

THE STATE TRADING CORPORATION OF INDIA LIMITED
JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI
(A GOVT. OF INDIA ENTERPRISES)

No. STC/HC/S&C/2013-14.

Dt.: 04.04.2013.

NOTICE INVITING TENDERS

- 1 Sealed tenders are invited on behalf of STC of India Ltd. from eligible contractors for the work of sweeping & cleaning in (i) STC/MMTC Housing Colony, Mehrauli Road, New Delhi, and (ii) Eight Nos. Asiad Village Complex Flats in 'A' & 'B' Block. The tender should be dropped in the Tender Box kept at the Reception of Jawahar Vyapar Bhawan , (Tolstoy Marg) , New Delhi-110 001, upto **3.00 P.M on 26.04.2013.**

2. Tender documents. can be obtained from the office of Dy. Chief Engineer (C), 20th floor, Jawahar Vyapar Bhawan, STC of India Limited, Tolstoy Marg, New Delhi-110 001 during working hours from **08.04.2013 to 25.04.2013** all working day between 10 00A.M. and 4.00 P.M. on payment of a non-refundable cost of Tender Documents of **Rs.1000/-** in the form of a Demand Draft/banker's cheque in favour of THE STATE TRADING CORPORATION OF INDIA LTD, PAYABLE AT NEWDELHI.

For any clarifications/further information the tenderers may contact STC (Tel No. 23462116). STC reserves the right to accept or reject any or all the tenders without assigning any reason.

Tender issued to:

THE STATE TRADING CORPORATION OF INDIA LIMITED: NEW DELHI

TENDER

SUBJECT: Tender for Award of Contract of sweeping & cleaning in (i) STC/MMTC Housing Colony, Mehrauli Road, New Delhi, and (ii) Eight Nos. Asiad Village Complex Flats in 'A' & 'B' Block.

1. STC invites sealed Tenders from contractors registered with E.P.F., ESI and Service Tax authorities for the following works:-
- i) Sweeping & cleaning of STC side of STC/MMTC Housing Colony, Mahrauli Road, New Delhi; and
 - ii) Outside sweeping & cleaning of eight number Asiad Village Complex flats and in A&B Blocks, front roads and any work assigned by the Site Incharge during working hours.

Rates quoted should exclude Service Tax, and the same shall be reimbursed on production of proof of deposit thereof. The rates must be inclusive of statutory contribution towards EPF and ESI, cost of equipment, cost of materials to be used for providing services and other sanitary materials etc. The rates quoted shall also include your service charges. Breakup of total quoted amount must be given as under: -

BREAKUP OF TOTAL AMOUNT QUOTED

a)	Total expenses on minimum workforce including Minimum Wages, EPF, ESI, Bonus etc. for 14 workers +1 Mali +1 Supervisor per month.	Rs.	
b)	Cost of materials (per month lump sum) (The cost of consumable material shall not be less than Rs. 5000/- per month)	Rs.	
c)	Service charges (per month lump sum)	Rs.	
	Total		
	(Rupees _____)		

(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).The validity period of the offer shall be 90 days from the date of opening of the tender.

Service Tax payable under this contract shall be reimbursed to the contractor on furnishing original Challan(s) evidencing deposit with the concerned statutory authorities.

The contractor shall prepare and submit original challan for the workers deployed on STC sites in respect of payment of PF/ESI contributions duly received by the concerned authorities for STC record and reference. The contractor shall also submit a copy of Bank Statement to verify as to whether the payment to RPFC and ESIC have been duly debited in their bank account.

- Also please 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 providing the service during the currency of the contract.
- There will not be any increase in service charges, which will remain the fixed as quoted in the Tender during the currency of the contract.
- However any increase as announced by Central Govt. in minimum wages/increase in D.A. under the Minimum Wages Act shall be reimbursed for only 14 numbers of workers + 1 Mali + 1 Supervisor.

2. Detailed terms & conditions, eligibility experience etc. are as under:

A) ELIGIBILITY

The contractor should have following Registrations:-

- a) E.P.F. Registration
- b) E.S.I. Registration
- c) Service Tax Registration
- d) PAN Number

B) EXPERIENCE

The contractor should have at least 2 years experience in providing sweeping & cleaning services in Housing Colonies/Large Housing Societies etc. Certificate in support of experience of 2 years for the financial year 2010-11 & 2011-12 to be attached.

