

राष्ट्रीय इस्पात निगम लिमिटेड / RASHTRIYA ISPAT NIGAM LIMITED
विषाखपट्टणम स्टील प्लांट / Visakhapatnam Steel Plant,
शाखा विपणन कार्यालय / Branch Sales Office,
SCO No.3, 1st Floor, Sec-19, HUDA Complex, Mathura Road,
फरीदाबाद / Faridabad-121002

टेंडर नोटिस नः / TENDER NOTICE No VSP/HOUSEKEEPING/2016-17/ 05

TENDER NOTICE FOR PROVIDING HOUSEKEEPING SERVICES

क्र. / No.VSP/HOUSEKEEPING./2016-17/

दिनांक / Date: 20.07.2016

Sealed Quotations are invited from the reputed Security Agencies for providing house keeping services to Branch Sales Office, Faridabad addressed to Sr. Branch Manager, at the above address. The Tender is to be submitted in three parts forming integral part of the tender as follows:

- a) Earnest Money Deposit (EMD) and Form of Tender (Annx-I)
- b) Technical Bid (Containing all the Tender Document duly signed by tenderer) - (Annx-II)
- c) Price Bid (Annx-III)

TERMS & CONDITIONS:-

1. Tender shall accompany with a DD of Rs.10000/- as EMD drawn in favour of "Rashtriya Ispat Nigam Limited **A/c (name of the Tenderer)**", payable at Faridabad. Tender quoted without EMD is liable for rejection. EMD of successful tenderers will automatically be converted into Security Deposit towards faithful and satisfactory performance of the contract. SD shall not carry interest. The same will be refunded after satisfactory completion of the contract. EMD of the unsuccessful tenderers will be returned after finalization of the tender.
2. The rates quoted by the agency shall be deemed to be inclusive of all considerations and the agency shall not be entitled to any other payment other than what has been specifically provided in tender documents.
3. The agency finalized shall comply with all the statutory obligations viz. Haryana Shops and Establishment Act, Payment of Wages Act, Payment of Gratuity Act, Employees Provident Fund (and Family Pension Fund) Act, 1952 and Employees State Insurance Act or any other act applicable to the agency as amended from time to time in performance of the proposed services.

Contd.....2/-

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4. Rashtriya Ispat Nigam Ltd. (RINL) shall be indemnified from all acts of omission or commission, faults, breaches and/or any claims/demands or loss, injury and expenses to which RINL may be put to or involved arising out of the fault of the agency finalized. The agency shall be responsible for all payments to its employees.
5. In addition to the above, the agency deployed will pay all the benefits/ allowances to the staff made available for house keeping services in accordance with the Acts as mentioned be it bonus, gratuity, ESI, or any other benefits applicable under the law.
6. In the case of non-performance, part performance and under performance of the work assigned to the employees of the agency finalized, company would be entitled to be compensated by the agency on a mutually decided rate.
- 7 (a) The agency deployed would keep a register at the reception of the company and the employees of the agency would be required to sign in the same which will be subjected to cross checking and the payment would be made only on production of the said register. Signature of Incharge of Brnach Office of RINL is to be taken on the register on day to day basis.
- 7 (b) If the employees of the agency are found to be less than the stipulated number, wages for the absent employee(s) would be deducted by the company at the time of monthly payment.
- 7 (c) In case of any employee of the agency proceeding on leave, replacement would be provided by the agency at no extra expenses to RINL.
8. The requirement of the company is **two Housing Keeping Staffs**.
9. Period of the contract will be **one year from the date of LOI**. However, RINL shall have the option to terminate the contract at any time giving one months notice without assigning any reason whatsoever. No compensation shall be payable on this account.
10. Working hours for the person engaged will be 9 AM to 6 PM (with half hour lunch break).
11. The agency shall be responsbile for maintaining discipline, peach, good behaviour of its employees in the office.
12. Company will not employee personnel of the agency on its rolls.
13. The agency shall provide sufficient sets of civil uniform to its employees.

