

Ref: BO/ Chennai HK Services Contract tender/2010-11

Dated: 9.9.2010

**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 SERVICE CONTRACT” and addressed to

The Branch Manager,
STC of India Limited,
Chennai House 4th floor,
6, Esplanade,
Chennai 600 108.

Parties having office or service center at Chennai only will be considered. The offer should reach us latest by 3.00 p.m. on 16.9.2010. Tenders will be opened on 16.9.2010 by 3.30 p.m. The validity of the offer should be 30 days from the date of opening of 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 quotation/s without assigning any reason.

Thanking you,

Yours faithfully,
For STC of India Limited,

(S. Karunanithy)
Manager(GAD)

Encl: Terms and conditions.

TERMS AND CONDITIONS FOR APPOINTMENT OF HOUSE KEEPING SERVICE
CONTRACT IN RESPECT OF BO, CHENNAI FOR THE YEAR 2010-11

STC, Chennai invite sealed quotations super scribing “QUOTATION FOR HOUSE KEEPING SERVICES OF STC CHENNAI” on the following terms and conditions:

1. The scope of House keeping service includes the following:
 - Regular cleaning, moping of our office premises including furniture, cabins, toilets, canteen areas;
 - Regular moping of the floor and other areas on daily basis;
 - Cleaning of Window 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 basin points and sufficient quantity of de-oderising agents in all the toilets.
2. All the materials required for house keeping 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 males.
4. The contract is for one year from the date of finalization and no enhancement of wages on any account will be entertained during the contracted period.
5. The House keeping personnel deputed by the service provider are not entitled to any benefits whatsoever 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 service under the Minimum Wages Act of 1948 or other statutory directions from time to time.
6. Wages payable by STC to the House keeping personnel with regard to this tender shall be strictly under the heads Basic, DA, ESI, PF, Bonus and Gratuity as per the statutory rules and administrative and service charges 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 the above house keeping services, they have to add the cost of materials in addition to the elements mentioned in para 6 and arrive the consolidated rate.

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 towards rate per unit (sweeper) per month should be in the following format:-

I. Basic Wages	: `	
DA	: `	
ESI	: `	
PF	: `	
Bonus	: `	
Gratuity	: `	
Administrative and		
Service charges	: `	
Total per unit	: `	
For 5 units	: `	Plus applicable Service Tax
II. Total cleaning materials		
cost per month	: `	
III. Consolidated rate		
per month	: `	(Rupees _____
		only)

10. EMD:

An Interest Free EMD of ` 2000/- (Rupees two 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 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 of ESI, PF, PAN and Service tax should be attached along with the quotation.
14. The tender 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 have 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 evidences 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 bill confirming every month that the wages for the HK personnel for the previous month have been disbursed in time.
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 charge 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.17, 19 and 20. The payment will be made by crossed cheque favouring the Service Provider every month directly to them.

23. The Service Provider should submit their monthly bill regularly and any accumulation of bills will not be entertained beyond 15th of every month for the services of previous month.

24. STC shall reserve 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 tenders if they are not satisfied with the tenderers or quotations.

27. Sealed envelopes containing the quotations alongwith the requisite copies and EMD (` 2000/-) should be deposited in the tender Box kept at the reception of our Chennai Office premises on or before 16.9.2010 by 3.00 p.m. Tender will be opened on the same date by 3.30 p.m. Tenderers are permitted to be present during the opening of tender.
