

THE STATE TRADING CORPORATION OF INDIA LTD. (STC)
No.301 to 314,3rd Floor, Trade World, "C" Wing,
Kamala Mill, Senapati Bapat Marg,
Lower Parel (West), Mumbai 400 013
(Telephone No: 022 24926245)

NOTICE INVITING TENDERS

Tender No. STC/MUM/GAD/HK/2016-17/02

Dated :18.07.2016

E-Tender Notice

1. Notice Inviting Tender (NIT) for Housekeeping Services in STC at Mumbai

STC invites online bids (E-Tender) under two bid system (Technical/Commercial & Financial) from reputed & experienced private limited or public limited companies for housekeeping services for a period of one year. The period may be extended further on sole discretion of STC. 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 03.00 PM on 26.07.2016. The bids will be opened on 26.07.2016 at 03:30 p.m.

Financial bids of 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.gov.in, www.tenders.gov.in and www.eprocure.gov.in/eprocure. 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

Tender document is also available at STC website <http://www.stc.gov.inwww.eprocure.gov.in/eprocure>. The document 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" Mumbai along with Technical Bid.

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- All Bidders are requested to furnish an EMD of Rs. 50,000/- (Rupees Fifty Thousand only) by way of Banker's Cheque / Demand Draft drawn in favour of 'The State Trading Corporation of India Ltd.' payable at 'Mumbai'.
- MSEs having valid registration certificate will be provided the tender documents free of cost and are also exempted from payment of EMD. In case the Bidder is a Micro or Small Enterprises (MSE) it shall be exempted from paying the tender document fee and also exempted from payment of EMD.
- The envelope containing the EMD along with Covering Letter mentioning the details of Bidder Company on the company's Letterhead, should be sealed and superscribed as "Housekeeping" and the same should be dropped in the 'EMD Box' kept at the following address so as to reach on or before the deadline prescribed for receipt of bids.

The State Trading Corporation of India Ltd.,
No.301 to 314,3rd Floor, Trade World, "C" Wing,
Kamala Mill, SenapatiBapat Marg,
Lower Parel (West), Mumbai 400 013

- 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. 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.

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- Earnest Money Deposit (EMD) is required to be submitted in the form of a Banker's Cheque/ Demand Draft from a nationalized bank, which must reach STC before closure of the e-tender in the manner prescribed herein.
- The details of EMD (Banker's Cheque/ Demand Draft) uploaded during bid submission, and those submitted physically in EMD Box at STC, Mumbai Reception, should tally. Otherwise, the bid is liable to be rejected.
- A bidder may modify, substitute or withdraw its e-bid after submission before the last date and time 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 only 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 / resubmit digitally signed modified bid.
- Bidders are advised in their own interest to submit the bids well before the bid submission 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 contract Portal Helpdesk on Tel. Nos. 1800-3070-2232, 91-7878007972 and 91- 7878007973

4.LOCATION

STC's Offices at

- (i) No.301 to 314,3rd Floor, Trade World,
"C" Wing, Kamala Mill,
SenapatiBapat Marg,
Lower Parel (West),
Mumbai 400 013
- (ii) MuzawarPakhadi Road,
ChamarGodi, Mallet Bunder,
Mumbai 400 009.

5.ELIGIBILITY

- a) The agency/Firm/Company should have its own annual turnover of minimum 15 lakhs (approx.) of the estimated value of the tender during the last three financial year i.e., 2013-14, 2014-15 and 2015-16 and in support thereof their

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balance sheets & profit & Loss accounts be attached (scanned Copies) duly certified by their Chartered Accountant.

6.REGISTRATION

The agency should have following valid Registration

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

7.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 for any escalation on account of increase in minimum wages/grant of increase in dearness allowance by State/Central Govt. to the workers deployed for the job. However no change in service charges shall be entertained.

8.COMPLIANCE LABOUR LAWS

- a. The contractor shall comply with provisions of Bombay 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. No increase in Service Charges will be permitted during the currency of contract or extended period of the contract.

