

**THE STATE TRADING CORPORATION OF INDIA LIMITED
JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI
110001
(Telephone Nos. 23313177/23462206/23462375)**

STC/GAD/Housekeeping/2015

Dated: 07.01.2015

STC invites sealed tenders from reputed Housekeeping Agencies for providing Housekeeping work at STC's Office in Delhi. The tender document can be obtained on any working day during office hours by making payment of Rs.1000/- in the form of Demand Draft/Banker Cheque or may be downloaded with full details from STC's website <http://www.stc.gov.in> & Govt. website www.tenders.gov.in. The last date for receipt of tenders is **29.01.2014** upto 3.00.PM.

TENDER DOCUMENTS

THE STATE TRADING CORPORATION OF INDIA LIMITED

Tele:23313177
23462206/23462375

Jawahar Vyapar Bhawan
Tolstoy Marg,
New Delhi – 110 001.

NOTICE INVITING TENDER

STC invites sealed tenders, in two parts one Technical Bid and second Financial Bid from eligible housekeeping agencies for providing housekeeping services as per chart placed at Annexure-A at STC's offices at Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi. Detailed terms and conditions regarding eligibility, experience, etc. are enclosed.

1. Estimated cost of the works will be 63.81 lakhs approx. excluding service tax per annum.

2. LOCATION

Housekeeping/sweeping & cleaning services to be provided at STC's Building Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi.

3. ELIGIBILITY

a) The agency/Firm/Company should have its average annual turnover of minimum 30% of the estimated value of the tender i.e. Rs.19,14,000 (Rupees Nineteen Lakh Fourteen Thousand Only) during the last three financial years i.e. 2011-12, 2012-13 and 2013-14 and **in support thereof their balance sheets & profit & Loss accounts be attached duly certified by their Chartered Accountant**

b) Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year should be at least 30% of the estimated cost. **copy of contract/award letters should be attached.**

c) 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 equal to 40% of the estimated cost.

Or

Two similar completed works costing not less than the amount equal to 50% of the estimated cost.

Or

One similar completed works costing not less than the amount equal to 80% of the estimated cost.

In addition to above, the criteria regarding satisfactory performance of work may also be followed.

- d) All the tender documents duly signed & stamped on each page are to be attached with the Technical Bid.
- e) Self-attested copies of latest PF,ESI & Service Tax Return filed with their authority to be attached with Technical Bid.
- f) Self-attested copies of Income Tax Return duly acknowledged by the Income Tax Deptt. For the last three financial years i.e. 2011-12, 2012-13 and 2013-14 to be attached with Technical Bid.

4. REGISTRATION

The agency should have following valid Registration

- EPF Registration;
- ESI Registration
- Service Tax Registration; and
- PAN card No.
- ISO Certificate No.

Self attested photocopies of all registrations/certificate to be attached with Technical Bid.

Bank account details like Bank A/c. No., Type of Account, Name of the Bank & Address of the Bank's Branch are also required to be given with the Technical bid.

5. EARNEST MONEY DEPOSIT

- Tenderers should submit a Demand Draft/Pay Order/Banker's Cheque in favour of "STC of India Limited" for Rs.1,50,000/- (Rupees one lakh fifty thousand only) payable at New Delhi as Earnest Money Deposit (EMD). (No interest will be payable on EMD). EMD shall be put in an envelope containing 'Technical bids.'
- Tenders received without the requisite EMD will be rejected.

- The Earnest Money Deposit will be refunded to unsuccessful Tenderers within a fortnight of the date of award of the tender.

6. OTHERS

The agency should be fully equipped with the latest cleaning equipment but not limited to auto-scrubber, wet/dry vacuum cleaner, jet pressure wash.

7. The tender application documents will be issued at a cost of **Rs.1000/- payable in the form of DD/Bankers Cheque in favour of "The State Trading Corporation of India Ltd, New Delhi"** (non-refundable). The same can be obtained from Shri R.K. Batra Dy. Manager, and Shri Virender Kumar, AM, STC of India Limited, Jawahar Vyapar Bhawan 6th Floor (Annexe), Tolstoy Marg, New Delhi on any working day between **11.00 AM and 4.00 PM upto 29/01/2015**.

8. Tender documents are also available at STC website <http://www.stc.gov.in> The documents downloaded from the website should be accompanied by the cost of the tender documents, i.e., Rs.1000/- in the form of Demand Draft/Pay Order/Banker's Cheque in favour of "STC of India Limited" along with Technical Bid.

