



**The State Trading Corporation of India Limited
JawaharVyaparBhawan
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New Delhi-110 001**

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**BRANCH OFFICE
The State Trading Corporation of India Ltd
“STC TRADE CENTRE”
7/A NANDINI LAYOUT,
BANGALORE-560 096
KARNATAKA
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**TENDER NO.STC/BLR/GAD-FM/01/2017-2018
DTD: 31.01.2018**

**Tender for Housekeeping, Security Services and Maintenance &
Operation of Electrical equipments on works contract basis at STC
Trade Centre, Bangalore.**

Website: www.stclimited.co.in

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THE STATE TRADING CORPORATION OF INDIA LTD. (STC)

(A Government of India enterprise)
“STC Trade Centre”, 6th Floor,
7/A, SFHS Nandini Layout,
Bangalore – 560 096.

Tender No. STC/BLR/GAD-FM/01/2017-2018

31.01.2018

E-Tender Notice

1. Notice Inviting Tender (NIT) for Housekeeping & Security Services and Maintenance & Operation of Electrical equipments on works contract basis in STC

STC Bangalore invites online bids (E-Tender) **under two bid system** (Technical/Commercial & Financial) from reputed & experienced private limited or public limited companies for housekeeping & Security Services and Maintenance & Operation DG sets, Lifts, AC System, Exhaust Fans & Motors, Sump Pumps, Fire Fighting System, Sanitary, Plumbing & Plumbing System, Public Address System and all other allied Electrical equipments associated with it for a period of one year.

Organizations interested in responding to this NIT must submit their bids online using e-Procurement portal of NIC (eprocure.gov.in) in the prescribed formats along with all necessary documents and information requested herein.

The bids may be submitted latest by **02.00 PM** on **23.02.2018**

Financial bids for only those bidders will be opened who are declared qualified in technical evaluation. The date and time for opening of financial bids shall be separately notified on NIC's e-Procurement Portal (eprocure.gov.in). STC may seek any further clarifications or documents as felt necessary but not obliged to do so.

All details regarding the subject NIT are available on websites: www.stc.limited.co.in and <https://eprocure.gov.in/eprocure/app>. Any change/modification/ corrigendum in connection with this NIT will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. STC shall not be liable to send any individual information or issue a public notice.

2. Earnest Money Deposit (EMD) and Bidding fee

- The tender document can be obtained from Shri Ashish Mundhekar, Manager, The State Trading Corporation of India Ltd., "STC Trade Centre", 6th Floor, 7/A, SFHS Nandini Layout, Bangalore – 560 096 on any working day between 11.00 AM and 4.00 PM from 01.02.2018 to 22.02.2018 .
- Tender document is also available at STC website [http:// www.stc.limited.co.in](http://www.stc.limited.co.in).
- All bidders are requested to pay a non-refundable Tender processing fee of Rs. 1500/- (inclusive of GST) by way of NEFT/online. The details of the payment may please be uploaded on the portal while submitting the bids.
- All Bidders are requested to furnish an EMD of Rs. 85,000/- (Rupees Eighty Five Thousand only) by way of NEFT/online. The details of the same may please be uploaded on the portal while submitting the bids.
- Account details for all the NEFT/RTGS payments is as under:

IFS Code: **INDB0000008**

Bank Account No: **200000888095**

Account Holders Name: **The State Trading Corporation of India Ltd, STC Trade Centre, 6th floor, No.7/A, Nandini Layout, Bangalore 560096.**

Bank Name & Address: **Indusind Bank Ltd,CGMD Department, #13/2 Embassy Height Unit # 101 & 101 MB block Magrath Road, Bangalore-560025**

- **MSEs having valid registration certificate will be exempted from payment of Tender processing fee and EMD.**
- **MSEs are required to submit - attested copies of relevant certifying documents Registration/Exemption certificate in lieu of EMD.**
- Bids for which EMD is not received (other than the exempted cases) in the prescribed manner shall be rejected summarily.
- STC shall not be responsible for non-receipt / non-delivery / delayed receipt of the EMD due to any reason whatsoever.
- EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned within a fortnight after Award of Contract to the Successful Bidder/contractor. The EMD of successful bidder will be returned only after furnishing of Security Deposit amount.

3. Electronic Submission of Bids

- Bids against this NIT shall be received only electronically through the e-Procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.
- For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.
- Earnest Money Deposit (EMD) is required to be paid through NEFT/online and must reach STC before closure of the e-tender in the manner prescribed herein.
- A bidder may modify, substitute or withdraw its e-bid after submission a day before the last date of bid submission. No bids shall be modified, substituted or withdrawn by the bidder on or after the last date and time of bid submission.
- STC may ask the bidders to submit any or all the documents in original submitted as part of their bid anytime during the bid process.
- For modification of e-bids, bidder has to detach its old proposal from e-tendering portal and up load the resubmit digitally signed modified bid.
- Bidders are advised in their own interest to submit the bids well before the date & time (as per Server system Clock of e-procurement portal). STC shall not be responsible for any delay or the difficulties encountered during the submission of bids at the eleventh hour due to any technical or other problems.
- For any queries relating to the process of online bid submission or queries relating to Procurement Portal (eprocure.gov.in), the bidders may contact Portal Helpdesk on Tel. Nos. **0120-4200462, 0120-4001002, 0120-4001005,0120-6277787**

4. Location

Housekeeping & Security Services and Maintenance & Operation of Electrical equipments to be provided at STC Trade Centre, SFHS Nandini Layout, Bangalore – 560 096.