Contd.....3/-

| 3 |

14. No uniform shall be provided by Rashtriya Ispat Nigam Limited / Visakhapatnam Steel Plant.
15. Employees of the agency shall be issued identity cards bearing their photographs and name badges which they shall wear while on duty.
16. The agency shall carry out, perform and observe all the provisions of labour laws / applicable Acts, statutes like contract labour (Regulation & Abolition Act 1970), employees PF and, ESI Act etc.
17. Nothing will be paid to your employees directly from RINL. Only the agency / contractor concerned will be responsible for the payment of salary of the personnel deployed to RINL.
18. Contractor will submit the bill on 1st of every month alongwith proof of submission of return of PF and ESI etc. of the personnel deployed to RINL by the agency / contractor.
19. The Agency / Contractor shall raise and submit the bill to this office for the services provided by them. Payment of the bill submitted shall be made within 10 days from the date of submission of bill to this office.
20. No quotation shall be entertained after 19.08.2016 at **3.00 PM**.
21. The rate quotations for the tender shall be opened on 19.08.2016 at **3.30 PM** in the presence of quotationers or their representatives who so ever may like to be present at the time of opening of the tender.
22. RINL reserves full right to accept or summarily reject all quotations without assigning any reason what so ever it may be.
23. Quotationer should furnish all the relevant details like: Contact person, Tel. Nos., Fax No., Mobile No. and E-mail if any.
24. All Incomplete quotations shall be rejected.

Sr. Branch Manager

Annexure - I

Form of Tender

From:

To

Sr. Branch Manager
Rashtriya Ispat Nigam Limited
1st Floor, SCO No.3,
Huda Complex, Sector –19
Faridabad – 121002

Name of the Work: "Providing Housekeeping Services at RINL Office at 1st Floor, SCO No.3, Huda Complex, Sector – 19, Faridabad.

Having examined the Invitation to Tender and other documents annexed therewith pertaining to the works mentioned above, I/We, the undersigned, offer to carry out the work in conformity with the said Tender Documents for the sum as quoted separately in the price bid.

I/We undertake, if our Tender is accepted, to commence the work of "Providing Housekeeping services at RINL, Branch Sales Office, Faridabad as specified in the schedule of services and Terms and Conditions within the time schedule given to us by RINL through its authorized representative.

The sum of Rs.10000/- (Rupees ten thousand only) in the form of Pay Order/Demand Draft/ Bankers Cheque (bearing No. _____ and date _____ drawn on Bank is annexed herewith as Earnest Money Deposit (EMD) which will be forfeited by Rashtriya Ispat Nigam Limited, without prejudice to my other right and remedies of Rashtriya Ispat Nigam Limited, only if:-

- i) I/We withdraw our tender within its period of validity; and
- ii) I/We do not commence the Contract within the time prescribed by RINL

However, I/We understand, as informed, this may be converted into security deposit in the case of successful bidder.

This Tender shall be valid, for acceptance by RINL, for a period of two months from the date of opening of tender and it shall remain binding upon us and may be accepted anytime before the expiry of that validity period.

Till a formal Agreement is executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

Contd.....2/-

I/We accept all the terms and conditions of the tender and submit my/our unconditional bid and have this signed all the tender papers issued to us and enclosed the same with the technical bid.

I/We declare that I/We fulfill the eligibility conditions for tender as mentioned in the Tender Documents. The proof/certificate as asked for, are enclosed with the Technical Bid.

I/We understand that you are not bound to accept the lowest, any Tender you may receive and it will be RINL's discretion to accept or reject any or all Tenders without assigning reason whatsoever or to cancel the Tender at any stage before the work is awarded.