9. LAST DATE & OPENING OF TENDER

The eligibility criteria listed at paragraphs 3 and 4 above will constitute the "Technical Bid" (Annexure-B) while the rate will constitute the "Financial Bid" (Annexure-C). The Technical Bid and the Financial Bid should be submitted in two separate sealed covers subscribed "Technical Bid" and "Financial Bid". Both covers should be put in one envelope subscribed "Tender for housekeeping services" and addressed to the Shri N.K. Juneja, Jt. General Manager(Admn.), STC of India Limited and should be dropped in the Tender Box placed near the Ground Floor Reception at "Jawahar Vyapar Bhawan" by **3.00 PM on 29/01/2015**. No other form of delivery of the tenders is acceptable and tenders not dropped in the tender Box shall be summarily rejected. The tender shall be opened at **3.30 PM** on the same date in **Knowledge center, at 4th floor** in the presence of tenderers or their authorized representative who wish to be present. The Technical Bid shall be opened first and evaluated with reference to the eligibility criteria mentioned above. The Tenderer should take care to submit all the information sought by STC. Cost of Tender documents (where documents are downloaded from website) & EMD should be part of Technical bid.

The Financial Bid of those tenderers, whose Technical bid is found as qualified, will be opened in the presence of tenderers, who choose to attend the opening of Financial Bids. Seven day's notice will be given to the tenderers for these purposes

10. If the tenderer is found to give wrong information in his tender, STC reserves the right to reject such tender at any stage or to cancel the contract also forfeit the EMD/SD/ any other moneys due, if any.

11. STC do not bind itself to accept the lowest or any Tender and reserves the right to reject any or all the tenders in full or part, without assigning any reasons whatsoever.

12. The offers shall be kept valid for acceptance for 90 days from the date of submission.

13. ESCALATION

No escalation on any account shall be permitted after the submission of the tenders and during the currency or extended period of the contract except any escalation on account of increase in minimum wages/grant of increase in dearness allowance by Delhi/Central Govt. to the workers deployed for the job provided no service charges shall be payable on increased wages.

14. COMPLIANCE LABOUR LAWS

a. The contractor shall comply with provisions of Delhi Shops and Establishment Act, ESI Act, Workman Compliance Act or the Minimum Wages Act or any other enactment in this regard as may be announced by any Govt. Agency/authority from time to time.

b. The contract will be required to be registered as per the applicable provisions of the Contract Labour (Regulation & Abolition) Act' 1970 within the stipulated period and will comply with all the provisions as applicable under the Act by the contractor.

c. No increase in Service Charges will be permitted during the currency of contract or extended period of the contract.

15. The original of all documents attached with the tender will have to be submitted for verification before the award of the contract.

16. The tender documents duly signed by the tenderers including terms and conditions will be the part of the contract.

(N.K. JUNEJA)
Jt. General Manager

To

M/s _____

Cost of Tender Documents: Rs.1000/- only

THE STATE TRADING CORPORATION OF INDIA LIMITED

TERMS & CONDITIONS OF TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT STC BUILDING JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI-110 001

1. WORKING HOURS:

The services are required for six days in a week, Monday to Saturday, from 8.00 AM to 4.00 PM on each working day for housemen/housewomen and from 9.30 AM to 5.30 PM for helpers. The office timings are 9.30 AM -- 5.30 PM. Two sweepers have to remain on duty up to 7.00 PM.

2. Scope of work:

The contractor shall attend to work as indicated in the (Annexure-A) (To be checked with finance).....

The floor areas or number of floors are as under

<u>Q U O T A T I O N S</u>	<u>Area in Sq. meter</u>
I. <u>JAWAHAR VYPAR BHAVAN:</u>	
1. Basements – I & II	6618.00
2. Ground Floor	846.00
3. 4 th , 5 th & 6 th Main Floors (959.00 x 3)	2877.00
4. 10 th Floor (VIP Area)	959.00
5. 17 th Floor	1085.00
6. 20 th Floor	350.00
7. 23 rd Floor	320.00
8. <u>Annexes</u>	
4 th , 6 th , 7 th & 10 th Floor (448.00 x 4)	1792.00
9. Open Spaces on Ground Floor (Excluding Front of CCIC)	
10. Common Areas like Staircases, Lift, Lobbies (all floors from Ground Floor to 23 rd floor Including Annexes).	

