**Small Industries Development Bank of India, Visakhapatnam**

**Contract for House keeping Services**

 Competitive quotations are invited for providing services of one person for house-keeping of our office presently located at SIDBI, Door No. 50-50-33/3, JR Plaza, Near Gurudwara, Seethammadhara, Visakhaptnam 530013.

**1. Minimum criteria**

The agency should be based in Visakhapatnam and could be a sole proprietary concern, partnership firm or a company.

**2. Scope of work**

1. The scope of work shall include providing house-keeping of our office premises **and** other miscellaneous works at our office. The office is presently located at D.No.50-50-33/3, JR Plaza, Near Gurudwara, Seethammadhara, Visakhaptnam 530013.
2. The person shall keep all of the office premises clean and tidy. Required cleaning materials shall be provided by SIDBI.
3. The person shall serve water, tea, coffee etc., to the employees as well as customers as required.
4. The person shall cater to any miscellaneous jobs of the office work, as and when required during office hours.
5. The person shall be available in the office from 8.30 hrs to 13:00 hrs and from 14:00 hrs to 17:30 hrs on all week days from Monday to Saturday.
6. The person shall be provided with minimum of 10 Casual Leaves and 5 sick leaves.
7. An alternate person shall be provided on all days when the regular person is not available, for whatsoever reason including leave.

3. **Terms and Conditions**

1. The period of contract shall be one year from 1st Dec 2014 to 30th Nov 2015.
2. The Agency shall be responsible for any claim arising out of the terms and conditions of the employment under the Payment of Wages Act, 1936 and Contract Labour (Abolition and Regulation) Act 1970 or any other law prevalent during this contract period of this contract.
3. The Agency shall pay at least minimum wages as per extant Gazette notification of Andhra Pradesh, as applicable to his/her class of work. The minimum wages shall include Basic + DA. Any request for change of rates due to change in Minimum Wages rates shall be intimated by the Agency to the Bank and upon receipt of such request *Bank may consider* the same.
4. The Agency will abide by all statutory requirement as per Minimum Wage Act, Employee’s Provident Fund Act, Workmen Compensation act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act.
5. The Agency shall provide PF and Gratuity as applicable under the Statue. The person shall also be covered under ESIC.
6. The Agency shall make the payment to the person(s) employed shall be only by way of NEFT to his account.
7. The Agency shall submit the Invoice for payment at the end of the calendar month. The payment shall be generally made within 7 days from the date of submission of the Invoice or 10th day of the month, whichever is later. The agency shall also provide receipt of payment.
8. The Agency shall ensure that the person employed shall wear proper uniform and identity card during the duty. Provision of uniform and any related expenses shall be borne by the Agency.
9. The Agency shall ensure that person(s) engaged shall not take any material to be taken out from the said premises unless authorized by a nominated officer(s) of the Bank for the purpose. It is reiterated and made clear that management, control of the person(s) so provided shall be with the Agency and the said person(s) for all purposes shall be within the Disciplinary Authority of the Agency.
10. The Agency undertakes to indemnify the Bank against any loss, damage, theft, claims, damages, negligence as the Bank may be put to or incur due to direct or indirect result of non-performance or mal-performance or mis-performance in performing the works agreed to by it.
11. The Agency shall be solely responsible for carrying out the job entrusted to them and in case of any accident resulting in death or injury or otherwise risk to the person engaged by the Agency for carrying out the said job, the Bank shall not be liable for any compensation, damages, loss etc. as the case may be. The person(s) engaged for performing the security job shall be responsible for their acts and omissions to the Agency.
12. The Bank will not be responsible or liable in case of any dispute arising between the Agency and the person(s) employed by the Agency for carrying out the security services and no relationship of Employer and Employee shall come into existence between the Bank and the Agency or person(s) for which all responsibilities shall vest with the Agency alone.
13. The Bank shall make a claim, if any, in writing to the Agency in case of any loss caused to the Bank due to non-performance or mal-performance or mis-performance, theft etc. by the Agency/its person(s) in carrying out the terms and conditions and any claim lodged by the Bank will be settled by the Agency within a period of one month. If the claim is not settled within one month, loss caused to the Bank, shall be recovered from the monthly payment made to the Agency.
14. The Bank reserves the right to terminate this arrangement without assigning any reasons thereof, by serving on the Agency a notice of one month to this effect, and on the refusal of the Agency to accept the notice of termination of the arrangement or passive avoidance to do so, the said notice shall be sent by registered post on the address of the Agency recorded with the Bank, where after it shall be deemed to have been served on the Agency. Bank shall also be entitled to appoint any other person, Firm or Agency at its discretion to perform the job entrusted to the Agency after termination of the arrangement. Provided that the termination of the arrangement, as aforesaid, shall not absolve the Agency of its liability regarding security arrangements already entrusted to it in accordance with the direction of the Bank.
15. In case of any dispute arising out/ relating to interpretation of terms of conditions or functioning of the Agency vis-a-vis the Bank, the Bank shall be the sole authority to decide the arbitrator. The Agency agrees to execute all documents, which may be required by the Bank in this regard.

**3.How to apply**

 Quotation should be submitted in the prescribed form attached herein. The last date & time for submission of quotation is Nov 24, 2014 by 16:00 hrs. The Bank reserves the right to add/ delete/ modify terms & conditions besides to reject any or all quotations without assigning any reason whatsoever.

Completed quotation shall be submitted in a sealed envelope clearly superscribing on top of the envelope “Quotation for House-keeping Services" to:

The Asst. General Manager

Small Industries Development Bank of India

D.No. 50-50-33/3, JR Plaza (Above Bike Zone)

Near Gurudwara, Seethammadhara,

**Visakhaptnam 530013**.

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| 1 | Name of the agency |  |
| 2 | Address with telephone, e-mail, fax number & the name(s) of the contact person(s) |  |
| 3 | Year of establishment |  |
| 4 | Firm Registration No. |  |
| 5 | Income Tax - PAN  |  |
| 6 | Service Tax Regn. No.  |   |
| 7 | Experience in House keeping service (no. of years) |  |
| 8 | Names of the other organizations, where similar service has been provided by you. |  |
| 9 | Whether the agency is an income-tax assessee having filed its income-tax return for the last three assessment years, upto AY 2012-13 (Please attach documentary evidence) |  |
| 10 | Furnish name(s) of at least one responsible person who will be in a position to certify about the quality as well as past performance of your organisation |  |
| 11 | Monthly charges for providing house-keeping services (furnish the detailed break up of payment). If service tax is applicable, the same shall be shown separately. | Rs. |

**Verification**: The form should be signed by the authorised signatory verifying that all the details furnished in the application are true and correct to the best of his / her knowledge and stating that furnishing any false information or suppression of any material information would lead to rejection of the application.

Authorised Signatory (Signature and Stamp)