

THE STATE TRADING CORPORATION OF INDIA LIMITED,
A-BLOCK, CHETAK COMPLEX, 3RD FLOOR, M.P. NAGAR ZONE-II, BHOPAL

TENDER NOTICE

No : STC/BHOPAL/TENDER/2015/01

DATED -13-08-2015

Sub :- Tender for House Keeping worker-cum-Peon at The State Trading Corporation of India Limited, A-Block, Chetak Complex, 3rd floor, M.P.Nagar, Zone-II, Bhopal (Madhya Pradesh).

Sealed tender in two Bid system (Techno commercial/financial Bid) are invited from the reputed contractors for House Keeping worker-cum- Peon work based on the terms & condition attached along with crossed bank draft for Rs. 5000/- in favour of "The State Trading Corporation of India Limited, payable at Bhopal towards EMD. The Techno commercial Bid and financial Bid should be enclosed in two separately sealed envelope and both of these envelope shall put in one envelope. Complete Tender in all respects superscripting "Tender for House Keeping worker- Peon" should be furnished & put in the tender Box kept at Branch Office Bhopal. The tender shall be opened at 4:00 pm on the same date in the presence of tenderers who may wish to present. The EMD deposit of unsuccessful tenderers shall be refunded after finalization of tender and no interest will be paid on it.

The rates (inclusive all changes) quoted by tenders should be firm and valid for a period of 90 days from the date of opening of tender. Conditional/Incomplete bid will not be accepted. In the event of the tender being submitted by a partnership firm. It must be signed by each partner thereof & further it must also disclose that the firm is duly registered under the Indian partnership Act.1932.

The tender documents can be downloaded from STC's website WWW.stc.gov.in. Tender Documents can also be obtained from STC Branch Office Bhopal on any working day from 17-08-2015 to 27-08-2015 from 10.00 am to 05.00 pm till 5.00PM on 27-08-2015

(SANDEEPKUREEL)
BRANCH MANAGER

**THE STATE TRADING CORPORATION OF INDIA LIMITED,
A-BLOCK, CHETAK COMPLEX, 3RD FLOOR, M.P. NAGAR ZONE-II, BHOPAL**

TERMS & CONDITIONS

01. LOCATION

House Keeping worker-Peon are to be provided at the following office :-

OFFICE PREMISES :- A-Block, Chetak Complex, IIIrd Floor, M.P. Nagar, Zone-II, Bhopal (M.P.)

02. REGISTRATIONS/STATUTORY OBLIGATIONS (MENDATORY) (COPIES):-

- EPF Registration certificate.
- ESI Registration from Labour Department
- Service Tax Registration
- PAN No. & TAN No.
- Any other certificate
- Details of Bank Account, Balance sheet, duly attested by CA
- Affidavit of non - black listing.

03. LAST DATE/OPENING OF TENDER

Tender documents i.e. both the technical bids and financial bids should be submitted on company letterhead in two separate sealed covers. The duly completed technical/ Financial Bid sealed each in separate envelope along with EMD and other enclosures should be superscribed "**TECHNICAL/FINANCIAL BID respectively**". Both the envelopes should then be put into a third envelope, and be deposited in the Tender Box kept, at the A-Block, Chetak Complex, 3rd floor, M.P Nagar zone-II, Bhopal latest by **12.00 PM on 28-08-2015**. The quotation shall be opened at 4:00pm at Branch Manager Office on the same date in the presence of the Proprietor/Director of company or authorized representative.

The selection will be made in a two step process. Firstly, only technical bids will be opened and evaluated by a committee. Financial bids of only those bidders will be opened who qualify in the technical evaluation and who have furnished the required EMD. Time and venue of opening of financial bids shall be informed separately to the technically qualified bidders.

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04. WAGES

The STC will pay as per minimum wages act of Labour Department of M.P Govt. to the personnel deployed for the jobs and in addition to this, the contractor is entitled for service charges.

05. ESCALATION

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 increases in minimum wages/grants of increase in DA by the State Government to the workers deployed for the job. No SERVICE CHARGE shall be payable on increased wages.