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

3. BEHAVIOUR AND DISCIPLINE OF AGENCY STAFF:

- (a) The housekeeping services agency shall ensure that all personnel deployed in terms of the contract at the Corporation's premises wear uniforms to be supplied by the agency 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 of the housekeeping services agency shall be polite, courteous and well behaved.
- (c) The personnel of the Housekeeping services agency 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 Housekeeping services agency 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 Housekeeping services agency 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 agency shall be held fully responsible for its consequences. The agency shall be liable to take action against erring personnel.
- (f) The personnel of the Housekeeping services agency 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 Housekeeping services agency 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 deployed.
- (h) The personnel of the Housekeeping services agency 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 housekeeping services agency 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 housekeeping services agency's personnel. In the event of deduction from security deposit, the housekeeping agency shall deposit further amount to keep the amount of security deposit at the prescribed level.

- (j) The housekeeping agency 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 him and/ or the personnel employed by him. In case the agency fails to discharge any of his legal obligations, the STC shall deduct such sums as making to the total legal liability, from the agency's monthly bills and/or security deposit and discharge the liability on behalf of the agency. In such an event the agency should deposit further amount so as to keep the amount of security deposit at the prescribed level.
- (k) The Housekeeping services agency 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 agency shall also submit the names, present and permanent residential addresses and two copies of their passport size photographs to STC.
- (l) The housekeeping services agency shall have his staff examined and medically checked prior to their deployment. Any person found medically unfit shall not be deployed.
- (m) In case it is found at any time that the contractor has short deployed the staff, he will be liable for a penalty which may extend up to Rs.5000/- per event. This penalty will be in addition to the recoveries on account of each short deployment of manpower. (To be checked with finance)
- (n) STC has sole right to increase and decrease the manpower during the currency of contract as per our requirement.

4. VALIDITY:

The validity of this contract will be for a period of one year from date of commencement & extendable for another year at the sole discretion of STC on the same rates, terms and conditions, subject to satisfactory performance of the obligations under the contract by the agency. 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 agency, STC will try to make

efforts for appointment of a new agency within the notice period and will bear the advertising cost for floating the new tenders by STC . In case STC is unable to appoint a new agency during the notice period the agency will be required to continue with the job till such time new arrangement is made.

The housekeeping 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 contractor; or
- b) on expiry of one month's notice period as per clause 4.

5 CHARGES AND PAYMENT:

The contractor shall disburse the wages to the workers latest by 7th of every calendar month in the presence of STC representatives. The payment to the workers shall be made by the contractor through cheques/ECS as far as possible. The payment due to the contractor under this contract shall be released by STC on monthly basis after disbursement of salary by the contractor. The monthly bill of the contractor shall be supported by the following documents:

- I. Attendance sheet duly certified by STC officials.
 - II. Wages sheet for the respective month of all the workers/staff deployed showing their names, PF No., and ESI No. and net payment made showing their account details and its cheque numbers.
 - III. 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.
6. 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 every month.
 7. Service Tax payable under this contract shall be reimbursed to the agency on furnishing a copy of the challan(s) evidencing deposit with the concerned authorities in respect of personnel deployed under the contract.

8. 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/- besides proportionate deduction which shall be recovered from his 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 will be free to levy damage which may extend up to Rs.5,000/- per event. This will be in addition to recoveries on account of short deployment of manpower mentioned in Clause 3 (m).

9. SPECIAL CONDITIONS OF THE CONTRACT

- a. Cleanliness will be the essence of the contract.
- b. The housekeeping services agency shall ensure getting proper licence/permission from the concerned authorities wherever applicable.
- c. The agency shall in no case lease/transfer/sublet/leave work in between the contract period, appoint caretaker for the services. If the agency does so, the contract shall stand terminated without notice and the security deposit shall stand forfeited.
- d. No person other than the housekeeping services agency's personnel shall be allowed to enter the premises and the agency will not entertain outsiders or extend any services inside STC premises. No visitor's request or unnecessary telephone calls shall be permitted.
- e. The Housekeeping services agency shall indemnify the STC against all losses/damages/penalties/awards/decrees arising out of litigation/claims initiated against STC on account of acts of omission/commission attributable to successful Housekeeping agency and/or liability arising out of or during the course of its deploying persons or out of his relations with his own employees.
- f. The agency 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 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 licence 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.