3. SCOPE OF WORK

STC has 6 Blocks in the above Housing Colony consisting of 141 flats. The sweeping/cleaning work in the colony shall comprise of:-

- i. Sweeping of roads, galleries of each Block;
- ii. Sweeping/cleaning of staircases including railings etc.;
- iii. Cleaning of drains including main storm water drains behind 'C' Blocks and on STC's side of main road, removal of garbage from the individual Blocks and dumping the same in the Main Dust Bin and removing thereof from the Main Dust Bin by Mechanical Transport;
- iv. Cleaning of sun-shades;

- v. Removal of unwanted plants & weeds etc. from terraces and walls;
 - vi. Cutting of grass periodically along the roads and nallah and inside the colony and its removal outside the colony.
 - vii. Spraying of insecticides etc. for preventing breeding of mosquitoes etc.;
 - viii. Removal of water accumulations after the rain and during monsoon;
 - x. Daily cleaning & sweeping of vacant flats, Doctor's Clinic, Residents Welfare Association Office etc;
 - xi. Daily cleaning & sweeping of Site Offices and Stores
 - xii. Removal of cobwebs from common areas; and
 - xiii. Cleaning of sewer drains upto gully chambers of individual Blocks.
 - xiv. The mali & helper shall render their services for maintenance of park and other areas pertaining to gardening.
4. The sweeping and cleaning work shall be done as per the following arrangements:-

I. SWEEPING/CLEANING ON DAILY BASIS:

- a) Sweeping of by-lanes, roads, galleries and surrounding areas of each Block;
- b) Sweeping of staircases including cleaning of Railings of each Block.
- c) Removal of garbage from the individual "C" & "D" Blocks and also from the Stilt floor of D-I, D-II & D-III Blocks and dumping the same in the Main Dust Bin and removal thereof from the Main Dust Bin by Mechanical Transport;
- d) Sweeping & cleaning of all lift cars in D-Block and shaft/garbage room on each floor of D-Blocks through which garbage is dumped into Main Dust Bin; and
- e) Sweeping & cleaning of vacant flats, site offices, stores, Residents Welfare Association Offices with water and detergent.

II. SWEEPING/CLEANING ON WEEKLY BASIS:

- a) Cleaning of all types of drains, nallah etc. and dumping the resultant garbage in the Main Dust Bin; and
- b) Sweeping of Main Dust Bins.

III. SWEEPING/CLEANING OF FORTNIGHT BASIS:

- a) Sweeping & cleaning of galleries/corridors, staircases steps etc. of all the six blocks with water;

- b) Cleaning of window glass panes of staircases with wet cloths; and
- c) Spraying of insecticides etc. for preventing breeding of mosquitoes.

IV. **ON QUARTERLY BASIS:**

- a) Cleaning of sun-shades; and
- b) Removal of cobwebs from common areas.

V. **GENERAL:**

- a) Cleaning of all manholes at regular intervals and as and when required and carrying away the resultant dirt/garbage from the colony expeditiously thereafter;
- b) Removal of unwanted plants etc. on the terraces and walls as and when necessary;
- c) Cutting of grass along with roads, nallah/drains and inside the colony as and when necessary and its removal outside the colony;
- d) Removal of water accumulations in the colony wherever it occurs after the rains or for whatever other reasons.

5. **MANPOWER:**

The contractor will be required to engage:

- (i) Minimum 10(ten) nos. of Sweepers 1(one) no. Mali & 1(one) no. Helper for Mali and a full time Supervisor for providing & supervising the work of sweeping & cleaning including gardening of STC Housing Colony and shall ensure high standard of cleaning and upkeep on all working days. All these 12 nos. workers and the Supervisor will be required to report to the Site In-charge of STC Housing Colony;
 - (ii) For Asiad Village Flats the contractor will be required to engage minimum 3 (three) nos. of workers, who will also be required to report to the Site In-charge.
- b) Thursday shall be observed as weekly off in respect of workers deployed for the cleaning work in STC Housing Colony whereas there will be no off for the cleaning work in Asian Games Village Complex Flats. To compensate for the same there will be only 9 workers on duty on Sunday for STC Housing Colony, i.e. only 12 workers + 1 Supervisor shall work on Sundays and only 3 workers (for Asiad Village Complex) shall work on Thursday. Thursday shall be the off day for the Supervisor and Mali & helper.

