

TENDER FOR ANNUAL HOUSE KEEPING SERVICE CONTRACT FOR BRANCH OFFICE, CHENNAI.

Dear Sirs,

We would like to have an Annual House Keeping 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.

Please submit your best offer in a sealed envelope super scribed " QUOTATION FOR ANNUAL HOUSE KEEPING CONTRACT" and addressed to

The Branch Manager
The STC of India Ltd
"STC Trade Centre"
A/29.Industrial Estate, Guindy
Chennai- 600 032

Parties having office or service centre at Chennai only will be considered. The offer should reach us latest by 4.00 PM on 15.05.2014. Tenders will be opened on 15.05.2014 at 4.30 PM 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.,

R Ganesh
Dy General Manager(ADMN)

Encl: as above

TERMS AND CONDITIONS FOR APPOINTMENT OF HOUSE-KEEPING SERVICE CONTRACT
IN RESPECT OF BRANCH OFFICE AT CHENNAI FOR THE YEAR 2014-15

STC, Chennai invite sealed quotations super scribing "QUOTATIONS FOR HOUSE-KEEPING SERVICES OF STC CHENNAI" on the following Terms and Conditions:

1. The scope of House keeping service include the following:
 - Regular cleaning, of our office premises at first and second floor and entire outside open area at STC Trade Centre , Chennai-32 including furniture, cabins, toilets, canteen areas;
 - Regular mopping of the floor and other areas on daily basis;
 - Cleaning of the Window glass panels/blinds on weekly basis.
 - Cleaning the outer parts of the fans and air conditioners 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 basis points and sufficient quantity of de-odorizing 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 5 persons and out of them two must be male.
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
5. The House Keeping personnel deputed by the service provider are not entitled to any benefits what so ever 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, Government 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 the consolidated rate.

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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 Unit(Sweeper)

Basic Wages :

DA :

ESI :

PF :

Administrative and

Service charges :

Total per unit :

For 5 Units : plus Applicable Service tax

Total cleaning materials cost

Per month :

Consolidate rate per month: Rs.

10. EMD:

An Interest Free EMD of Rs. 5000/- (Rupees five thousand only) in the form of Demand Draft/Banker's cheque drawn in favour of the State Trading Corporation of India Limited, payable at Chennai should be attached along with the quotation. Quotations without EMD will be summarily rejected. Refund of the EMD in respect of the unsuccessful Tenderers will be returned only after finalization 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 5 sweepers in the form of DD/Bankers cheque favouring the State Trading Corporation of India Limited, payable at Chennai/RTGS payment within 1 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, ESI , PF,PAN and Service tax should be attached along with the quotation.

14. The tenderer should also attach documentary proof of their recent contracts and contracts on hand with other organizations for our reference.

15. The total number of persons under their employment should also be mentioned in the tender.

16. Only those parties, who are having office or service center at Chennai 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 for timely disbursement of salary to the personnel (Sweepers) 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 HK personnel have been disbursed in time. STC shall not be responsible for non-payment of wages, non-observance of statutory provisions or any labor 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 Sl. No.16, 18, 19, The payment will be made by NEFT favoring the successful tender 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 therefor.

25. The contract of the above services can be terminated by either party by giving one month's 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.5,000/- should be deposited in the tender Box kept at the reception of our Chennai office premises on or before 14.05.2014 by 3 P.M. Tender will be opened on the same date by 3.30 PM. Renderers are permitted to be present during the opening of tender.