5. Eligibility

- a) The Bidder organization/Firm/Company should have its own annual turnover of minimum 20 lakh (approx.) during the last three financial year i.e. 2014-15, 2015-16 and 2016-17 and in support thereof their balance sheets & profit & Loss accounts be attached (scanned Copies) duly certified by their Chartered Accountant.

- b) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

Three similar completed works costing not less than the amount of equal to 16.80 lakh (approx.)

Or

Two similar completed works costing not less than the amount equal to 21.00 lakh (approx.)

Or

One similar completed works costing not less than the amount equal to 33.60 lakh (approx.)

One of the completed work contract in Govt. Deptt./Semi Govt. Deptt./PSUs/ MNSc/ Public Limited Companies in any of the aforesaid 7 Financial years.

6. Registration

The bidders should have following valid Registration

- EPF Registration
- ESI Registration
- GST
- PAN card no.
- ISO Certificate 9001:2008 (if any)
- Labor License
- Electrical License

7. Escalation

No escalation on any account shall be permitted after the submission of the tenders and during the current or extended period of the contract.

8. Compliance Labour Laws

- a. The contractor shall abide by the contract Labour (Regulation & Abolition) Act, 1970 Contract Labour (Abolition & Regulation) Central Rules, 1971, Minimum Wage Act 1948, Employer's Liability Act, 1947 and provision of the other rules and regulations of the Government issued from time to time to this effect. Any payment due to the workmen/Labour employed by the Contractor shall be the sole responsibility of the contractor.
- b. The contractor shall also ensure that no workman below the age of 18 year is employed by him for the above mentioned jobs. Similarly, the maximum age of the workmen deployed should not exceed 50 years.
- c. The contractor on his own cost, take necessary ESI insurance coverage in respect of staff and other personnel for his service to be rendered to the corporation and shall complete with all relevant labour laws as applicable to the area as existing or as may be modified during the contract period and shall indemnify the Corporation against all acts of omission, fault and breaches.
- d. The contractor shall also abide by provisions of Employees Provident Fund, ESI contribution and shall ensure that the contribution towards the same is made from the very first day of employment of his workmen deployed by him for the above job and shall not pay to his workmen less than the existing rate of minimum wages as per provision of Minimum Wages Act, 1948.
- e. The contractor shall ensure that all the grievances and complaints of his workmen redressed only by him and in no circumstance he shall allow to forward such grievances to any of the authorities of the Corporation.
- f. The corporation shall have no liability or responsibility for the contract workmen employed by the contractor and the contractor shall fully be responsible for any violation of all applicable

workmen/industrial laws. Any such violation shall be deemed to be breach of the contract. In order to fulfill of the statutory obligation, the contractor shall ensure that the payment of the wages to the workmen of the contractor is made in the presence of a representative nominated by corporation. The corporation shall have the right to check the implementation of labour welfare laws and rule made hereafter.

- g. All the workers employed by the contractor shall be considered as employees of the contractor and they shall not make any claim in respect of employment and or the other service benefits from the Corporation in any manner either outside the court or in the court of law.
- h. It is further provided that any kind of dispute arises between the contractor and his employees shall be entirely the dispute between contractor and his employee. The corporation shall not be held responsible under ESI Act, PF Act and Gratuity Act, etc; and shall also not be responsible for any dispute between the contractors and its employees.
- i. The contractor (whose quotation is accepted) and who employs and employed 20 or more worker on any day of the preceding 12 month in various contracts, he may have in other department/ establishment, shall obtain a valid license under the contract Labour (P&A) Act 1970 and the Contract Labour (Regulation & Abolition) Central Rules 1971 before the commencement of the work and continue to have a valid license until the completion of the contract. Any failure to fulfill this requirement shall be the sole responsibility of the contractor.
- j. The contractor shall maintain proper register and record viz. muster Roll, Register of wages, Register of overtime Register of fine, Register of advance and wages slab required under the Act (Section 29 & Rule 78). Contractor shall obtain the signature or thumb impression of the worker concerned against entries relating to them on the muster cum wages register. The entries shall be authenticated by the initial of the contractor and shall be subject to inspection by the Corporation at any time during the tenure of contract.