9. SCOPE OF WORK

Entire housekeeping/sweeping & cleaning services to be provided at

Sr.No.		Area in sq.ft.
1	The State trading Corporation of India Ltd., No.301 to 314,3rd Floor, Trade World, "C" Wing, Kamala Mill, SenapatiBapat Marg, Lower Parel (West), Mumbai 400 013	6071 Sq.ft. (carpet)
2	MuzawarPakhadi Road, ChamarGodi, Mallet Bunder, Mumbai 400 009	On lumpsum basis

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10. OTHER TERMS AND CONDITIONS

- In case of the bidder being a Micro or Small Enterprise (MSE) relevant registration certificate to that effect should be mandatorily submitted. It should also be clearly indicated whether the MSE is owned by SC or ST entrepreneur, wherever applicable. MSEs producing valid certificate or registration shall be provided with the tender documents free of cost and shall also be exempted from payment of EMD. If the price quoted by an MSE is within L-1+15% it will be allowed to supply a portion (upto 20% of total tendered quantity) of requirement provided the enterprise is able to match the L-1 price and the L-1 price is from a bidder other than an MSE. In case of two or more MSEs price within L-1+ 15% order may be divided as deemed fit by STC.
- Submission of offer shall mean unconditional acceptance of all the terms and conditions contained in this bid document.
- The bidders must be registered with the Service Tax Department, 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 Housekeeping 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 agency should be fully equipped with the latest cleaning equipment but not limited to auto-scrubber, wet/dry vacuum cleaner, jet pressure wash etc.
- 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/SD/ 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 for housekeeping work.

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- 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 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 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.

1. The prospective bidders may contact :

Mr. Ravi Jadhav, Deputy General Manager
The State trading Corporation of India Ltd.,
No.301 to 314,3rd Floor, Trade World, "C" Wing,
Kamala Mill, SenapatiBapat Marg,
Lower Parel (West), Mumbai 400 013
Tel. No. 022-24919285

Email :ravijadhav@stc.gov.in

Mr. J.J. Surve, Manager
The State trading Corporation of India Ltd.
No.301 to 314,3rd Floor, Trade World, "C" Wing,
Kamala Mill, SenapatiBapat Marg,
Lower Parel (West), Mumbai 400 013
Tel. No. 022-24919285

Email :jjsurve@stc.gov.in

THE STATE TRADING CORPORATION OF INDIA LTD. (STC)
No.301 to 314,3rd Floor, Trade World, "C" Wing,
Kamala Mill, SenapatiBapat Marg,
Lower Parel (West), Mumbai 400 013
(Telephone No: 022 24926245)

Tender No. STC/MUM/GAD/HK/2016-17/02

Dated :18.07.2016

TERMS & CONDITIONS OF TENDER FOR PROVIDING HOUSEKEEPING SERVICES
AT STC, 3RD FLOOR, TRADE WORLD, 'C' WING, KAMALA MILL , LOWER PAREL,
MUMBAI - 400013 AND MUZAWAR PAKHADI ROAD, CHAMAR GODI, MALLET
BUNDER, MUMBAI - 400009

1. SCOPE OF WORK

Entire housekeeping/sweeping & cleaning services to be provided at

Sr.No.		Area in sq.ft.
1	The State trading Corporation of India Ltd., No.301 to 314,3rd Floor, Trade World, "C" Wing, Kamala Mill, SenapatiBapat Marg, Lower Parel (West), Mumbai 400 013	6071 Sq.ft. (carpet)
2	Muzawar Pakhadi Road, Chamar Godi, Mallet Bunder, Mumbai - 400 009	On Lump sum basis

2. WORKING HOURS :

The services are required for six days in a week, from Monday to Saturday. The office timings are 9.30 AM -- 5.30 PM.

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.

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- (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.
- (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.

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(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.

(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 signing, commencement / execution 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 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 agency 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

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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/cheques/. 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.
- 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.
- IV. 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.
- V. 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.

