

NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
422,ANNA SALAI  
CHENNAI- 600006.

Tender Document

For

HOUSE KEEPING  
in

ZONAL ,BRANCH OFFICE, AND GOWDOWN PREMISES  
at

422 ANNA SALAI,Chennai-600006 AND Madhavaram,Chennai-600110

**Last date of receipt of tender : 31.05.2018 (Latest by 3.00 P.M.)**  
**Date of opening of Technical Bid : 31.05.2018 At 4.00 P.M.**  
**Date of opening of Financial Bid**  
**For units who have qualified**  
**Technical Bid : 01.06.2018 at 3.00PM**

**Senior Branch Manager**

**NSIC**  
ISO 9001:2008

**The National Small Industries Corporation Ltd.**  
422,Anna Salai,**CHENNAI-600006.**

No: SIC/ADMN/BO-Chen/18-19  
M/s.

Dated:

**Sub:- Tender for providing House keeping services at NSICZonal, Branch Office,422Anna Salai,Chennai -600006 and also at NAFED Complex,CMDA Truck Terminal, Ponniamman Medu (PO), Madhavaram,Chennai- 600110.**

Sealed tenders are invited from the experienced, reputed and financially sound parties for the services as mentioned above. The terms and conditions are as under:-

**Definition:**

- A “Corporation” shall mean the National Small Industries Corporation Ltd. (A Govt. of India Enterprise ) 422,Anna Salai, Chennai,600006. and shall include their legal representatives, successors and permitted assignees.
- B. Contract” means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- C. “Contractor” shall mean the individual or firm and shall include the legal representative of such individual or the persons composing such firm or the permitted assignee of such individual or firm or the Corporation.
- D “Competent Authority” means Chairman cum Managing Director of Corporation and his successors.
- E. “Officer In Charge “ shall mean the officer of the Corporation, not below the level of Deputy Manager, designated by “Competent Authority.” as the case may be, who shall supervise and be in-charge of such works.
- F. “ agency” shall mean an agency which is registered with DGR and sponsored to submit tenders in NSIC.
- G. The “Care taking Section”, shall mean the Administration Division of the Corporation.
- I. The “Workmen”, shall mean the workers, employed by the Contractor directly or indirectly through a sub-contractor, or by agent on his behalf on payment in accordance with the Minimum wages act in force, to attend the housekeeping work at the premises of the Corporation.
- J. Period The period shall means the period of contract for a maximum period of 24 months subject to the suitability and satisfaction of the corporation. However, the corporation reserves its right to terminate the contract at any time, during currency of contract by giving 7 days notice period to the contractor without assigning any reason for termination.

## **CLAUSE -1.ELIGIBILITY CRITERION FOR BIDDERS**

- 1.1 The intending bidders shall have the registration of SSI/Udyog Aadhar as proof of MSME and with other statutory departments like EPF,ESI,GST, PAN, Labour department (Central) etc, as applicable.
- 1.2 The intending bidders shall have sufficient work experience in providing similar services to the Govt. and PSU departments located at Chennai for at least past 5 years.
- 1.3 Chennai based bidders are only eligible for applying this tender.

## **CLAUSE -2 SCOPE OF WORK**

- 2.1. The scope of the work for the contract is as per details given in Annexure-1.
- 2.2. The contractor is required to undertake any kind of housekeeping work which the Corporation requires at any point of time in its premises.
- 2.3. The sufficient supply of water is available in the premises with free of cost.
- 2.4. The contractor himself shall be responsible for the safety of his T&P .No damage claimed by the contractor on this account shall be entertained. The Contractor shall have to make his own arrangement for storage of the material required for the service. However, a suitable room may be provided to him on rent-free basis during the currency of the contract subject to availability.
- 2.5. The Contractor shall be responsible to ensure usual precautions during the execution of work and shall also be liable to make good the damages caused to the installations damaged during the execution of housekeeping work
- 2.6.The contractor will supply sufficient sets of uniform, Identity cards, Gumboots, etc., to each workmen who shall wear the same while at work and shall keep the uniform clean. If during working hours any workman is found to be without uniform, he will be marked absent.
- 2.7.All the sweeping shall be collected and transported and disposed off outside of the campus or as advised by the Officer- in Charge and nothing extra shall be paid on this account.