9. Other Terms and Conditions

- Submission of offer shall mean unconditional acceptance of all terms and conditions contained in this bid document.
- The bidders must be registered under the GST, PF, ESI and other statutory authorities as per labour law Act.
- Bids containing any alterations/cuttings/mark of erasure etc. even if accompanied by signature shall be liable to be rejected on such grounds.
- The bids will be technically evaluated on the basis of bidders' prior experience in the similar field, testimonials, etc. Financial bids from only those parties will be opened who are declared qualified and are shortlisted after technical evaluation.
- STC shall not be responsible for non receipt / non delivery of the offer document due to any reason whatsoever.
- Offers should be valid for a period of 90 days from the date of closing of tender.
- The successful bidder shall submit a letter of acceptance within 7 days from the date of award of Contract.
- Conditional offers are liable to be rejected.
- Offers submitted by Email, Fax, telegram or telex shall not be considered.
- Failure to submit all the required documents or submission of incomplete document will render the quotation liable to rejection.
- The bidders should be fully equipped with the latest cleaning equipment but not limited to auto-scrubber, wet/dry vacuum cleaner, jet pressure wash.
- If the tenderer is found to have provided wrong information in his tender, STC reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the EMD/Security Deposit or any other money due to it.
- Financial bid shall contain price only and no other documents shall be enclosed with the financial bid. The tender will be finalized on the basis of the total bid amount.
- The original of all documents attached with the tender will have to be submitted for verification before the award of the contract.
- The tender documents/NIT duly signed by the tenderer including terms and conditions will be the part of the contract.
- STC reserves the right to accept or reject any bid, and/or to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability from the affected bidder or bidders nor shall STC have any obligation to inform the affected bidder or bidders of the grounds for STC's action.
- All pages of tender documents shall be duly signed and stamped.
- Successful bidder shall sign a separate agreement with STC agreeing to tender terms and conditions.

10. Indemnification

- The successful Bidder will indemnify STC of all legal/ other obligations of its professionals/ employees/ worker deployed for STC work.
- STC also stand absolved of any liability on account of fraud or breach of trust caused by the bidder's employees/ workers deployed for the performance of work and also for any damages or compensation due to any dispute between the firm/company and its employees/ workers.
- STC shall also be indemnified from any act or any factual concealment causing thereby damage or any legal proceedings against STC by any third party or firm/company or deployed employees/ workers.
- The Bidder also undertake to keep STC harmless and indemnified from any loss or cost resultant from any decree obtained against the firm/company having tendency to be enforced against the STC or creating liability upon the STC. Also, the STC shall be indemnified, from any consequential action taken by STC in order to protect its interest or in order to defend any suit or legal action for itself or for on behalf of Bidder, to the extent of cost/legal expenses/ interest imposed upon.

11. The prospective bidders may contact :

Mr. Ashish Mundhekar, Manager
The State trading Corporation of India Ltd.,
STC Trade Centre,
6th Floor, 7/A, SFHS Nandini Layout,
Bangalore – 560 096.
Ph. No. : 080-23198802
Mob. : 9686197010
Email : bangalore@stclimited.co.in

12. Contract Period

The contract period will be 01 (one) year from the date of commencement of the work. STC reserves the right to extend it for a further period of one year or till the new contract gets finalized whichever is earlier, on the same rates, terms & conditions. It shall be the sole discretion of STC to extend the running contract or services of new contractor is taken. The firm shall have no claim in this regard.

THE STATE TRADING CORPORATION OF INDIA LIMITED

TERMS & CONDITIONS OF TENDER FOR PROVIDING HOUSEKEEPING & SECURITY SERVICES AND MAINTENANCE & OPERATION OF ELECTRICAL EQUIPMENTS AT STC TRADE CENTRE, SFHS NANDINI LAYOUT, BANGALORE – 560 096.

This contract is a works contract. The contractor has to execute the works as per directions/ instructions mentioned in the tender document”.

1. WORKING HOURS & MANPOWER

The services of House Keeping are required for six days in a week, Monday to Saturday, from 8.00 AM to 4.00 PM/10.00 AM to 6.00PM on each working day as per the requirement. The number of housekeeping employees required as per our past experience is minimum 7. This includes one driver. The services of driver are required six days a week as per office timing.

Security Guards are required in three shifts daily, each shift having two guards and one reliever (i.e 6 +1=7).

Electricians are required in three shifts daily, each shift having one electrician and one reliever (i.e 3 +1=4).

Overtime, if any shall be claimed from the Contractor directly. STC shall not make any payment in this regard.

2. SCOPE OF WORK:

The contractor shall attend to work given below:

The **House Keeping Services** is to be carried out in the following places of the building.

- Maintenance of Lower Basement, Upper Basement where vehicle parking is provided.
- Maintenance of peripheral area of the building, including adjacent areas to compound walls on the road side.

- Maintenance of entrance Lobby, Lift Lobby.
- Complete working space of the office on the 6th floor occupied by STC including conference room.
- Entrance and Exit gates, Security Cabins.
- Terrace
- Vacant Floors
- Sub-Station Building both the floors including its toilet.
- All toilets in 6th floor.
- Maintenance of Plants and Lawns planted in and around the “STC Trade Centre”, including watering, upkeep of plants, manuring, weeding out the wild growth, dressing etc., complete.

Security Services is to be provided for 24 hours at the gates and sixth floor.

Maintenance and Operation of Electrical Equipments.

The following electrical equipments are to be maintained and operated by the electrical staff.