6. 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. 2,000/- 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 shall be free to levy damage which may extend up to Rs. 2,000/- per event. This will be in addition to recoveries on account of short deployment of manpower mentioned in Clause 3 (m).

7. 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.

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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 claims/charges/duties 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 employing 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 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 agency shall be fully responsible to observe the labour safety provisions as per labour law, Labour records, MW Act compliance.

g. The agency shall be directly responsible for all illegal; and unlawful acts committed by its employees deployed for the purposes.

h. The agency shall be directly responsible for any/ all disputes arising between the agency and its employees and keep STC indemnified against all losses, damages and claims arising thereof.

i. All personnel employed by the agency will be subject to security check by STC's Security staff while entering and/or leaving the premises.

j. The agency 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.

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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, cost and consequences and will keep STC harmless/indemnified at all time.

l. The agency shall appoint Supervisor with whom STC will interact and 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 Competent Authority at STC, Mumbai shall 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 money due it.

p. STC does not bind itself to accept the lowest or any Tender and reserves the right to reject/accept any or all the tenders in full or part, without assigning any reasons thereof.

8.INSPECTION AND REPORTING

I. The Housekeeping Services Agency shall allow inspection and checking of their Identity cards & items applied etc. by the Administration in-charge of STC.

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.

VI. Representatives of the Housekeeping services agency 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.

9. SECURITY DEPOSIT

The Housekeeping 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 in the form of Bank Draft/Pay Order/Banker's Cheque in favour of 'STC of India Limited' payable at Mumbsi 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,

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if any. In the event of failure of the terms and conditions by the contractor the said security deposit shall be forfeited.

10.ARBITRATIONS

Any difference or disputes whatsoever arising between the parties out of or in relations to the constructions, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by the arbitration, in accordance with the Rules of Arbitration of the Indian Council of Arbitration, New Delhi and the award made in pursuance thereof shall be binding on the parties. The place venue of arbitration proceedings shall be Mumbai, India and the Language of the Arbitration proceedings and that all documents and communication between STC and vendor shall be English. Arbitrator(s) shall give reasons for the award and the award shall be binding on STC and the vendor and enforceable at the court of jurisdiction at Mumbai, India, in accordance with the provisions of arbitration and conciliation Act. 1996. The services under this contract shall be continued during the arbitration proceedings, unless otherwise agreed in writing by STC and the vendor or unless it is proved that the services cannot possibly be continued during the arbitration proceedings.

11 JURISDICTION

The applicants hereto agree that the courts and tribunals at Mumbai 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.

Tender No. STC/MUM/GAD/HK/2016-17/02

Dated : 18.07.2016

Annexure 'A'

TECHNICAL/COMMERCIAL BID

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

A. REGISTRATIONS:

1. E.P.F. Registration No.
2. E.S.I. Registration No.
3. Service Tax Registration No.
4. PAN Card Number.
5. ISO Certificate No. 9001

B. FINANCIAL POSITION:

1. Relevant documents as proof of annual turnover of minimum lakhs (approx.) of the estimated cost during the last 3 financial years i.e., 2013-14, 2014-15 and 2015-16 (Profit & Loss A/c. & Balance sheet) duly certified by Chartered Accountant.

2. Relevant documents as proof of completed contract as per eligibility criteria in Housekeeping Services 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) IFCE Code,

RTGS/NEFT details any other if any.

C. EXPERIENCE: For the last three years i.e. 2013-14, 2014-15 and 2015-16 Companies, in the past three years?

Housekeeping 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

D. Details of EMD: Rs.50,000 /- (Rupees Sixty thousand only) vide DD/Pay Order/Banker's Cheque

No._____dated_____drawn on _____ has been separately submitted.

OR

valid registration certificate of MSEs

E. Details of cost of Tender (if downloaded from website) Rs.1000/-(Rupees five hundred only) vide DD/pay

order/BankerschequeNo._____dated_____drawn on_____ has been separately submitted.