- g. The agency shall be directly responsible for all illegal and unlawful acts committed by its employees deployed for the purpose.
- h. The agency shall be directly responsible for any/all disputes arising between the agency and its employees and keep the STC indemnified against all losses, damages and claims arising thereof.
- i. All personnel employed by the agency will be subject to security check by the STC's Security staff while entering and/or leaving the premises.
- j. The agency will 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.
- k. The housekeeping agency 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 and cost and will keep STC indemnified , at all times.
- l. The agency will appoint Supervisor with whom STC will interact and agency will provide his Name and Mobile No.. The agency 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.
- m. During the contract period if any dispute arises with relation to contract or otherwise, the decision of Chief General Manager (GAD), STC, New Delhi will be final and binding on both the parties at all times.
- n. STC will in no way be liable to pay to the house keeping services agency any claims whatsoever other than the monthly bills for the services rendered.
- o. 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 cancel the contract, if awarded and forfeit the Earnest Money Deposited/Security Deposit/ any other moneys due.
- p. STC do not bind itself to accept the lowest or any Tender and reserves the right to reject any or all the tenders in full or part, without assigning any reasons whatsoever.

INSPECTION AND REPORTING

- I. The Housekeeping Services Agency shall allow inspection and checking of their Identity cards by the Administration in-charge of STC and security guards
- II. The Housekeeping Services Agency shall comply with all instructions, verbal or in writing, given to it by the Administration Manager in-charge of STC from time to time as per the terms and conditions of the contract.
- III. The Housekeeping services agency will take all proper actions immediately after getting communications from STC.
- IV. Representatives of the Housekeeping services agency will attend or report to Administration Manager In-Charge immediately, as and when directed. They will personally attend any meeting or discussions as per instructions from STC.

11. SECURITY DEPOSIT

The Housekeeping services agency shall be required to make an interest free security deposit equal to 10% of annual contract value in the form of Bank Draft/Pay Order/Banker's Cheque in favour of 'STC of India Limited' payable at New Delhi 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.

PLACE/SURFACE		JOB	EQUIPMENT	FREQUENCY/TIME PROPOSED
Ground Floor	04	Glass Cleaning (low)	Hand tools	Routine
	02	Cleaning the finger marks from entrance glass	Dry duster	Every 60-90 minutes
Hard floor in co-corridors And public areas	01	Vacuum Sweeping and wet and dry mopping	Wet & dry Vacuum cleaner	Routine morning before 9.30 AM
	02	Dusty control operation	Manual dust control	Every 90 minutes
	03	Scrubbing of floors		Once a week
	04	Diamond crystallization and Spray crystallizations to renew the surface	Crystallization chemicals	Not part of contract should be available on demand on when and where basis at extra payment
CARPETS	01	Dry Vacuuming	Dry vacuum with micro filter to give 99.99% cleaning efficiency	Once a day.
	02	Spot Cleaning	Manual	As and when required
	03	Injection extraction of carpets	Injection extractions machine along with Carpet Shampooing machine	Not part of contract could be done on demand at extra cost.
Upholstery	01	Dusting of Chairs/Sofas	Feather dusters	Routine morning
	02	Deep Vacuuming	Vacuum with upholstery tool.	Once a week.
	03	Spot cleaning	Manual	As and when required.
	04	Injection extraction cleaning of Upholstery	With upholstery tool	Not part of contract right now but should be done as and when required.
Wooden paneling on walls and pillars	01	Dry dusting up to 6 ft.	Feather duster	Every day.
	02	Dry dusting up to roof	Walls duster with telescopic rod from	Once a week
Toilets	01	Routine cleaning and re-dressing for supplies	Manual	Every day before 9.00 AM
	02	Deep cleaning including tiles etc.		Once a week
	03	Replenishing deodorants		Every 1 st , 11 th and 21 st day of the month
	04	Check-clean in toilets		Every 60-90 minutes depending upon number of users
Table tops/Cabinets and other furniture items with mica top	01	Dry dusting	Feather brush	Routine before 9.30 am
	02	Spot cleaning	Duster	Routine morning
	03	Scrub washing	With hand tools	Every week.