- 500 KVA Diesel Generating Set
- 500 KVA Sub-Station
- Fire Detection System
- Fire Extinguisher
- Omega Lift – 2 Nos.
- Transformer with RMU and metering cubicle.
- Fire Fighting Pumps both Diesel and Electrical.
- Blue Star Air Conditioning Systems installed for the entire building.
- Public Address System.
- General Lighting in various floors with DBs, street lights within the premises, Logo Sign Board at Terrace.
- HT & LT Control and Relay Panels and breakers, AMF Panel.
- Raising Main Panel, Trunking-cum-Bus, Breakers
- Sliding Gate Systems and Sliding Entrance Glass Doors.

The floor areas or number of floors are as under

Particulars	Area in Sq. Ft
STC Trade Centre:	
Basements – I & II and 6 th Floor (8798*3)	26,394
Common Areas like Staircases, Lift, Lobbies and vacant floors	

However, the floor area or number of floors may marginally vary (increase or decrease) at the discretion of STC.

a. Functions of 'Security Personnel'.

The Contractor will provide security services to the office, 24 hours on all days, including general holidays, public holidays. The Contractor shall arrange to safeguard the building premises, goods & vehicles and materials and any other properties in and around the office premises of STC by posting security guards in such a manner and at such points as may be specified and patrol the required area at all times. The personnel deployed are expected to keep a vigil and check on the movement of visitors and vehicles and make entries in the register at the entry and exit points. Wherever necessary the routine check of the persons visiting the office during working days is to be carried out. The personnel deployed ought to be Polite and Firm, Disciplined, Physically Fit and Alert, Neatly Dressed in Uniform.

b. Functions of 'Housekeeping Personnel'.

The house keeping personnel shall carry out the cleaning and other connected operations at daily/weekly/fortnightly frequencies as enumerated below by using appropriate cleaning materials of approved quality and make. The required plumbing work will also be carried out by the House Keeping Staff in the entire building. Further maintenance of Gardening and Lawns has to be taken care of.

DAILY OPERATIONS:

- a) Sweeping the basements, peripheral area, Ground Floor Lobby Area, entire Stair Case Area, entire floor area of the Office once a day in the morning and again as and when required.
- b) Wet mopping the entire floor area of the office once a day in the morning with disinfectants and deodorants.
- c) Cleaning of toilets, wash basins with disinfectants twice a day and again, as and when called for.
- d) Dusting and cleaning of doors windows, furniture, fixtures, glass partitions, electrical fixtures and other equipments like computers, cubicles, table tops, chairs, side racks, drawer boxes, filing racks, cupboards, cabinets, paper trays, flower vases, Telephones etc. with wet cloth and vacuum cleaner.
- e) Clearing and cleaning of dust bins/waste paper baskets twice a day in the morning and in the afternoon.
- f) Washing and cleaning of drinking water glasses, cups & saucers, flasks, plates, spoons whenever required.
- g) Spraying of room perfumes wherever required and as directed.
- h) Cleaning of pantry area.

- i) Upkeep of sub-station area.
- j) Any other specific jobs assigned from time to time connected with housekeeping.

WEEKLY OPERATIONS:

- k) Thorough cleaning of furniture, Venetian and vertical blinds, partitions, doors/knobs and window glasses/grills with soap water.
- l) Thorough wash of all toilets with chemical, acids, detergents etc.
- m) Cleaning of all light fittings like ceiling/pedestal fans, tube light fittings, air conditioners etc.
- n) Removing of cobwebs.
- o) Polishing of the metal name plates/boards.
- p) Thorough cleaning of walls, floors, electrical fittings and ceiling of the office building.
- q) The Plumber should rectify the leakages etc., weekly once and whenever required.
- r) Cleaning of Terrace.
- s) Upkeep and Maintenance of Gardening and lawns in “STC Trade Centre”.

FORTNIGHTLY OPERATIONS:

- t) Spraying of disinfectants in and around the building, toilets, pantry etc.
- u) Removing of stains and spills on the table tops with suitable solvents.

MONTHLY OPERATIONS:

- v) Sweeping and brushing of entire floor area on 6th floors with water and necessary chemicals.
- w) Removing accumulated stains at the edges of the walls.
- x) Cleaning and Dusting of wooden/steel office furniture.
- y) Cleaning & removing stains from Rexene & external part of the office/staircases/landings etc.
- z) Removing cobwebs etc., from internal and external part of the office / staircases/landings etc.

c. Functions of “Maintenance & operations of Electrical equipments”

The staff employed should have required technical qualification to handle electrical equipments.

DAILY OPERATIONS:

- Electrician will inspect the electrical systems on daily basis by switching on them for their sound condition and operate them as when required.
- Checking the smooth functioning of the electrical system on 6th floor and common area of all the floors.
- Report complaints to local authorities / State Electricity Board in case of power failure.

- Will check UG Tank water level, overhead tank water level.
- Check the batteries of DG Set etc.,
- Operating the Lifts as per the requirement of the users.
- Attend to any electrical emergencies.
- Up keep of sub-stance, DG Room, AHU Room on 6th Floor, Pump Room, Lift Machine Room.
- Check the Diesel Level in the Diesel Tank and inform the STC as soon as it reaches the critical / minimum level.
- Maintaining various log books and reporting the same to the concerned in STC.
- Operating of DG Sets as and when required.
- Electrician will carry out all mandatory tests of electrical equipments and take proper corrective measures required.
- Checking the smooth functioning of the Fire Alarm System and equipments installed in the building.