## **CLAUSE-3.LEGAL OBLIGATION**

- 3.1.The Contractor shall abide by the Contract Labour ( Regulation & Abolition) Act, 1970, Contract Workmen (Abolition & Regulation) Central rules,1971, Minimum wages Act 1948, Employers liability ACT,1947 AND Provisions of the other rules and regulations of Government issued from time to time to this effect. Any payment due to the workmen employed by the contractor shall be the sole responsibility of the contractor.
- 3.2.The Contractor shall also ensue that no workman below the age of 18 years is employed by him for the above mentioned services.

3.3. The Contractor shall, on his own cost, if required take necessary insurance coverage in respect of staff and other personnel for service to be rendered to the Corporation and shall comply with all relevant labour laws as applicable to the area as existing or as may be modified during the contract period, shall indemnify the Corporation against all acts of omission, fault and breaches.

3.4. The Contractor shall also abide by the Provisions of Employees Provident Fund, ESI Contribution and shall ensure that the contribution towards the same is made from the very first day of employment of his workmen deployed by him for the above services and shall not pay to his workmen less than the existing rates of Minimum wages as per provisions of Minimum wages act, 1948.

3.5. The Contractor shall ensure that all the grievances and complaints of his workmen are redressed only by him and in no circumstances he shall allow to forward such grievances to any of the authorities of the Corporation.

3.6. The Corporation shall have no liability or responsibility for the contract workmen employed by the contractor and the contractor shall fully be responsible for any violation of all applicable workmen/industrial laws. Any such violation shall be deemed to be breach of the contract. In order to ensure the fulfillment of these statutory obligations the contractor shall ensure that the payment of the wages to the workmen of the contractor is made in the presence of a representative nominated by the Corporation. The Corporation shall have the right to check the implementation of labour welfare laws and rules made thereafter.

3.7. All the workers employed by the contractors shall be considered as employees of the contractor and they shall not make any claim in respect of employment and or other service benefits from the corporation in any manner either outside the court or in the court of law.

It is further provided that any kind of dispute arises between the contractor and their employees shall be entirely the dispute between contractor and their employees. The Corporation shall not in any way be made party to it. The contractor undertakes to take such responsibility and will take all necessary steps for redressal of such disputes.

3.8. The Contractor whose tender is accepted and who employees or employed 20 or more workers on any day of the preceding 12 months in various contracts, he may have in other department/establishment, shall obtain a valid license under the Contract Workmen (R&A) Act 1970 and the contract workmen (Regulation & Abolition) Central Rules 1971 before the commencement of the work and continue to have a valid license until the completion of the contract.

3.9. The Contractor shall pay to the workmen employed by him wages not less than the Minimum Wages in accordance with the notification of Minimum wages issued by Govt from time to time or applicable as per minimum wages act.

3.10. The Contractor shall maintain proper register and records viz., Muster roll, Register of wages, Register of overtime, Register of fines, Register of Advance and wages slip required under the Act (Section 29 & rule 78). Contractor shall obtain signature or thumb impression of the worker concerned against entries relating to them on the register of wages or muster-cum register. The entries shall be authenticated by the initial of contractor.

#### **CLAUSE- 4.PROCEDURE OF WORK EXECUTION**

4.1. Contractor shall provide the following Minimum Nos. of workmen for executing the service for six days in a week (excluding Sundays & Closed Holidays)

a. House keepers (Male/Female) Maximum 4 Nos.

The above workmen shall be deployed by the Contractor from 08.00 hrs to 17.00 hrs (with half an hour lunch break) on all the six days in a week i.e., from Monday to Saturday.

4.2. Proper records viz., Muster roll register of wages shall be maintained. The contractor shall obtain the signature/thumb impression of the workmen in daily attendance register, which shall be verified by Care taking section on regular basis. The reimbursement of the wages to workman is purely on the basis of their attendance preceded as verified in the register by care taking section of the Corporation.