06. DOCUMENTS VERIFICATION

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

07. DEPLOYMENT

The present requirement of 1(One) House Keeping worker –Cum-Peon to be deployed at The State Trading Corporation of India Limited, Bhopal.

08. VALIDITY

The validity of this contract will be for a period of one year from date of commencement & extendable for next three years at the sole discretion of STC on the same 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 of the contract from either side. In case of notice of termination given by the contractor, STC will try to make efforts to appoint a new contractor within the notice period. 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.

09 STC reserves the right to accept or reject any or all tenders without assigning any reason thereof. STC's decision in this regard shall be final.

10. GENERAL TERMS

- i) The successful tenderer shall issue proper appointment letter to the personnel employed by him of furnished to STC. House Keeping-Cum Peon should be of strong healthy physique and below 50 years of age.
- ii) The successful tender shall provide uniform, shoes and ensure wearing of uniform and Identity cards to all personnel at his own cost and expense and also provide welfare, health and other facilities as required under the Contract labour. Regulation & Abolition Act, 1970 and rules framed thereunder. The successful tenderer shall provide the list of personnel along with their permanent and present address, photographs and discharges certificates. Character verification of all personnel should also be done by him from police at his own cost and the certificates issued by police to the effect submitted to STC before deployment.
- iii) The successful tenderer shall abide by & responsible for compliance of all laws, rule regulation and statutory requirements, such as Minimum Wages Act, PF & ESI Acts, Shop's and Establishments Act, Contract Labour (Regulation & Abolition) Act, 1970, Workmen's Compensation Act and other labour laws in force from time to time The EPF registration number of all guard and supervisors deployed shall be submitted to STC before deployment.
- iv) The successful tendered shall make regular and full payment of wages to the personnels deployed at rates not less than the minimum wages Act in the presence of representative of the STC, who will certify the wage sheet as proof of having made the payment, on or before the 7th of each month irrespective of whether he has received payment from STC against his bills by that date or not.
- v) In case of any dispute about the interpretation of any clause, terms & conditions, the decision of STC shall be final and binding on all parties & service provider shell ensure compliance of each decision in letter & sprit.
- vi) The personnel should be reasonably educated, polite, courteous and well behaved and must have good moral character. They should be deployed by the agency only after they are found medically fit for performance of their duties.
- vii) In case of any breach, loss, damages caused to the property of the STC/employees and business visitors due to negligence on the part of House keeping worker-Cum Peon the successful tenderes shall be fully responsible and liable for making good such loss/damages as may be decided by the STC . STC's decision in this regard including amount of such loss/damages for recovery shall be final conclusive and binding on the contractor.
- viii) The Corporation shall reserve the right to recover from the successful tenderers or deduct such amount from his monthly bills and security deposit in case the Corporation is put to any financial loss of any nature, whatsoever directly or indirectly by the action of any of the tender's employees. In the event of deduction from security deposit the tenderers shall immediately deposit further amount of security deposit at the prescribed level.
- ix) Security Deposit : The successful tenderer will be required to make an interest free security deposit equivalent to 10% of the annual contract value in the form in the form of Demand Draft/Banker's Cheque/Pay Order drawn in favour of "State Trading Corporation of India Limited" and payable at Bhopal. This deposit must be made within 7 days of award of the tender.
- x) The successful tenderer's representative shall maintain daily record of attendance of tendering employees and submit the report of the same to the authorized Manager of STC on daily basis. All personals must sign in the attendance record personally which should be submitted along with their monthly bills failing which the bills shall not be processed for payment. The bills for payment must be submitted within two days of next month after rendering the services as per contract. In any case no advance payment be made. The authorized Manager of STC shall countersign the attendance register of each day in proof of his having checked the attendance on that date.

