

THE STATE TRADING CORPORATION OF INDIA LIMITED,  
11, R.N. MUKHERJEE ROAD, NILHAT HOUSE, KOLKATA-700 001

TENDER NOTICE

No : STC/KOL/HKS/2012-2013

DATED : 11/03/2013

**Sub :-Housekeeping/Casual worker at The State Trading Corporation of India Ltd.,  
11, R.N. Mukherjee Road, Nilhat House Kolkata-700 001(9<sup>th</sup> & 10<sup>th</sup> floor) & 3 Security guards at  
I.C. Garage at 87 Ballygunge Place, Kolkata.**

Sealed tenders are invited from the reputed contractors for Housekeeping/Casual worker & Security guards. Sealed tenders based on the terms & condition attached along with cross bank draft for Rs.20,000/- in favour of "The State Trading Corporation of India Limited, payable at Kolkata towards EMD. The offers should be submitted in a sealed envelope. Complete Tender in all respects, superscribing "Tender for Housekeeping/Casual worker & Security guards "should be furnished & put in the tender Box kept at Branch Office Kolkata on or before **02/04/2013** by 3.00 PM. The tender shall be opened at 4:00PM on the same date in the presence of tenderers who may wish to be 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 charges) quoted by tenderers/party should be firm and valid for a period of 90 days from the date of opening of tender. The rates should be inclusive of service tax etc. Conditional 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](http://www.stc.gov.in) Those who download the Tender documents should deposit a Bank Draft for Rs. 200/- in favour of "The State Trading Corporation of India Limited, payable at Kolkata as the cost of Tender form along with Tender documents. Tender Documents can also be purchased from Branch Office, STC Kolkata on any working day from **11/03/2013** from 10.00 AM on payment of a non refundable fee of Rs. 200/- in the shape of demand draft/cash in favour of STC of India Limited payable at Kolkata till 11.00 AM on **02/04/2013**

BRANCH MANAGER

THE STATE TRADING CORPORATION OF INDIA LIMITED,  
11, R.N. MUKHERJEE ROAD, NILHAT HOUSE, KOLKATA-700 001

### TERMS & CONDITIONS

#### 01. LOCATION & SCOPE OF WORK :

Housekeeping/Casual workers are to be provided at the following office :-

OFFICE PREMISES : 11, R.N. MUKHERJEE ROAD, NILHAT HOUSE,  
KOLKATA-700 001(9<sup>th</sup> & 10<sup>th</sup> floor)

SCOPE OF WORK : Housekeeping of office premises including mopping, cleaning and casual work of pantry etc., & Security Guards at I.C. Garage at Ballygunge place for round the clock duty(24 hours).

#### 02. REGISTRATIONS

- EPF Registration
- ESI Registration
- Service Tax Registration
- PAN
- Any other certificate
- Details of Bank Account

#### 03. LAST DATE/OPENING OF TENDER

Quotations complete in all respects along with the required documents in respect of Registrations and experience, etc. should be deposited in the Tender

Box kept, at the Branch office of The State Trading Corporation of India Ltd., 11, R.N. MUKHERJEE ROAD, NILHAT HOUSE, KOLKATA-700 001(9<sup>th</sup> floor) latest by 3:00 PM on **02/04/2013**. The quotation shall be opened at 4:00PM at Branch Manager's Office on the same date in the presence of the

proprietor/Director/authorized person of your company or their authorized representative.

#### 04. ESCALATION

No escalation will be permitted after the submission of the tender and during the current or extended period of the contract, except any escalation on account of increase in minimum wages/grants or increase in DA by the State Government to the workers deployed for the job by the contractor. No SERVICE CHARGE shall be payable on increased wages.

#### 05. DOCUMENTS VERIFICATION

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

06. DEPLOYMENT: The present requirement of 02 (two) Housekeeping/Casual worker, to be deployed at The State Trading Corporation of India Limited 11, R.N. MUKHERJEE ROAD, NILHAT HOUSE, KOLKATA-700 001(9<sup>th</sup> floor) & 03(Three) Security Guards to be deployed at 87, Ballygunge Place(I.C.Garage)

#### 07. VALIDITY :

The validity of this contract will be for a period of one year from date of commencement & extendable for another year at the sole discretion of STC on the same rates, 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 the termination of 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.

08. 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.

#### 09. GENERAL TERMS

i) The successful tenderer shall issue proper appointment letter to the personnel employed by him with copy thereof furnished to STC. Upkeeping/Casual worker & security guards should be of strong, healthy physique and young.

ii) The successful tenderer shall provide 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 Labor Regulation & Abolition Act, 1970 and rules framed there under. The successful tenderer shall provide the list of Upkeeping/Casual worker/ personal along with their permanent and present address, photographs and discharge 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.