6. **CLEANING MATERIALS:**

- No cleaning material including insecticides, brooms, dusters, Pochas etc. will be provided by the STC for carrying out the cleaning and sweeping work of either STC Housing Colony or Asiad Village Flats. In case,

contractor fails to provide the material (costing to Rs. 5000/-), the same shall be procured by Site Office and recovery of the same shall be made from the bill of contractor. However for maintenance of STC Housing Colony Park, the materials like manure, plants, insecticides etc. including tools shall be provided by STC Site Office.

- The cost of these cleaning materials should be included in the monthly rate to be charged while submitting the tender. No extra charges will be paid by STC for providing these materials.

7. **BEHAVIOUR AND DISCIPLINE OF CONTRACTOR'S STAFF:**

- a) The contractor shall get the character and antecedents of the personnel deployed, be verified by the Police and shall submit a copy of the same to STC. He will submit their names, present and permanent residential addresses before they are allowed to start the work in the colony;
 - b) The contractor will issue Identity Cards bearing their names and photos to all his employees, which they will carry while on duty; and
 - c) The contractor's personnel shall be polite, courteous, well behaved and shall refrain from demanding/accepting tips etc. from the residents. They shall be removed from the premises and will not be allowed to work in the Colony, if any report is received in this regard from the residents.
 - d) The STC shall reserve the right to impose cash penalty on the contractor and deduct such amount 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 contractor's personnel. In the event of deduction from Security Deposit, the contractor shall deposit further amount to keep the amount of security deposit at the prescribed level.
8. The contractor shall have to pay to observe all labour laws including Minimum Wages as per Central Govt. and all the employees of the contractor shall be member of ESI & EPF Scheme and will pay their contribution every month to the authority concerned.
9. If during the currency of contract period, wages of labour increases as a direct result of the coming into force of any fresh law or statutory rule or order or increase in D.A. rates as announced by the Central Govt. and such increase become operative after the time of submission of tender, STC will reimburse such increase as per notification issued by the appropriate Govt. in this regard along with consequent increase in amount of employer's share of contribution towards EPF and ESI. No increase on any other account shall be allowed.

10. **GENERAL**

- a. The contractor shall commence the work by stipulated date in terms of award letter, in case, he fails to do so, the EMD shall stand forfeited and

the party shall also be Black Listed for participating in all the subsequent tenders. The contractor shall in no case lease/transfer/sub-contract appoint caretaker for the service. If the contractor does so, the contract shall stand terminated without any notice and Security Deposit stand forfeited.

- b. The contractor shall comply with the provisions of Delhi Shops & Establishment Act, Minimum Wages Act, Employees State Insurance Act, Contract Labour (Regulation and Abolition) Act, Industrial Disputes Act, Employees Provident Fund Act, Workman's Compensation Act, and all other rules and regulations as applicable at any time and shall keep STC indemnified from Acts of commission, faults, breaches and/or any claims, demand, loss, injury and expenses due to contractor's failure to fulfill any obligations under the said Acts/enactments.
- c. Any liability arising out of non-complying with the provisions of above acts and/or any other act not mentioned above shall be the responsibility of the contractor.
- d. The contractor shall specifically be required to comply with the provisions of Employees Provident Fund Act, Employees State Insurance Act as applicable to the workers to be deployed by the contractor to do the job. The contractor will be required to maintain proper record of P.F. and ESI deducted and paid monthly to the Govt. A/c. in the prescribed manner and produce the same to STC in the first week of the following month for reimbursement of the amount deposited with P.F. authorities duly supported with challans and details etc. of the workers duly tallied with the Attendance Register in respect of whom deposits have been made. The contractor shall also submit the copies of Return of ESI & PF after its submission to the concerned authorities.
- e. Tender from only those parties will be accepted who are having the requisite P.F. , Code Number/Registration with ESI authorities and other Registrations as mentioned above, a copy each of which duly attested by a gazetted officer of Central Govt./attested by Notary, should be enclosed with the tender.
- f. Wages rates, holidays, hours of work and conditions of service of all the workmen of the contractor shall be determined by the contractor having due regard to those prevailing in similar employments and these shall in no case be disadvantageous to the workmen of the contractor as compared to wages, rates, holidays, hours of work and conditions of service as are provided in any applicable labour laws or as may be specified in this behalf by the Labour Commissioner or any other competent authority.
- g. If any amenity statutorily required to be provided for the benefit of workmen of the contractor is not provided by the contractor, the same will

be provided by STC and the amount required in providing the amenity will be recovered by the STC from any amount payable to the contractor under this contract.

