



THE NATIONAL SMALL INDUSTRIES CORPORATION LTD,

(A Govt. of India Enterprise)

TECHNICAL SERVICES CENTRE

Tender Document

For Providing

HOUSE KEEPING SERVICES

at

NSIC Technical Services Centre

B-24, GUINDY INDUSTRIAL ESTATE, CHENNAI-600032

Last date of receipt of tender : 21-12-2017 (Latest by 3.30 P.M)

Date of opening of Technical Bid :21-12-2017 (at 4.00 P.M)

Date of opening of Price Bid : 22-12-2016 (at 4.00 P.M)

Chief General Manager

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
TECHNICAL SERVICE CENTRE
B-24, Guindy Industrial Estate, Ekkaduthangal, Chennai-600032

NTSC(C)/ADMIN/HK-33/2017

Date-08-12-2017

M/s.....

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Dear Sir,

Sub: Annual Contract for providing Housekeeping services in our premises at
B-24, Guindy Indl. Estate, Ekkaduthangal, Chennai-32

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:-

Definitions:

- A. "THE Owner/Corporation" shall mean the National Small Industries Corporation Ltd., (A Govt. of India Enterprise) - Technical Services Centre, B-24, Guindy Indl. Estate, Ekkaduthangal, Chennai -600032, shall include their legal representatives, successors and assigns.
- B. The "contract" means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- C. The "premises" shall mean the "NTSC building consisting of Ground plus First Floor of Admin building, workshops, Factory, Testing lab, Calibration Lab, Hostel Building Ground Floor plus First floor, internal roads, Pavements and maintaining of garden in front of NTSC & Hostel building and parking areas in the entire campus of Office.
- D. The "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.
- E. The "Competent Authority" means the Chairman-cum-Managing Director of the Corporation and his successors.
- F. The "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.
- G. The "Care Taking Section" shall mean the Administration Division of the Corporation.
- H. The "Workmen" shall mean the workers, employed by the Contractor directly or indirectly through a sub Contractor, or by an agent on his behalf on payment in

to the workmen employed by the contractor shall be the sole responsibility of the contractor.

3.2 The Contractor shall also ensure 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 complete 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 Contributions 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 rate 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 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 contractor 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 employs 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.

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-II, EPF and ESI contribution paid for the workmen and the service 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 to 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 EPF & ESI.

6.3 If during the currency of the contract the Minimum Wages are increased by the Government's notifications the same shall be reimbursable to the contractor with its direct effect 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 atleast once in a week with prior intimation to the corporation. He shall also meet the concerned officer 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 one year from the date of award of the work as is to be mentioned in the work order to be placed 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 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 45 days in advance during its validity.

CLAUSE-8 SPECIAL CONDITIONS

8.1 In case it is felt by the Officer In-Charge or designated officer that any workman 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 no claim against the Corporation in respect of any work which may be withdrawn except for work actually completed under this contract.

9.7 All the parties may quotes their rates as per the Schedule of rates at Annexure II which contains the basis of total contract value.

9.8 Interested parties may quote the best possible competitive rates and shall also enclose the copies of documentary evidences in support of their experience in the service. However, furnishing of the copies of the certificates of ESI, EPF along with the tender is essential, failing which, tender is liable to be rejected.

9.9 The interested parties are advised to inspect the premises and assess the scope/ quantum of work involved before submitting their offer. Any clarification may be obtained by contacting the office of the undersigned during office hours on working days. No claim whatsoever shall be entertained regarding ignoring the site conditions on later date.

9.10 Before filling up the tender amount, please ensure that clause 6.1 will be complied with, in toto. In case, amount to be released to workers is not as per wage bill to be prepared as per Minimum Wages Act or contractor is not able to provide undisputed documentary proof in respect of following:-

I) Release of payment as per Minimum Wages Act

II) Deduction of EPF & ESI as per statutory Act.

iii) Deposit of amount deducted towards EPF & ESI to statutory authorities within the scheduled time as per statutory Act,

then amount in such cases will not be released. The decision of Competent Authority will be final in this case. In case it is found that no amount of PF & ESI has been deducted in respect of persons engaged by them by the contractor inspite of having PF A/c. No. & ESI A/c. No. for the Company/firm, then in such cases amount of PF & ESI as per EPF Act & ESI Act will be deducted by NSIC Ltd. in respect of such persons engaged by them and will be deposited to statutory authorities directly, on behalf of such contractor.

9.11 A separate committee will determine the reasonable service charges and keep in the sealed envelope which will be opened at the time of opening of the price bid. Tender without service charges and unreasonable service charge shall not be entertained.