**The contractor shall supply cleaning materials such as phenoyl, clinzo, liquid soap, dusters, brooms etc., required for the work. Contractor shall also do disinfection, by spraying as required.**

iii) The successful tenderer shall abide by all laws, rules 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 tenderer shall make regular and full payment of wages to the workers 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 7<sup>th</sup> of each month irrespective of whether he has received or not payment from STC against his bills by that date.

v) In case of any dispute about the interpretation of any clause, the decision of STC shall be final and binding on all parties.

vi) In case of any loss, damages caused to the property of the STC/employees and business visitors due to negligence on the part of Housekeeping/Casual worker deployed, the successful tenderer 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.

vii) The Corporation shall reserve the right to recover from the successful tenderer 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 tenderer's employees. In the event of deduction from security deposit the tenderer shall immediately deposit deducted amount to bring back security deposit at the prescribed level.

viii) Security Deposit : **The successful tenderer will be required to make an interest free security deposit of Rs. 20,000/- in the form of Demand Draft/Banker's Cheque/Pay Order drawn in favour of "STC of India Limited" and payable at KOLKATA. This deposit must be made within 7 days of award of the tender/contract.**

ix) 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 housekeeping/casual worker 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 authorized Manager of STC shall countersign the attendance register of each day in proof of his having checked the attendance on that date.

x) 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.

xi) 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.

xii) The successful tenderer shall ensure full discipline.

xiii) 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.

xiv) The contractor shall submit copies of challans of payments made to authorities for payment of PF and ESI contributions every month for our record.

xv) 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.

xvi) 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 - after expiry of one month's notice period by STC for reason other than (a) Above.

xvii) In case of mishap with any of the employee of the successful tenderer, the tenderer/contractor would be solely responsible for any sort of compensation.

xviii) The tenderer will sign each page of the tender documents and it will be the part of the

contract/agreement.

xix) The tenderer will keep STC indemnified from all the litigations, claims, demands, losses etc., arising out of, or relating to the work of the contractor or its employees.

xxii) late bid: Any bids received after the deadline as prescribed shall be rejected and returned unopened to the bidder.

xxiii) Modification and withdrawal of bids: terms regarding the modification and withdrawal of bids once submitted to be included.

xxiv) Dispute settlement: Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of the contract / agreement or the validity or the breach thereof, shall be settled by arbitration by the sole arbitrator, at the rank of STC-Kolkata Branch or his nominee (any DGM/JGM) whose decision shall be final and binding. The award made by GM/CGM(arbitrator) shall be final and binding on both the parties. The venue of the arbitration shall be at Kolkata.

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(TO BE REPLICATED ON LETTERHEAD)

THE BRANCH MANAGER  
STC OF INDIA LTD  
11, R.N. MUKHERJEE ROAD,  
NILHAT HOUSE,  
KOLKATA-700 001

Sub: Housekeeping/Casual worker/Security Guards on contract at STC office at  
KOLKATA & IC Garage at Ballygunge Place, Kolkata

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.

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 per Memorandum, I/We agree that  
my/our EMD shall stand forfeited. 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 and fulfill all  
the terms and conditions

set forth in this tender documents (s).

Thanking you,

Yours faithfully,

(Tenderer)

(SEAL)

Tele: Office

Res:

Mobile :

Fax :

**COMPETITIVE OFFER/ BID**

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

**A. REGISTRATIONS :**

1. E.P.F. Registration No.

2. E.S.I. Registration No.

3. Service Tax Registration No.

4. PAN Number

5. Any other certificate as required under the relevant law.

**B. FINANCIAL POSITION**

1. Proof of financial health of the party, duly : 2009 – 10 & 2010 -11 & 2011-12

Certified by chartered Accountant are attached

2. Any other.

**C. EXPERIENCE**

S.No.	Name of Company/Organization	Period	Value Of Work	Proof attached
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2009-10/2010 – 11 & 2011-12

From	To	done per annum
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**D. BANKER'S DETAILS**

Bank A/c No:

Type of A/c :

Name of the Bank &

Address of Bank's Branch.

Tenderer

(SEAL)



COMPETITIVE OFFER/ BID

S.NO.	DESCRIPTION	PERIOD	RATES	SERVICE CHARGES	ANNUAL AMOUNT
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01	Housekeeping/ Casual worker to be provided at STC, Kolkata	12 months			
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Tenderer  
(seal)