- h. The contractor shall be responsible for faithfully complying with the terms & conditions of this contract, failure of which will attract forfeiture of the contractor's dues and security deposit as well as termination of the contract and getting the work done from any outside agency at the risk and cost of the contractor.
- i. The contractor shall be directly responsible for any/all disputes arising between him and his employees and keep the STC indemnified against all losses, claims and damages arising thereof.
- j. The contractor shall comply with all instructions, verbal or in writing, given to him by the Site-in Charge of STC from time to time.
- k. The contractor shall attend to all complaints from the Site-in Charge or any other authorized person of STC and shall maintain record of the same in the shape of complaint/suggestion book.
- l. STC will provide proper space for contractor's Supervisor and storage of his materials at site.
- m. STC will not provide any Wheel Barrows & Manual Cart/Rehdi for carrying the garbage to the nearest dump yard. Minimum 4 nos. Wheel Barrows shall have to be provided by the contractor for carriage of garbage to the 'Dalao' at no extra cost to STC.
- n. In case, it is found that cleaning job is not being carried out satisfactorily, liquidated damages @ Rs.500/- per day liable to be imposed in addition to proportionate deduction of contracted amount for that day. Further, if it is found that the contractor is deploying lesser number of workers than required, liquidated damages @ Rs.500/- per day per absent workers shall be imposed. Besides this, the contractor 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 etc.
- o. The contractor shall disburse the wages to the workers latest by 7th of every calendar month in the presence of Site In-charge, STC Housing Colony and preferably through ECS/cheque.
- p. 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 Site Incharge, STC Housing Colony.
 - (ii) Wages sheet for the respective month of all the workers/staff deployed showing their names, PF No., ESI No., deduction towards PF/ESI etc. 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 worker/staff, whose PF/ESI has been deposited in the challans.
 - (iv) Challans in respect of Service Tax deposited.
- q. The contractor shall register the contract within 15 days of award of work with Contract Labour Commissioner.

11. **Earnest Money:**

The tenderers shall have to deposit interest free Earnest Money of Rs.42,000/- through Demand Draft/Pay Order in favour of STC of India Ltd., New Delhi, along with their quotation. The Earnest Money Deposit of unsuccessful bidders shall be refunded after the finalisation of contract.

12. **Security Deposit:**

The successful bidder shall be required to make an interest free Security Deposit calculated at the rate of 10% of the yearly quotation accepted by the STC, in the form of Demand Draft/Pay order in favour of "STC of India Ltd., New Delhi" before the commencement of the contract. After receipt of necessary security deposit, the Earnest Money of **Rs.42,000/-** will be refunded to the successful bidder. The Security Deposit will be refunded after three months of expiry of the contract and after adjustment of dues, if any, on the recommendation of Site Incharge certifying the successful completion of the contract.

13. **Validity:**

The validity of this contract will be for a period of one year from date of commencement and extendable for another one year at the sole discretion of STC on the same rates, terms & 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 15 days notice in writing.

14. **Dispute Settlement :**

If any dispute related to contractor or otherwise arises, then the decision of the Chief General Manager (P&A), STC, New Delhi, will be the final & binding authority on both the parties.

15. Sealed quotations addressed to Shri S.C. Dass, Dy. Chief Engineer (Civil), STC of India Ltd., Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi – 110 001, super scribed **‘TENDER FOR SWEEPING & CLEANING OF STC HOUSING COLONY’** should be deposited in Tender Box kept on the Reception of Jawahar Vyapar Bhawan, (Tolstoy Marg side), New Delhi, up to 3.00 PM on **26.04.2013**. No other form of delivery is acceptable and tenders not dropped in the Tender Box shall be summarily rejected. **Quotations received without the requisite Earnest Money shall be summarily rejected.** Tender shall be opened at 3.30 PM on the same day in the presence of contractors or their representatives who wish to remain present.
16. The tenderers are requested to inspect the site and apprise themselves of the site conditions before quoting for the work. Any plea at a later date for any misjudgment after acceptance of tender shall not be accepted.
17. STC reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
18. The Contractor shall be required to execute an agreement with the State Trading Corporation of India Ltd. on non-judicial stamp paper of appropriate value as per the proforma (to be given by STC). The cost of the stamp paper will be borne by the contractor.
19. The contractor to give Bank details of his Account for ECS payment.

(S.C. DASS)
DY.CHIEF ENGINEER (CIVIL)

Signature of Contractor with Seal