Date this _____ day of _____ 2015

Signature of witness:

Date: _____

Name: _____

Address: _____

Signature _____

Date:-- _____

Name: _____

In the capacity of: _____

_____ duly authorized to sign Tender for
and on behalf of: (IN BLOCK LETTERS)

Address: _____

INSTRUCTIONS TO TENDERERS

1. All Tenders papers duly filled and complete in all respects and sealed in an envelope as mentioned at SL No.2 below superscribing "House **Keeping Services**" at **RINL Office presently housed at 1st floor, SCO No.3, Huda Complex, Sector – 19, Faridabad – 121002** must be submitted at reception of RINL, 1st floor, SCO No.3, Huda Complex, Sector – 19, Faridabad – 121002 on or before 19.08.2016 latest by **3.00 P.M.**
2. The tender is to be submitted in three parts as follows:-
 - a) Earnest Money Deposit (EMD) and Form of Tender.
 - b) Technical Bid (Containing all the Tender Document duly signed by the tenderer)
 - c) Price Bid

Each of the above to be enclosed in separate sealed envelopes and superscribed in bold on top with appropriate bid enclosed in it alongwith the name of the work. The name, address and phone no. of the tenderer to be mentioned on the left bottom cover of the each envelop. **The three separate sealed envelop should be kept in another envelop superscribing the name of the work and tender's name, address and phone no. as said above and duly sealed. The Tender shall be opened at 3.30 PM on 19.08.2016.**

3. EMD can be made through **Pay Order / Bank Draft/Banker's Cheque for Rs.10000/- (Rupees ten thousand only) drawn on any Indian Scheduled Bank in favour of "Rashtriya Ispat Nigam Limited A/c(Name of the beneficiary).** Pay Order/DD of Co-operative Banks will not be accepted. Tenders not accompanied with the earnest money or incomplete tender will be summarily rejected. This Earnest Money will be converted into security deposit for successful tenderers. This shall not bear any interest whatsoever. EMD shall be refunded after successful execution of the Contract.
4. The envelop containing the EMD alongwith form of tender shall be opened first and scrutinized. Immediately, thereafter, Technical Bid of those tenders who have submitted EMD as asked for in the tender, shall be opened in the presence of the tenderers or their representatives who may wish to be present at the opening of tenders and shall remain valid for acceptance for a period of two months from the date of opening of the tenders. The price bid of only those tenderers shall be opened, who, on scrutiny, are found technically suitable.
5. The earnest money deposit of the un-successful tenderers will be refunded to them within 2 (two) months from the date of commencement of the contract without any interest.

Contd.....2/-

| 2 |

6. All the pages / documents of the tender should bear the date & signature of the tenderer. All the entries by the tenderer should be in one ink and legibly written. There should be no over-writing in the tender. All corrections and cuttings should bear dated initials of the tenderer. Corrections without initials of the bidder may lead to rejection of the tender.
7. Tenderers are required to quote both in figures as well as in words, otherwise the tender is liable to be rejected. In case the rates quoted in words and figures are at variance, the amount which is lower shall be taken as final and binding on the party.
8. RINL reserves the right to accept or reject any or all the tenders without assigning any reason thereof or to cancel the tender any time before the work is awarded.

* * * * *

ELIGIBILITY CONDITIONS FOR TENDERERS

The following conditions must be fulfilled by the tenderers to be eligible for undertaking the subject work:-

(I) Must have:-

- a) Valid Income Tax Return of the last two financial years
- b) Valid Sales tax No. if applicable;
- c) PAN Number;
- d) Having its own establishment and providing similar services to other customers through its employees;
- e) Fulfilling statutory requirements like PF & ESI registration independently and not as a part of customers PF Trust or PF A/c with RPFC;(A copy of latest annual return of PF and half yearly ESIC return to be enclosed);
- f) Must have an experience of minimum two years in providing House Keeping Services, job/ work details alongwith the name of the organization, officer-in-charge and his telephone No./Mobile No. to be furnished.
- g) The Agency/Contractor must have a single work order for a minimum turnover of Rs.4 lakh per annum and total turn over must be minimum six lakhs during the immediate preceding two financial years. The Contractor shall ensure that maintenance job/ work of the same magnitude has been successfully carried out during the immediate preceding two financial years.
- h) Representation and warranty from the contractor that they have not been black-listed for business by other PSUs.
- i) Satisfactory Completion certificate from the Employers during the last 2 (two) years.