9.12 Tender documents may please be collected from the Admin Section of the Corporation during working days from 10.00 AM to 5.00 PM by payment of Rs.590/- (inclusive of GST-non-refundable) by submission of Demand Draft. Tender documents may also be downloaded from our website (www.nsic.co.in) and in such case, a DD for Rs.590/- in the name of **NSIC Ltd., A/c. NTSC** has to be annexed with the Tender documents (Technical Bid).

Thanking you,

Yours faithfully,

CHIEF GENERAL MANAGER

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7. Cleaning thoroughly all internal roads, paved parking areas, pavements etc. by sweeping.
8. Watering the plants/ grass, pruning/ cutting of flower plants to give the proper shape to improve the aesthetic view, applying manure/ red soil (Materials will be supplied by Corporation) whenever required for external and internal landscaping work complete as per the direction of the Officer-In-Charge.

Note: All the above items of job shall be completed before 10.00 AM everyday during the working hours of the office; Contractor shall keep adequate cleaning workmen within the premises who will render the service as and when required.

II. WEEKLY SCHEDULE OF ACTIVITIES

1. Cleaning thoroughly the entire office premises, exposed areas as well as behind/ corners, niches/ under the furniture and fixture with water, chemicals, detergents, soap, by washing, wet mopping, removing stains on floor and adjoining wall claddings, sweeping, brushing, polishing, wherever required, removing cobwebs, soot etc. drying with vacuum cleaners brushes, clothes, rug, disposal of rubbish all as per approved quality and direction- complete (one time in all the areas in one week) with floor scrubbing machine
2. Cleaning the glass panes of windows, doors, shutters, panels, partitions, vision panels, partitions, louvers etc. with water chemicals including the jambs, soffits, frames, recesses, rebates around the glass panes with brushes, soft linen clothes, rugs, metallic scrapers all as per approved quality and direction (one time in the entire area in one week) from inside and outside.
3. Cleaning the venetian blinds at all location with chemicals, water, stain removers, including the jambs, soffits, frames, recesses, rebates around the fixture with vacuum cleaner, brushes, soft linen clothes, rugs, all the approved quality and as directed (one time in the entire area in one week).
4. Cleaning thoroughly the miscellaneous loose items e.g. door mats, Fire Fighting accessories, fixtures, wooden planters, photos, boards etc. with vacuum cleaner, dusters, brushers etc. Drying, removing cobwebs, soot etc. all as directed. (One time in the entire area in one week).
5. Cleaning thoroughly the sign boards, main gates, channel gates etc, including polishing the CP Brass and metal finish, fixtures with polishing compound, polishing of accessories with suitable compounds, removing stains atleast once in a week by using materials of good quality.

III. FORTNIGHTLY WORK SCHEDULE

1. Cleaning wall paneling, high partitions, low partitions of timber work including top, jambs soffits, shelves, skirting, recesses, grooves, rebuts etc., removing soot, stain, oily marks, dusting with vacuum cleaners, brushes, soft linen cloths, rugs, chemicals and stain removers-all of approved quality and as per direction. (one time in one fortnight).
2. Cleaning wall cladding and wall paper, with suitable means, liquid soap, detergents, cobwebs, marks etc. dusting with brushes, rugs, clothes, chemicals all of approved quality and as per direction (one time in one fortnight).

SCHEDULE OF RATES

1) WAGES

Monthly wages payable to workmen (as per existing Central Minimum Wages Act, Notifications of Govt. of India).

2) MANPOWER REQUIREMENT

House Keepers (Male/Female) – 5

In case the number of persons is to be increased, the contractor will provide the same on requirement basis and payment will be decided by the Competent Authority on proportionate basis as per the rates applicable for this category of persons shown in Central Minimum Wages Act of Government of India, from time to time.

STATUTORY REQUIREMENT like EPF, ESI etc. as applicable to be included in the amount.

Sl. No	Description	Amount (In Rs)
1	Basic +VDA	
2	ESI @ 4.75%	
3	PF/EDLI @ 13.61%	
4	Bonus 8.33%	
	Total	
5	Service charges%	
6	Total	
7	GST 18%	
	GRAND TOTAL	

TOTAL AMOUNT PER MONTH for 5 Persons =Rs.

Amount in words (.....)

TOTAL CONTRACT VALUE PER ANNUM for 5 Persons = Rs.

Amount in words (.....)

For M/s.....

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(Authorized signatory with seal)

Date:

Place:

Name:

Designation:

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