

TENDER DOCUMENTS

THE STATE TRADING CORPORATION OF INDIA LIMITED

Tender no. STC/MUMBAI/HK/GAD/02/2014-15

Marathon NextgenInnovaB-1-201 2nd floor,
Opp. Peninsula Corporate Park,
Off GanpatraoKadamMarg,
Lower Parel (West), Mumbai 400 013

TENDER FOR HOUSEKEEPING SERVICES

STC invites sealed tenders from reputed housekeeping agencies for providing housekeeping services as per chart placed at Annexure A, B and C at STC's office at (i) B-1-201 Marathon NextgenInnova, 2nd floor, Opp. Peninsula Corporate Park, Off GanpatraoKadamMarg, Lower Parel (West), Mumbai 400 013 (ii) MuzawarPakhadi Road, ChamarGodi, Mallet Bunder, Mumbai 400 009 and (iii) 173, P.D. Mello Road, Carnac Bunder, Mumbai 400 001.

Successful tenderers will be awarded the work initially for a period of three months and if the services are found satisfactory, the same will be extended to one year for which a contract will be signed.

Successful tenderer will have to submit interest free security deposit of Rs.60, 000/- with STC which will remain with STC throughout the validity period of the contract.

Detailed terms and conditions regarding eligibility, experience, etc. are enclosed.

1. LOCATION :

Housekeeping /sweeping & cleaning services to be provided at STC's Office at (i) B-1-201 Marathon NextgenInnova, 2nd floor, Opp. Peninsula Corporate Park, OffGanpatraoKadamMarg, Lower Parel (West), Mumbai 400 013 (ii)MuzawarPakhadi Road, ChamarGodi, Mallet Bunder, Mumbai 400 009 and (iii) 173, P.D. Mello Road, Carnac Bunder, Mumbai 400 001.

2. REGISTRATION :

The agency should submit photocopies of the following documents duly signed by substitute signatory.

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- EPF & ESI Registration
- Service Tax Registration
- Income Tax Return for the last 3 years and PAN No. (Copy)
- BANK A/c. No. Type of A/c; Name of the Bank & Address of the Bank's Branch

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

3. EARNEST MONEY DEPOSIT :

Tenderers should submit a Demand Draft/Pay Order/Banker's Cheque in favor of "The State Trading Corporation of India Ltd." For Rs.10000/- (Rupees Ten Thousand Only) payable at Mumbai as Earnest Money Deposit (EMD)(interest free)

4. OTHERS :

The tender documents will be issued at free of cost. The same can be obtained from Reception after getting entered in a register kept for the purpose giving all details about tender. For any more clarification Shri R.Madhusudan DGM (GAD) or Mr.J.JSurve, Manager (GAD), STC, Mumbai can be contacted on any working day between 10.30 am to 4.30 pm up to 26.10.2014 and up to 03.00 pm on 27.10.2014 The tender documents canalso be downloaded from www.stc.gov.in

5. LAST DATE & OPENING OF TENDER :

The Bid should be submitted in a sealed cover superscribed as "Tender for Housekeeping Services" and addressed to the Branch Manager, STC of India Ltd. and should be dropped in the Tender Box placed at reception on 2nd floor, B-1- 201 Marathon NextgenInnova, Opp. Peninsula Corporate Park, Off GanpatraoKadamMarg, Lower Parel (West), Mumbai 400 013 by 15.30 hrs. on27.10.2014 The tenders shall be opened at 16.00 hrs. on the same date in the presence of agencies or their authorized representatives who wish to attend.

6. STC reserves the rights to accept or reject any or all tenders or award the work to one or many contractors in full or part without assigning any reason thereof. STC's decision in this regard shall be final. No more further communication after award of tender will be entertained.

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7. The offers shall be kept valid for acceptance for 60 days from the date of Submission.

8. ESCALATION :

- a. 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 any Govt. Agency to the workers deployed for the job.
- b. The contractor will be required to comply with the Minimum Wages Act or any other enactment in this regard as may be announced by any Govt. Agency/authority from time to time.
- c. No increase in Service Charges will be permitted during the occupation of contract or extended period of the Contract.

9. The House Keeping agency should provide all documents, if contract is awarded required under all statutory rules and should ensure compliances of P.F / ESI and other labour laws.

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

R. MADHUSUDAN
DY. GENERALMANAGER(GAD)

ANNEXURE-A

THE STATE TRADING CORPORATION OF INDIA

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.	Marathon NextgenInnova B-1-201 2 nd floor, Opppenilsula Corporate Park, Off GanpatraoKadamMarg, Lower Parel (West), Mumbai 400 013		7099		
2	MuzawarPakhadi Road, ChamarGodi, Mallet Bunder, Mumbai		TO QUOTE ON LUMPSUM BASIS		
3.	173, P. D'mello road, Carnac Bunder Mumbai 400 001.		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 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 note 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. 10,000/- (Rupees Ten 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 :