4.3. The Contractor shall issue the identity cards to his workmen at his own cost and shall be duly intimating the care taking section as and when a new workman is deployed by him for carrying out the housekeeping service in our premises.

4.4. The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.

#### **CLAUSE-5. PENALTIES:**

5.1. The Contractor shall be responsible for the safety of all items of furniture, plants, office equipments and other fittings provided in the premises and shall be liable to make good any loss to the same, if damaged during the execution of housekeeping work which shall be recoverable from the monthly bill or the security deposit or any other dues payable to the contractor by the Corporation.

5.2. If the contractor suspends or abandons the housekeeping services without giving a proper and advance notice thereof, the whole of his security money and or any amount due to contractor shall be forfeited and he shall also be liable for legal action as deemed fit for such act.

#### **CLAUSE -6.PAYMENT TERMS**

6.1. The Contractor shall prepare his monthly bill which shall be on the basis of his quote provided by him as enlisted in Annexure- I, EPF and ESI contribution paid for the workman and the services charges of the contractor. All the bills so prepared shall invariably be supported by the proof of payment of wages and receipts of EPF & ESI in evidence of his having made payments of these accounts.

6.2. The Contractor shall prepare his bill paying the wages to his workmen during the month. Contractor shall also enclose receipts of payments of ESI & EPF with TRRN No. on or before 7<sup>th</sup> of every month. Non-payment of EPF subscription in time will attract 18% interest. This interest has to be added with the subscription of the following month and remitted to PF department accordingly and the proof of the remittance to be submitted to our office,

6.3. If during the currency of the contract the Minimum wages are increased by the Government's notification the same shall be reimbursable to the contractor with its direct on the EPF & ESI. However, it shall be binding on the contractor that he produces the copy of such Govt. notification as and when the same is issued by the concerned authority. The reimbursement is only to be made against the proof of payment of the same to the workmen.

6.4. In case there has to be made any payment to the workmen of the contractor by the Corporation which otherwise is the responsibility of the contractor, the same shall be adjusted against the security amount deposited with the Corporation or either deducted from the payment due to the contractor.

6.5. The Contractor is required to visit and inspect the work of housekeeping and gardening regularly at least once in week with prior intimation to the Corporation. He shall also meet the concerned office in the Corporation once in a month to enquire the level of performance and note down remarks thereon. He shall immediately ensure to rectify short comings which may be brought to his notice.

#### **CLAUSE – 7 DURATION OF CONTRACT**

7.1. The duration of this contract shall be for two year from the date of award of the work as is to be mentioned in the work order to be places on the successful party. However, the duration can be extended after satisfactory completion of the currency of the contract, on mutually agreed terms and conditions.

7.2. In case it is found that the contractor is not complying with the provisions of the Minimum wages Act, Provident Fund Act and or any other statutory provisions as mentioned in Clause 3 of this letter the contract is liable to be terminated at any time without giving any advance notice to the contractor to this effect.

7.3. Either of the parties shall have the right of coming out of the contract by giving a notice of 30 days in advance during its validity.

#### **CLAUSE- 8 SPECIAL CONDITONS**

8.1. In case it is felt by the Officer In Charge or designated officer that any workmen or supervisor of contractor is not suitable for carrying out the work inside the premises, then the workman or supervisor is to be replaced immediately by the Contractor.

8.2. The Contractor shall have not claim against the Corporation in respect of any work which may be withdrawn except for work actually completed under this contract.

8.3. Polishing has to be made to the fittings, fixtures, utensils and accessories of doors, windows ventilators, water supply, plumbing system and miscellaneous in -built metallic, fixtures with polishing of partitions, doors, windows, paneling and floor, etc.

8.4.If the Contractor fails or neglects to observe or perform the terms and conditions of the agreement or any of them, the Corporation may:

- a. Terminate the contractor and hold the contractor liable for all the losses or damages occurred to the corporation by such failure or neglect; and /or
- b. Hold the contractor liable to pay damages and compensation for loss and inconvenience caused by dislocation of all or any of the services by the sudden discontinuance/dislocation or stoppages.
- c. In the event of sudden failure, neglect, dislocation or stoppage of the disposal/debris collected by the contractor: the corporation may get the work done by some other agency without any notice to him. This is without prejudice to the corporation rights to enforce performance in respect of the rest of the work and the contractor shall in such event, pay to the corporation the additional cost incurred for having work done by some other agency.