Note 1. Self attested Documentary evidence / certificate as proof with respect to each condition as stated above must be submitted alongwith the Technical Bid otherwise tender shall be rejected.

* * * * *

Agreement

Articles of the Agreement made this ____ day of 2016 between M/s Rashtriya Ispat Nigam Limited(RINL), 1st Floor, SCO No.3, Huda Complex, Sector – 19, Faridabad – 121 002 (hereinafter referred to as “the Company” which expression shall include their heirs, executors, administrators and assigns) of the one part and M/s

(hereinafter referred to as the “ Agency” which expression shall include his / their heirs, executors, administrators and assigns) of the other part, and WHEREAS the Company is desirous of having security and fire services at their office in Huda Complex, Sector – 19, Faridabad and WHEREAS the Agency has agreed to execute upon and subject to the conditions set forth herein (hereafter referred to as the “said conditions” desired in the “terms and conditions” at the respective rates mentioned in schedules of charges attached herewith.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the payments to be made to the Agency provided in the Schedule of Charges, the Agency shall upon and subject to the said conditions House Keeping as described in the Schedule of Services.
2. The said conditions shall be read and constructed as forming part of this Agreement and the Agency will respectively abide and submit themselves to the conditions and stipulations and perform the Agreement on their part respectively in such conditions contained therein.
3. The following documents shall be read and constructed as forming part of the agreement.
 - a) Terms & Conditions
 - b) Schedule of Services
 - c) Schedule of Charges
 - d) Letter Dated
 - e) LOI dated
 - f) Your offier vide letter dated
 - g) Your letter dated
4. That in the event of any doubt or dispute arising between the parties hereto in respect of or touching these presents or for determination of their or any of their duties, rights, obligations or liabilities during the continuance of this Agreement or thereafter, then the same shall be referred to the sole arbitrator to be appointed by officer incharge of RINL at Faridabad and his decision will be final and binding on both the parties.

The provisions of the Indian Arbitration Act 1940 or any statutory modification and re-enactment thereof will apply to such arbitration provided, however, in all matters the venue of the proceedings will be Faridabad and will have justifications over the same.

Contd.....2/-

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5. The Agreement comes into force with effect from ____ day of _____ 2016. The validity period of the agreement will be one year beginning _____ Sept 2016 and ending _____ Sept 2017.
6. The several parts of the Contracts have been read to and are fully understood by us. In witness whereof we set our hand on this _____ day of 2016.

As witness our hand this day of _____ 2016 signed by the said in the presence of :

Company
(Seal & Rubber Stamp)

Agency
(Seal & Rubber Stamp)

Witness:

1.

2.

Annexure – II

QUOTATION

PART – “A” TECHNICAL BID

1	Name of the Enterprise	
2	Name of the Authorised Representative / Contact Person(s)	
3	Full address alongwith Telephone No. & Fax No.	
4	Nature of Firm	
5	Registration No. in case of a Limited Company	
6	Sales Tax No. if any	
7	Code No. Under Employee Provident Fund Scheme	
8	Code No. Under ESI	
9	Pan No.	
10	Income Tax Return (A copy for last two year return)	
11	Details of last two year experience	
12	Declaration from the Contractor that they have	
13	EMD Details viz. DD/Pay Order/Bnker's Cheque, Cheque No., Date, Amount, Name of Bank Etc.	

(Signature of Tenderer)
Alongwith Seal and Date

Annexure – III

QUOTATION

**PART – “B” PRICE BID
SCHEDULE OF CHARGES**

1	Monthly Charges Per Person against deployment of Two House Keeping Staff (Inclusive of all)	
2	Service Tax as applicable extra	
	Total	

The prices quoted shall be clearly and neatly written

(Signature of Tenderer)
Alongwith Seal and Date