Ceiling	01	Tube lights and frames	Manual with the help of Electrician	Once a fortnight
	02	Exhaust fan	Manual with the help of Electrician	Once a week
	03	Fans	Manual with the help of Electrician	Once a fortnight
	04	Cleaning of false ceiling	Telescopic rod	Once in 3 months
	05	A/C Grills	Manual	Once a week.
Brass/Metal surface	01	Metal Polishing	Manual	Once a week
Fire Extinguishers and wall hangings	01	Dry dusting	Feather brush	Once a day
	02	Removing the walls hangings etc and cleaning behind	Vacuum cleaner	Once a week
Dustbins	01	Complete cleaning from inside and outside	Use appropriate equipment	daily
	02	Cleaning garbage bags		As and when required
Telephone & computers	01	Dusting	Feather brush	Routine
	02	Vacuuuming of Key Board		Once a fortnight
Blinds	01	Vacuuuming		Once a week
Switch buttons	01	Wet wiping	Manual	Once a week
Cobwebs	01	Check for cobwebs	Telescopic rod with wall duster	Every day
	02	Cleaning small webs from corners	With crevice tool	Once a week
Window	01	Cleaning of glass, ledger and frames	Hand tools	Once a week.
Skirting	01	Scrub-Clean	Swival pad holder with black pad	Once a week
Staircases	01	Brooming & mopping		Routine
	02	Through Scrubbing of riser steps and railings		Once a week
Canteen	01	Through Scrubbing of floors and furniture after relieving	Manual Brush and Wet & Dry Vacuum	Once a week
	02	Buffing of floor		Routine
Forcourt	01	Brooming	Manual	Once a week
	02	Cleaning of railing	Manual	Once a week
	03	Pressure washing		Once a week and as and when required
Housekeeping items	01	Washing of brushes and dusters	Manual	Twice a week
	02	Washing of buckets etc.	Manual	Once a week

TECHNICAL BID

The following details documents in respect of required Registrations with the Authorities and experience with details are enclosed:-

A. REGISTRATIONS:

- | | | |
|----|------------------------------|--------------------------------------|
| 1. | E.P.F. Registration No. | (Self-attested photocopies attached) |
| 2. | E.S.I. Registration No. | -do- |
| 3. | Service Tax Registration No. | -do- |
| 4. | PAN Card Number. | -do- |
| 5. | ISO Certificate No. | -do- |

B. FINANCIAL POSITION:

1. Proof of annual turnover of Rs.1 crore during each of the last three financial years i.e. 2011-12, 2012-13 and 2013-14 and the relevant documents, i.e. (Profit & Loss A/c. & Balance sheet) duly certified by Chartered Accounts are attached.
2. Proof of completed contract of Rs.35 lakhs in Housekeeping Services in Govt. Deptt./Semi Govt. Deptt./PSUs/ MNSc/Public Limited Companies in any of the aforesaid three Financial years is attached
3. **Bank Details:** (Bank A/c No, Type of Account, Name of the Bank & Address of Bank's Branch) any other if any.
Bank A/c. No., Type of A/c., Name of Bank and Address of Bank's Branch and other information.

C. EXPERIENCE: For the last three years i.e. 2011-12, 2012-13 and 2013-14

<u>S.No.</u>	Name of Company/Organization	<u>Period</u>		Value of work done per annum	<u>Proof attached</u>	
		<u>From</u>	<u>To</u>		Yes.	No.

- D. Details of EMD: Rs.1,50,000/- (Rupees one lakh fifty thousand only) vide DD/Pay Order/Banker's Cheque (Tenderer)
No. _____ dated _____ drawn on _____ is enclosed. Seal

- E. Details of cost of Tender (if downloaded from website) Rs.1000/-(Rupees thousand only) vide DD/pay order/Bankers cheque No._____dated_____drawn on_____is enclosed.
- F. Please attach self-attested copies of latest PF, ESI, Service Tax & Return as filed with their authorities.
- G. Income Tax return duly acknowledged by the Income Tax Deptt. For the last three financial years i.e. 2010-2011, 2011-2012, 2012-2013 and 2013-2014.
- H. Tender documents dully signed and stamped on each page to be attached.

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

No.

Dated:

Joint General Manager (Admn.)
STC of India Ltd.,
Jawahar Vyapar Bhawan,
1 Tolstoy Marg,
NEW DELHI – 110001

Sub: Tender for annual contract for providing Housekeeping Services in
STC office premises, New Delhi.