WEEKLY OPERATIONS :

- Cleanliness of electrical cables, cable trays, wire and gadgets in the common areas, exposed ducts, piping at Basement.
- Electrical connections are maintained properly.
- Insulation of live connections and joints in live wires are done properly.
- Detailed inspection of LT/HT panels is undertaken.

Note: 1. Required Annual Maintenance Contract of the original equipment manufacturers (OEM) will be taken by STC to ensure smooth function of various equipments. The Contractor's Agency which takes the operation of the electrical equipment should ensure proper AMC schedule and co-ordinate with OEMs.

3. BEHAVIOUR AND DISCIPLINE OF CONTRACTOR STAFF:

- (a) The contractor shall ensure that all personnel deployed in terms of the contract at the Corporation's premises wear uniforms to be supplied by the contractor and also ensure that they display photo identity cards on their person at all time while on the premises and the Identity Cards will be issued by the Contractor.
- (b) The personnel deployed by the contractor shall be polite, courteous and well behaved.
- (c) The personnel of the contractor shall not mix or establish any contacts with STC's employees or do any undue favour or any private work other than their normal duties during the specified workings hours.

- (d) The personnel of the contractor accepting any tips from STC's employees/visitors shall be removed from the premises and not allowed to work from the date of such an incident.
- (e) The personnel of the contractor shall not disturb the STC's employees and/or use undesirable and abusive language while dealing with them. If any such incident is reported, the contractor shall be held fully responsible for its consequences. The contractor shall be liable to take action against erring personnel.
- (f) The personnel of the contractor shall not make any sort of noise including shouting of slogans etc. or take part in any type of agitation in the STC's premises.
- (g) The contractor shall be fully responsible for making good any losses, sustained by STC by way of theft/burglary, fire damages of any kind to the premises or any other mischievous deed on the part of its employees.
- (h) The personnel of the contractor shall not enter into any unlawful activity within the STC's premises and shall have good moral character.
- (i) The STC shall reserve the right to impose cash penalty on the contractor and deduct such amounts from its monthly bill and/or security deposit in case the STC is put to any financial loss of any nature whatsoever, directly or indirectly by any of the contractor's personnel. In the event of deduction from security deposit, the contractor shall deposit further amount to keep the amount of security deposit at the prescribed level.
- (j) The contractor shall be solely responsible for all payments but not limited to minimum wages, P.F. contributions, Bonus or any other benefits under various Labour Laws/Acts applicable to it and/ or the personnel employed by him. In case the contractor fails to discharge any of its legal obligations, the STC shall deduct such sums from the contractor's monthly bills and/or security deposit and discharge the liability on behalf of the contractor. In such an event the contractor should deposit further amount so as to keep the amount of security deposit at the prescribed level.
- (k) The contractor shall get the antecedent of its personnel verified by the Police and the certificate to that effect should be submitted before their

deployment at the STC. The contractor shall also submit the names, present and permanent residential addresses and two copies of their passport size photographs to STC.

- (l) The contractor shall have his staff examined and medically checked prior to their deployment. Any person found medically unfit shall not be deployed.
- (m) STC has sole right to increase and decrease the manpower during the currency of contract as per its requirement.

4. The Manpower required performing the above works in House Keeping, Security and Maintenance & Operation of Electrical Equipments in different categories are to be assessed by the Tenderer for carrying out the work effectively and efficiently by visiting the office premises in advance and quoting the requirement of manpower accordingly. However based on internal assessment and past experience the minimum Manpower required for proper performance of above said works is as under:

- Security Guards 07 No.s
- Electricians 04 No.s
- House Keeping Staff 06 No.s
- Driver 01 No

5. **Persons currently deployed by the existing contractor for Housekeeping/Electrical/Security may be given preference for continuation of work under new contractor for smooth and uninterrupted work.**

6. **Any repair or maintenance related activities which involves an amount upto Rs. 4000/- in respect of electrical and plumbing work shall have to be borne by the contractor or bidder. No reimbursement shall be made by STC in this regard.**

7. **VALIDITY:**

The validity of this contract will be for a period of 01 (one) year from date of commencement of work and may be extendable for another one year on sole discretion of STC on the same rates, terms and conditions, subject to satisfactory performance of the obligations under the contract by the contractor. If, however, the performance is not found to be satisfactory during the contract period, the contract can be terminated at any time by

serving one month's notice in writing. Even otherwise minimum one month's notice is required for termination of the contract from either side. In case notice of termination is given by the contractor, STC will try to make efforts for appointment of a new contractor within the notice period and contractor will bear the advertising cost for floating the new tenders by STC. In case STC is unable to appoint a new contractor during the notice period the contractor will be required to continue with the job till such time new arrangement is made.

The contract shall also stand terminated:

- a) with immediate effect in case of any negligence or violation of the tender terms on the part of the Bidder; or
- b) On expiry of one month's notice period.