- xi) The successful tenderer shall comply with all instructions given by the authorized Manager of the STC from time to time. The STC shall conduct surprise checks of the personnel deployed at any time, and the successful tenderer shall facilitate this check.
- xii) The successful tenderer shall attend all complaints of the authorized Managers of the STC and take appropriate action at the earliest. He will also be required to take disciplinary action against any personnel for any type of misconduct or lapses.
- xiii) The successful tenderers shall ensure full discipline.
- xiv) Service Tax payable under this tender shall be reimbursed to the tenderer on furnishing a copy of the challan (s) evidencing deposit with the concerned statutory authorities.
- xv) The contractor shall submit copies of challans of payments made to authorities for payment of PF and ESI contributions every month for our record.
- xvi) On award of the contract, STC shall issue Form V as per Contract Labour (Regulation & 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 terminated by STC.
- xvii) The contract shall stand terminated :
 - (a) With immediate effect in case of any negligence or violation of tender terms on the part of the tenderer and
 - (b) after expiry of one month's notice period by STC for reason other than (a) Above.
- Xvii) The STC indemnified from any claim arising out of illness or any mis-happening, injury/death of any worker. The Tenderer would be solely responsible for any sort of compensation.
- Xvii) In case of any dispute shall be in Jurisdiction of Honouble Court at Bhopal.

SCOPE OF WORK

HOUSE KEEPINGWORKER –TO SWEEP & CLEAN OFFICE AREA & WORK AS PEON IN THE OFFICE AND ALSO TO PERFORM OUT SIDE DUTIES LIKE PHOTOCOPY, BANKING ETC.

(TO BE REPLICATED ON LETTERHEAD)

The Branch Manager,
STC of India Limited,
A-Block, Chetak Complex,
M.P. Nagar, Zone-II, Bhopal

Sub: House Keeping worker-Cum-Peon at STC's Offices/Building at Bhopal.

Dear sir,

I/We hereby tender for the execution of the captioned work on the rates specified by us on monthly basis in accordance with the terms & conditions.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of my/our tender, I/We have clearly studied the general instructions and detailed terms & the tender & undertake to comply with them.

I/We have seen the location where that said work is to be done and made such investigations as regard to the operation of the above mentioned work.

If, I/We fail to commence the work by the specified date as in case of any lapse on our part as per Memorandum, I/We agree that my/our EMD shall stand forfeited & contract may be cancelled.

I/We agree to keep the offer open for 90 days (3months) from the date of closing of tender.

Should this tender be accepted, I/We agree to abide by the fulfill and the terms and conditions set forth in this tender documents (s) & the decision of STC shall be final & binding upon me.

Thanking you,

Yours faithfully,

(Tenderer)
(SEAL)
Tele: Office

Res:

Mobile :

Fax

TECHNICAL BID

The following documents in respect of required Registration with the Authorities and experience with details are enclosed.

A REGISTRATIONS /STATUTORY OBLIGATION (MENDATORY)

1. E.S.I. Registration No.
2. Service Tax Registration No.
3. PAN No. & TAN No.
4. E.P.F. Registration No.
5. Registration from labour Department & any other law/statue.
6. Income tax return for the last 03 years
(Bring original at the time of opening of bid.)

B. FINANCIAL POSITION

1. Proof of financial health of the party & average turnover for last 03 years duly Certified by chartered Accountant are attached.
2. Any other.

C. RELEVANT EXPERIENCE OF PROVIDING MENPOWER IN GOVT/PVT. OFFICES.

S.No. Name of Company/Organization

Period			Value of Work	Proof Attached
	From	To	done per annum	

D. BANKER'S DETAILS

Bank A/c No &Type of A/c ,

IFSC CODE

Name of the Bank & Address
of Bank's Branch.

**Tenderer
(SEAL)**

- Affidavit of non-black listing/defaulters
- EMD: Rs. _____ in the form of DD in favour of The State Trading Corporation of India Ltd.

Bhopal.

Annexure-II

FINANCIAL BID

01. House Keeping Worker- cum-Peon

Basic Pay/DA	E.S.I	E.P.F+EDI +Admn. charges	H.R.A	BONUS	Uniform Washing	Weekly Off	Service Charges	Total	Annual Amount

SERVICE TAX AS PER RULES

Tenderer
(seal)
(Authorised Person)

- No overwriting/cutting.
- Ensure minimum wages,EPF/ESI & all other statutory obligations under central Act. & Labour laws as applicable from time to time service provider shall be solely responsible for any fund of complete loss of life during deployment at the office