus  
Administrative and  
Service charges  
Total per person  
Total cleaning material cost per month  
Consolidated rate per month Rs.

10. An interest free EMD Rs.5000/- in the form of DD/Bankers cheque drawn in favor of the State Trading Corporation of India Limited payable at Cochin should be attached alongwith the quotations. Quotations without EMD will be summarily rejected. Refund of the EMD in r/o. the unsuccessful tenderers will be returned only after finalization of the tender. In the event successful bidder fails to sign agreement with STC for provisions as mentioned in this tender, this EMD is liable to be forfeited.

11. SECURITY DEPOSIT

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

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12. The security deposit will be refunded after satisfactory completion of the contract.
13. Self attested copies of registrations/certificates/licenses in the name of tenderer in respect of ESI, PF, PAN, GST, Labour Dept and other concerned departments, if any, should be attached along with the quotation.
14. The tenderer should also attach the documentary proof of their recent contract for the last three years and contracts on hand for housekeeping with organizations for our reference.
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 directly to the bank account of the personnel (Sweeper) deployed to STC as per prevailing rates under Minimum Wages Act(State Govt) for housekeeping services and the same should be produced on monthly basis.
19. The service provider has 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 housekeeping services.
20. The service provider has to produce a certificate along with their monthly bill that the wages for the House-keeping personnel have been disbursed in time as per State Minimum Wages Act and 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. The service provider should submit a copy of the State Govt Notification regarding revision of Minimum Wages as and when same is issued by the State Govt alongwith the monthly bills.
21. In case of absentees, the service provider should make alternative arrangements the same day 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.

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22. The service provider should submit their monthly bill in duplicate along with the documentary evidences as mentioned in S.No.17,18 19, 20. The payment will be made by NEFT favoring 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 beyond two months 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 any time if they are not satisfied with the tenderers or quotations.
27. No conditional bids shall be entertained.
28. The document does not constitute nor should it be interpreted as an offer.
29. This document is meant to provide information only and upon express understanding the bidder will use it only for the purposes set out in this document. It does not purport to be all inclusive or be the sole basis of any contract. No representation or warranty, expressed or implied is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein.
30. By acceptance of this document, the bidder agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the bidder by or on behalf of STC.
31. Any matter relating to the appointment of Housekeeping Service Provider or the procedure for the appointment of Housekeeping Service Provider shall be governed by the Laws of Union of India. Disputes, if an, arising under the said process shall be subject to the exclusive jurisdiction of courts at Kerala. Any dispute arising after the signing of the agreement shall be resolved in the manner as mentioned in such agreement.

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32. The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities to any other agency without the prior written consent of STC.

33. The Bidder will be bound by the details furnished by him/her to STC while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making his/ her liable for legal action besides termination of contract.

34. The Bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract.

35. The Tenderer shall engage reliable person after doing the proper character and police verification and other formalities, at its sole costs, risks and responsibilities.

36. The Agency/Bidder will ensure that the services rendered by its deployed manpower are perfectly valid, legal and not in violation of any civil, criminal, labour, municipal or industrial law. The Tenderer shall indemnify STC for any default caused by the bidder in the discharge of housekeeping services. The agency shall deal with and settle the matters related with working condition and ensure that no labour disputes/problems are referred to STC or make STC a party to the same. It shall totally indemnify STC and its officers in this regard.

37. The agency shall comply with all central, local and state regulations and enactment pertaining to workmen and labour and STC shall have the right to enquire into and decide all complaints on such matters.

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38. The agency shall adhere and pay all contributions, subscriptions, premium, fee and dues to statutory norms as per all the Statutory laws stipulated in this regard and any guidelines rules regulations or conditions stipulated by STC and this includes but not limited to Contract Labour (Regulation and Abolition) Act 1970, Shops and Commercial Establishment Act, The Employees Provident Funds and Miscellaneous Act 1952, The Employees State Insurance Act 1948, The Workmen Compensation Act 1923, The Payment of Gratuity Act, The payment of Wages Act 1936, The payment of Bonus Act 1965, The Minimum Wages Act 1948 etc. including modifications up to date of the validity of contract.

39. STC stands indemnified from any legal or financial issues the bidders may have with its deployed manpower for housekeeping services. STC also stands indemnified for any damages/personal injury/death caused to the deployed manpower in the discharge of bidders contract with STC for housekeeping services. The Agency is fully responsible for obtaining licenses, insurances of employees, transportation, payment of salaries/wages to all concerned in respect of this contract and STC will not be responsible in any manner.

40. For all intents and purposes, the service provider/agency/bidder shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower deployed by it. There shall be no claim by such deployed persons of any employment in STC. The persons deployed by the service provider in the STC shall be the employees of the agency at all times and not have any stake or claims like employer and employee relationship against STC.

41. STC shall not be responsible for any financial loss or any injury to any of the staff deployed by service provider in the course of their performing the function/duties, or for payment towards any compensation. The staff deployed by the service provider shall not claim nor shall be entitled to pay perks and other facilities admissible to regular/confirmed employees of the STC during the currency or after expiry of the contract.

42. In case, the service provider fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the STC is put to any loss/obligation monetary or otherwise, the STC will be entitled to get itself reimbursed out of the outstanding bills or the Security Deposit of the service provider, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.

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43. STC reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.

44. Any delay or forbearance on the part of STC or any waiver of its rights or condonation of any acts, on the part of STC shall not be construed as a waiver of the obligation of the agency and it shall continue to be liable for all such acts or defaults.

45. The successful bidder will be awarded the Housekeeping Service Contract initially for one year and further extendable for another one year on mutual understanding with same terms and conditions.

46. Further the terminologies used in this documents as Bidder, Service Provider, Tenderer stands on the same footing and meaning thereof.

47. Sealed envelopes containing the quotation alongwith requisite copies of documents as per the tender terms and conditons and EMD of Rs.5000/- (Rupees Five Thousand only) should be deposited in the tender box kept at the reception of our Cochin Office premises on or before 02.05.2018 by 1600Hrs. Tender will be opened on the same date at 1630 Hrs. Tenderers are permitted to be present during the opening of tender.

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