8. CHARGES AND PAYMENT:

The applicant shall disburse the wages to the workers latest by 7th of every calendar month. No cash disbursement shall be allowed to his workers deployed at STC. All the payment to the workers shall be made by the contractor only through banking channels i.e. RTGS/NEFT. The payment due to the contractor under this contract shall be released by STC on monthly basis after disbursement of salary by the contractor to its worker.

Under no circumstances, the contractor shall withheld/ delay the wages payment of workers for want of release of payment /reimbursement from STC.

In the event of revision of minimum wages, the firm shall have to comply the statutory requirement which will not be reimbursed by STC, since it is a Works contract.

The monthly bill of the contractor shall be supported by the following documents:

- I. Wages sheet for the respective month of all the workers/staff deployed showing their names, PF No., and ESI No. and net payment.
- II. PF/ESI challans along with a list giving the name PF/ESI and amount of PF (Employees share & Employer's share)/ESI in respect of each workers/staff, whose PF/ESI has been deposited as per challans.

- III. Certificate from the applicant certifying compliance of all statutory provision and dues as per STC's format.
 - IV. Attendance of employees.
 - V. All documents to be signed and stamped by contractor.
9. Proof of having deposited the P.F. and E.S.I. contributions separately in respect of the personnel deployed under the contract during a month shall be submitted by the contractor in the subsequent month.
10. GST payable under this contract shall be reimbursed to the contractor only when same is reflected on GST portal and after submission of proof of deposit of GST by Contractor.
11. **LIQUIDATED DAMAGES:**

In the event of failure to maintain the housekeeping services on any day as per terms and conditions of this tender in part or in full, the housekeeping services agency shall be liable for payment of damage charges @ Rs.5,000/- per day besides proportionate deduction which shall be recovered from monthly bills. If the STC finds that the agency is misusing the facilities provided by the STC for the services for other purposes not covered under the contract the STC shall be free to levy damage which may extend up to Rs. 5,000/- per day. This will be in addition to recoveries on account of short deployment of manpower mentioned in Clause 3 (m).

12. **SPECIAL CONDITIONS OF THE CONTRACT**

- (a) Cleanliness, proper maintenance and security will be the essence of the contract.
- (b) The housekeeping services contractor shall ensure getting proper License/permission from the concerned authorities and required under the state/law wherever applicable.
- (c) The contractor shall in no case assign/sub contract /leave work in between the contract period. If the contractor does so, the contract shall stand terminated without notice and the security deposit shall stand forfeited.
- (d) No person other than the contractor's personnel shall be allowed to enter the premises and the contractor will not entertain outsiders or extend any services inside STC premises. No visitor's request or unnecessary telephone calls shall be permitted.

- (e) The contractor shall comply with all Labour laws and other laws/statutory regulations applicable to it and/or the personnel to be employed by it or which might become applicable in terms of Order of the Central/State Govt. with regard to performance of the work including but not limited to the Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, Payment of Wages Act, Employees Provident Fund and Miscellaneous Provisions Act, 1952, ESI Act, Payment of Bonus Act etc. from time to time and take such steps as may be deemed necessary in this regard. On award of the contract, STC shall issue Form V as per Contract. Labour (Regulation and Abolition) Act, 1970 to the successful tenderer, who in turn shall obtain a license from the Labour Commissioner, in respect of personnel deployed for STC within one month from the date of issue of Form V, failing which the contract shall be liable to be terminated by STC. The contractor shall be fully responsible to observe the labour safety provisions as per labour law, Labour records, MW Act compliance.
- (f) The contractor shall be directly responsible for all illegal; and unlawful acts committed by its employees deployed for the purposes.
- (g) The contractor shall be solely responsible for any and all such payments to its employees that might become applicable under any law, agreement, during the currency of the contract.
- (h) The contractor shall be solely responsible for any mishap with its employee during working hours with STC and fully take care of same at his own risk, cost and consequences and will keep STC harmless/indemnified at all time.
- (i) The contractor shall appoint Supervisor with whom STC will interact and will provide his Name and Mobile No. The contractor shall maintain proper and accurate records relating to the conduct of the services under this agreement and shall at the request of STC provide access to all the records and copies.
- (j) During the contract period if any dispute arises with relation to contract or otherwise, the decision of Competent Authority of STC, shall be final and binding on both the parties at all times.
- (k) STC will in no way be liable to pay to the contractor any claims whatsoever other than the monthly bills for the services rendered.
- (l) If it is found that the tenderer had given wrong information in his tender, STC reserves the right to reject such tender at any stage or to terminate the contract, if awarded and forfeit the Earnest Money Deposited/Security Deposit/any other money due it.
- (m) STC does not bind itself to accept the lowest bid or any bid and reserves the right to reject/accept any or all the tenders in full or part, without assigning any reasons thereof.

13. INSPECTION AND REPORTING

- I. The contractor shall allow inspection and checking of their Identity cards & items applied etc. by the Administration in-charge of STC.
- II. The contractor shall comply with all instructions, verbal or in writing, given to it by the Administration Manager in-charge of STC from time to time. The contractor shall take all proper actions immediately after getting communications from STC.
- III. Representatives of the contractor shall attend or report to Administration Manager In-Charge immediately, as and when directed. They shall personally attend any meeting or discussions as per instructions from STC.

