

NO.MYL/ADM/2 (10)2016-17/HKS

17th October 2016

QUOTATION NOTICE

Sub: Housekeeping service at the Indian Cardamom Research Institute, Spices Board, Myladumpara, Idukki Dist-Quotation-reg.

Sealed and super scribed as "quotation for House keeping work" are invited from the interested House keeping Service Agents for House keeping work in the Indian Cardamom Research Institute, Spices Board, Myladumpara, Idukki District.

Total requirement – 5(Five) Housekeeping staff and 1(one) supervisor

Duty Hours – Monday to Saturday – 8.00 am to 4.00 pm

Rate has to be quoted in the following format

Period of contract – Initially for one year

Last date for receipt of quotation 31.10.2016

Date of opening of tender in the presence of tenderers present 02.11.2016

Terms and conditions of service attached

Sl.No	Payment Description		Supervisor	House keeping staff
1	Basic pay		One(1) Rs.....	Five(5) Rs.....per house keeping staff
2	ESI	% of the pay as per Govt.norms		
3	EPF	% of the pay as per Govt.norms		
4	Uniform allowance	% of basic pay		
5	Others if any	% of basic pay		
6	Cost of cleaning materials		Rs.....in a month	
7	Service charge of the Agency		Rs.....in a month	
8	Service Tax			
	Total			

EMD of Rs.1000/- in the form DD favouring Spices Board, payable at Nedumkandam may be enclosed along with the quotation. The Board reserves the right to accept or reject any or all the quotations without assigning any reason.

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 18/10/16
 DIRECTOR (Research)

Terms and Conditions

1. The Agency should have Registration certificate under Contract Labour (R & A) Act 1970 and ESI/EPF/Service Tax Registration certificate.
2. The Agency shall pay a minimum of 75% of the total payment received from the Boards as per (Sl.No. 1 to 5) in the table in page No.1 proof of such payment shall enclose along with the Agency bill for the following months.
3. The Agency shall not engage any sub-contact or transfer the contract to any other Agency or person. Copy of the ID proof of the staff employed may be provided when the contract begins.
4. The Agency shall replace the staff immediately, If found unsuitable for work. If any additional staff is required by the Board, the Agency has to supply the additional service under the same terms and conditions.
5. The Agency is responsible for complying with the payment of the minimum wages as per govt.norms to the staff deployed.
6. The Board will not have any liability for accommodation, transportation, food, medical aid or any other requirement of the staff deployed in the Board.
7. For all, intends and purposes, the Agency shall be the employer of the persons deployed
8. Successful Agency will have to execute an "Agreement (MOU) on a stamp paper worth Rs.100/-.
9. The Agency should ensure that required staff are posted on all working days. If any staff, including the supervisor is absent for more than 4 working days in a month, excluding Sundays, salary or the subsequent absent days of the particular worker will be deducted from the payment of the Agency.
10. Monthly payment to the Agency will be made, against their bill, at the earliest, provided, the service of the Agency is satisfactory during the said period. However, proportionate recovery will be made, if any fault of serious nature is observed, on the part of the staff deployed while they are on duty.

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DIRECTOR (RES)

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