Ref. Tender No. STC/GAD/Housekeeping/2015 dated 07/01/2015

Dear Sir,

1. That 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 documents, the work requirements and undertake to comply with them.
2. I/We further undertaken to execute and complete the works as per 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 Tender fee of Rs.500/-(one Five hundred only) and the Earnest Money Deposit (EMD) of Rs.1,50,000/- (one lakh fifty thousand only) by demand draft/pay order Nos. _____ dated _____ drawn on _____ favouring "The State Trading Corporation of India Ltd." and payable at 'New Delhi'.
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 service tax, 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/service tax 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, octroi/levies, bonus charges for ID and uniforms, etc. All the statutory payments will be paid by me/us to concerned authorities on due dates where-after we shall produce proof of such statutory remittances to STC and a copy for their record also. I/We understand that the service tax 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,

For 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.
 - (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?

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) Service Tax No.

Please furnish self-attested copies of Registration and latest return as filed with their authorities failing which Tender is liable for rejection.

8. Income Tax Return duly acknowledged by the Income Tax Department for the last three Financial years i.e. 2011-12, 2012-13 and 2013-14

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 job carried out during the last 3 years	Organisation	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)

2011- 2012	2012-2013	2013- 2014

Please enclose copy of latest balance sheet and Profit and Loss /Account.

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	Qty	Unit
01	Room Freshner (premium)	12	Pcs
02	White Deodorent 5 Ltr	12	Cane
03	Phynal Black (Gainda) 5 Ltr	12	Cane
04	Cleaning Powder (Vim)	30	Pkt
05	Washing Powder (fena)	30	Pkt
06	Ring Mop Refil	40	Pcs
07	Floor Duster (M)	5	Doz
08	Hand Duster	5	Doz
09	Garbage Bag Large size	15	Kg
10	Garbage Bag small size	15	Kg
11	Hit Spray (S) cockroach	15	Pcs
12	Joona	5	Doz
13	Phool Jharu	25	Pcs
14	Liquid Soap (H) 5 Ltr (Green)	20	Cane
15	Napthin Ball	5	Kg
16	Toilet Cleaner (harpic)	5	Cane
17	Colin Glass Cleaner	3	Cane
18	Urinal Qubes	50	Pkt
19	Liquid Floor Cleaner 10 Ltr (Teepol)	5	Cane
20	Air Freshner 50 Gm	60	Pcs
21	Dust Controler Mop refill	4	Pcs
22	Dettol Liquid Soap	10	Pcs
23	Wiper Big	4	Pcs
24	Scotch Brite	60	Pcs
25	Dhoti	10	Pcs
26	Brasso	2	Pcs
31	Tissue Paper Wintex	8	Pkt
32	Tissue paper C-Fold	4	Pcs
33	Toilet Roll	10	Pcs
34	Flushmet	6	Set

The above list is illustrative only and not exhaustive

SIGNATURE_____

NAME_____

Name of the company/Firm_____

Date:

Seal of contractor

Dated:

WORK: NIT FOR ANNUAL CONTRACT FOR PROVIDING HOUSE KEEPING SERVICE IN STC OF INDIA LTD OFFICE PREMISES, NEW DELHI

Financial Bid

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 all other taxes, duties, work contract tax,
3. Service Tax as applicable from time to time shall be paid extra.
4. It shall include cost of uniform, identity card and equipment.

(A) Housekeeping men/Drivers/Chefs

S. No	Description	Qty	Wage (Rs.)	PF charges 13.61% (Up to Rs.6500)	ESI 4.75%	BONUS As per act	Other like uniforms I.Cards/ etc. If, any.	Total Amt. (Rs)P.M.
1.	Supervisors' (Semi-Skilled)	1						
2.	Housekeeping workers Un-skilled	56						
3.	Cook/Chef Skilled	2						
4.	Drivers Skilled	3						
	TOTAL	62						

(in Words)Rupees _____

_____ Only

(B) Cost of consumable and cleaning material mentioned in Annexure G

(Monthly Requirements) Rs. _____ per month

(In words) Rupees _____

(c) Contractor's Service Charges _____ per month

3. TOTAL VALUE OF CONTRACT FOR ONE MONTH

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

(In words) _____

4. TOTAL VALUE OF CONTRACT FOR ONE YEAR

Rupees _____

In words (Rupees _____)

(Signature of the Contractor with Stamp)

Dated: _____

Place: _____