OR

valid registration certificate of MSEs

F. Scanned copies of latest PF, ESI, Service Tax & 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. 2012-2013, 2013-2014 and 2014-2015.

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:

Mr. Ravi Jadhav, Deputy General Manager
The State trading Corporation of India Ltd.,
No.301 to 314,3rd Floor, Trade World, "C" Wing,
Kamala Mill, SenapatiBapat Marg,
Lower Parel (West), Mumbai 400 013

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

Ref. Tender No. STC/MUM/GAD/HK/2016-17/02

Dated : 18.07.2016

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.
3. I/We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.
4. I/We enclose herewith Tender fee of Rs.1000/- (one Five hundred only) and the Earnest Money Deposit (EMD) of Rs.50,000/- (Sixty thousand only) by demand draft/pay order Nos. _____ dated _____ drawn on _____ favouring "The State Trading Corporation of India Ltd." and payable at 'Mumbai'.
5. 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,

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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.

6. 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 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.
 - (c) Is your concern a proprietary concern? if so, give Name and Address of the Proprietor.
 - (d) 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.
 - iv) PAN Card No.
 - v) ISO Certificate No. 9001

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8. Income Tax Return duly acknowledged by the Income Tax Department for the last three Financial years i.e. 2013-14, 2014-15 and 2015-16.

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?

Housekeeping 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)

2013-2014	2014- 2015	2015- 2016

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13 Any other relevant information

Signature of the Tenderer(s)

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

Full Name and Address of the tenderer(s)

Tender No. STC/MUM/GAD/HK/2016-17/02

Dated : 18.07.2016

ANNEXURE-D

Dated: _____

WORK: NIT FOR ANNUAL CONTRACT FOR PROVIDING HOUSE KEEPING SERVICE IN STC OF INDIA LTD OFFICE PREMISSES AT MUMBAI

FINANCIAL BID

NAME OF THE PARTY :

FULL ADDRESS :

SL NO	DESCRIPTION	NO OF PERSON TO BE EMPLOYED	AREA IN SQ.FT	RATE	
				PER SQ.FTS	TOTAL
1.	The State trading Corporation of India Ltd., No.301 to 314,3rd Floor, Trade World, "C" Wing,Kamala Mill, SenapatiBapatMarg,LowerParel (West), Mumbai 400 013		6071 Sq.ft. (carpet)		
2	MuzawarPakhadi Road, ChamarGodi, Mallet Bunder, Mumbai		TO QUOTE ON LUMPSUM BASIS	----	

Note: Rates quoted exclude service tax payable but include all charges including contributions towards E.P.F. , ESI,BONUS, substitutes for employees on leave, etc and cost of equipment, cost of materials to be used for the purpose of housekeeping services and the sanitary materials

:2:

etc. cost of providing uniforms and daily supervision and checks. The rates quoted also include SERVICE CHARGES.

BREAK –UP TOTAL AMOUNT

AMOUNT

- a) Total expenses on labour payment i.e. Minimum wages / EPF,ESI etc including cost of providing Uniforms to the workers.
- b) Cost of material (Per month lumpsum)
- c) Service charges (Lumpsum)

The total amount should be both in words and figures. In case of any discrepancy the amount in words will prevail. No alterations/ over-writing are permitted).

- We have noted that no escalation shall be permitted by STC on account of increase in cost of consumables, cost of equipment, etc to be used for the purpose of Housekeeping services and cost of providing uniforms, etc during currency or extended period of contract.
- There will also not be any increase in service which will remain same as quoted in the tender during the operation of contract or extended period of contract.
- I/we accept all the terms and conditions mentioned in Annexures A& B attached.

PARTICULARS OF EMD

Rs. 50,000/- (Rupees Fifty Thousand Only) vide DD/Bankers Cheque / Pay Order No. _____ dated _____ drawn on _____ is enclosed.

Signature & Seal of Tenderer

Tel No:

Res Tel No:

Mobile NO :