14. SECURITY DEPOSIT

- IV. The Successful bidder/contractor services agency shall be required to deposit an interest free security deposit equal to 10% of annual contract value for due performance of this contract through RTGS before taking over the job at site. The security deposit shall be refunded after 3 months from the date of expiry of the contract after adjustment of dues, if any, but not limited to statutory payment; money payable under any indemnification In the event of failure of the terms and conditions by the contractor the said security deposit shall be forfeited.

15. Dispute/Settlement

Any dispute arising out of the terms of this document on the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the STC and the authorize representative of the selected bidder/contractor. Any dispute arising out of the contract agreement shall be adjudicated under the jurisdiction of the Hon. court/ Tribunals in Bangalore. All such dispute shall be settled in accordance with the laws of India.

The services under this contract shall be continued during any judicial/quasi/administrative proceedings, unless otherwise agreed in writing by STC and the vendor or unless it is proved that the services cannot be continued during such proceedings.

16. Jurisdiction

The applicants hereto agree that the courts and tribunals at Bangalore shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this tender. All disputes arising out of this tender shall be decided in accordance with the laws of India.

TECHNICAL/COMMERCIAL BID

The bidder is required to submit the soft copies of the following in the technical bid:

A. **REGISTRATION:**

1. E.P.F. Registration No.
2. E.S.I. Registration No.
3. GST.
4. PAN Card Number.
5. ISO Certificate 9001:2008 (if any)
6. Labour License & Electrical License.

B. **FINANCIAL POSITION:**

1. Relevant documents as proof of annual turnover of minimum 20 lakh (approx.) of the last 3 financial years i.e. 2014-15,2015-16 and 2016-17 (Profit & Loss A/c. & Balance sheet) duly certified by Chartered Accountant.
2. Relevant documents as proof of completed contract as per eligibility criteria in Govt. Deptt./Semi Govt. Deptt./PSUs/ MNSc/ Public Limited Companies in any of the aforesaid three Financial years.
3. **Bank Details:** (Bank A/c No, Type of Account, Name of the Bank & Address of Bank's Branch) IFSE Code, RTGS/NEFT details any other if any.

C. **EXPERIENCE:** For the last three years i.e. 2014-15, 2015-16 and 2016-17.

S.N.	Name of Organization	Period		Value of work done per annum	Proof attached Yes/No.
		From	To		

D. Details of EMD: Rs.85,000 /- (Rupees Eighty Five Thousand only) vide UTR No has been separately submitted.

Or

valid registration certificate of MSEs.

E. Details of cost of Tender (if downloaded from website) Rs.1500/-(Rupees fifteen hundred only) vide UTR No. has been separately submitted.

or

valid registration certificate of MSEs

F. Scanned copies of latest PF, ESI, GST & Return as filed with their authorities.

G. Scanned copies of Income Tax return duly acknowledged by the Income Tax Deptt. For the last three financial years i.e. 2014-15, 2015-16 and 2016-17.

H. Scanned copies of Tender documents dully signed and stamped on each page.

(Letter for submission of tender on tenderer's own letter head)

No.

Dated:

Manager (Admn.)
The STC of India Ltd.,
STC Trade Centre,
6th Floor, No.7/A,
Nandini Layout
Bangalore 560096

Sub: Tender for contract for providing Housekeeping & Security services and Maintenance & Operation of electrical equipments at STC Trade Centre, SFHS Nandini Layout, Bangalore – 560 096.

Ref. Tender No. STC/BLR/GAD-FM/01/2017-2018

dated: 31.01.2018

Dear Sir,

1. I/We M/s. _____ is registered under _____ Act with _____ and our Registration No. is _____. I/We the undersigned certify that I/We have carefully gone through and clearly understood the site conditions, terms and conditions of the tender/NIT documents, the work requirements and undertake to comply with them.
2. I/We further undertaken to execute and complete the works as per NIT/tender's terms and conditions and the bids submitted by me/us. I/We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.
3. I/We enclose herewith the acknowledgement of Tender Processing fee of Rs.1500/-(One Thousand and five hundred Only) and the Earnest Money Deposit (EMD) of Rs. 85,000 /- (One Eighty Five Thousand only) already paid.
or
I/We have enclosed MSME certificate and seek waiver for the above amount.
4. I/We also undertake to comply with all the labour laws/acts/enactments/modifications including minimum wage act etc. and to

deposits with Provident Fund Authorities and pay ESI contributions for the workers employed by me/ us and applicable GST, etc. on regular basis. I/We will be responsible for proper health of the labours and injury, if any, caused to the workers while working and for the behavior & conduct of the workers. I/We certify that no criminal/income tax/GST blacklisting case is pending against my/our firm/company.

5. My/our offer includes component of applicable wages not below statutory limit to my/our workmen, cost of required tools, Provident Fund, statutory charges, ESI contribution, duties, royalties, octopi/levies, bonus charges for ID and uniforms, etc. All the statutory payments will be paid by me/us to concerned authorities on due dates we shall produce proof of such statutory remittances to STC and a copy for their record also. I/We understand that the GST component shall be reimbursed to me/us with monthly bills on actual basis only on production of documentary proof of deposits with concerned authorities for the previous month.
6. My/our offer shall be kept valid for a period of 90 days from the date of submission.