**CLAUSE- 9 GENERAL CONDITIONS**

9.1.All the prospective parties with good experience may send their tenders in sealed envelope in tow bids – Technical bid & Price bid, addressed to The Senior Branch Manager, NSIC Ltd., 422, Anna Salai, Chennai -600006. Up to 15.00 hrs on or before 31.05.2018. The Technical bid as per Schedule A of accepted offers will be opened at 16.00 hrs on the same day in our premises. The price bid, Annexure I of the technically qualified bidders will be opened on 01.06.2018. The Envelope of tenders shall be clearly super scribed on the top “ TENDER FOR HOUSEKEEPING SERVICES”, All the tenders shall be accompanied with a DD/Pay order for Rs.20000/- (Rupees twenty thousand only) drawn in favors of NSIC Ltd being the Earnest Money Deposit for the above mentioned services. NSIC Registered parties are exempted from payment of tender fee and EMD. The EMD deposit shall be interest free and will be refunded .NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof.

**SENIOR BRANCH MANAGER  
ISSUING AUTHORITY**

**Signatures of the authorized signatory  
of the Tenderer with seal**

**SCHEDULE ‘-A’**

**TECHNICAL BID**

(In separate sealed Cover-I super scribed as Technical Bid) 1. Name & Address of the Tenderer Organization/Agency with phone number, email and name and telephone/mobile number of contact person.	
2. Experience in the work of providing House keeping. Last three years work orders.	
3. Set-up of your Organization. (Proof of propertership ,Partnership or Pvt Ltd.,shall be attached)	
4. Board Resolution/ Power of Attorney/authorization for signing the bid documents..	
5. Is the establishment registered with the Government departments; please give details with document/evidence.	<b>1.</b> <b>2.</b> <b>3.</b> <b>4.</b>
6. Are you covered by the labour Legislations, such as, ESI, EPF, Gratuity Act etc. (If yes proof)	
7. Please give EPF No: ESI Code: Gratuity Act Regn. No: Proof to be enclosed)	<b>1.</b> <b>2.</b> <b>3.</b>
8. Are you governed by minimum wages rules of the Govt . If yes please enclose the proof)	



9. Please attach copy of last return of Income Tax .	
10. Please attach balance sheet of the company, duly certified by Chartered Accountant for last 3 years. Along with all schedules.	
11. PAN No. (Please attach copy)	
12. GST No. (Please attach copy)	
13. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.	
15. All the documents enclosed shall be duly sealed and self attested. For Non compliance of terms bids shall be rejected. Further, NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof.	

**Declaration by the Tenderer :**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: as above.

2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid.

(Signature of Tenderer with seal)

Name/Seal:

Address :

Phone No (O) :

Date:

**SCHEDULES OF RATES**

1. WAGES: Monthly wages payable to workmen (as per existing Central Minimum Wages Act- Notifications of Govt. of India).

Statutory Requirement life EPF,ESI etc as applicable to be included in the amount.

**PRICE BID**

Amount in Rs. per person per head)

S.L .N o.	Description	House Keeping
A	Basic	
B	D.A.	
C	E.P.F. (with EDLI & admin charges @ 13.15%	
D	ESI@ 4.75%	
E	Service charge	
F	Sum Total	
G	GST 18%	
	Grant Total	

# Rates of allowances will be payable as admissible by law as on date.

# Service charges shall be competitive/reasonable and shall not be abnormally low.

1. Total amount per months for 4 persons = Rs.....  
(Rupees .....

2.Total contract value per annum for 4 persons = Rs.....(Rupees  
.....)

**For M/s** \_\_\_\_\_

( \_\_\_\_\_ )

**Authorized Signatory  
With Seal.**

**Date :**  
**Place :**

**Name :**  
**Designation:**