Thanking you,

Yours faithfully,

M/s. _____

Signature _____

Date _____

Name _____

Address _____

Seal of Contractor

INFORMATION ABOUT TENDERER

1. Name of Tenderer

2. Address with telephone/Fax Nos.
 - (a) Head Office:
 - (b) Branch Office:

3. Telegraphic Address/E-Mail Address:

4. (a) Is your firm registered under the Indian Partnership Act 1932 if so, give the Name & Add. Of the partners along with the Registration No. and provide copy of certified partnership deed.

(b) Is your concern a proprietary concern? if so, give Name and Address of the Proprietor.

(c) Is your concern incorporated under the Companies Act or any other law in India? Please provide certificate of incorporation/ memorandum and article of association.

5. Have your concern changed its name at any time? Is so, when and the reasons thereof.

6. Date of commencement of Business

7. Details of registration with statutory authorities for:
 - i) PF No.
 - ii) ESI No.
 - iii) GST.
 - iv) PAN Card No.
 - v) ISO Certificate 9001:2008 (if any).
 - vi) Labour License No.
 - vii) Electrical License No.

8. Income Tax Return duly acknowledged by the Income Tax Department for the last three Financial years i.e. 2014-15,2015-16 and 2016-17.

9. Name & Address of Principal Bankers

10. Details of Places where Housekeeping Service are being provided to Govt./ Semi-Govt. Department/Public Sector Undertaking/MNCS /Public Limited Companies, in the past three years?

House-keeping, Security and Maintenance & Operational job carried out during the last 3 years	Organization	Nature of Job	Value (Rs.)	Area covered	Manpower deployed	Contact Person at such Orgn. With Tel No. and his Designation

11. Details of infrastructure: Please furnish complete details of various types of machinery/equipment/qualified manpower etc. available justifying your case.

12. Turnover (Last three years)

2014- 2015	2015-2016	2016- 2017

13. Any other relevant information

Signature of the Tenderer(s)

Name & Designation of authorized person signing the tender on behalf of the tender(s) with Stamp.

Full Name and Address of the tenderer(s)

List of consumable items (Monthly Requirement)

S.No.	Particulars
01	Room Freshener (premium)
02	Acid
03	Phenyl
04	Germ Free
05	Washing Powder (fena)
06	Rubber Hand Gloves
07	Floor Duster (M)
08	Dry Mop Set
09	Bucket 20 ltrs.
10	Plastic Mug
11	Dust bin
12	Dust Pan
13	Garbage Bags (Large & Small size)
14	Liquid Soap (H) 5 Ltr (Green)
15	Naphthalene Balls
16	Toilet Cleaner (harpic)
17	Colin Glass Cleaner
18	Urinal Cubes
19	Liquid Floor Cleaner 10 Ltr (Teepol)
20	Air Freshener 50 Gm
21	Dust Controller Mop refill
22	Dettol Liquid Soap

23	Wiper Big
24	Scotch Brite
25	R 5 Liquid(sandal)
26	Brasso
31	Broad Brush
32	Tissue paper C-Fold
33	Toilet Roll
34	Flushmet
35	Floor squeezer
36	Table Squeezer
37	Toilet Brush
38	Plastic Scrubber
39	Face Mask
40	Soft Broom
41	Coconut Broom
42	Vim Soap
43	Rin Soap
44	Streel Scrubber
45	Sabeena Washing powder

The above list is illustrative only and not exhaustive

SIGNATURE_____

NAME_____

Name of the company/Firm_____

(Letter head of bidder)

Financial Bid

Tender No.STC/BLR/GAD-FM/01/2017-2018

Date:

WORK: PROVIDING HOUSE KEEPING & SECURITY SERVICES AND MAINTENANCE & OPERATION OF ELECTRICAL EQUIPMENTS ON WORKS CONTRACT BASIS IN STC OF INDIA LTD OFFICE PREMISES, BANGALORE.

While quoting the rates, the following may kindly be noted:

1. The rates should be inclusive of components of Provident Fund, ESI contribution, Bonus, statutory charges/ duties.
2. The quoted prices should also be inclusive of price of consumables which is required to be supplied on need basis
3. GST as applicable.
4. It shall include cost of uniform, identity card and equipment.
- 5. Financial bid shall be submitted separately in financial bid folder on CPP. If received along with technical bid the same will be rejected.**

(A) Housekeeping/Security/Maintenance & Operation of Electrical Equipments

1.	House Keeping Services including Driver + Consumables	Rs.
2.	Security Services	Rs.
3.	Maintenance & Operation of Electrical Equipments	Rs.
Total (1+2+3)		

In Words: Rupees _____

(B) Applicable GST : Rs. _____

TOTAL VALUE OF CONTRACT FOR ONE MONTH:

(A)+(B)= (Rs. _____)

(In words) _____

TOTAL VALUE OF CONTRACT FOR ONE YEAR

Rupees _____

In words (Rupees _____)

(Signature of the Bidder/applicant with Stamp)