



No: NIT-1/STMAAO/2024

Date: 04/04/2024

**Notice inviting quotation for Facility Management & housekeeping Services at Siddha Town Madhyamgram under Siddhatown Madhyamgram Association of Apartment Owners**

Sealed quotations are invited from reputed, registered, and professional agencies supplying facility & housekeeping staffs, having at least 3 years' experience in providing such services for on annual contract basis for Siddhatown Madhyamgram under Siddhatown Madhyamgram Association of Apartment Owners properties.

1	Name of Work	Providing facility Management & housekeeping services at Siddha Town Madhyamgram.
2	Name & address of the office	Siddha Town Madhyamgram, Vill: Saharpur, Opp. APC College, Kolkata – 700110
3	Quotationers who are eligible to submit the quotations	Reputed, experienced & registered private agencies
4	Last date & time of submitting quotation papers	11 <sup>th</sup> April, 2024 up to 2 PM
5	Opening of quotations	11 <sup>th</sup> April, 2024 at 8:00 PM
6	Documents to be submitted	I. Copy of license for carrying on business of facility & housekeeping & copy of trade license. II. Copy of ESI registration. III. Copy of EPF registration. IV. Copy of PAN Card. V. Copy of service tax registration. VI. Credentials. VII. GST registration certificate.
7	Quotation papers	On Company letter head as per format given in Annexure I.

**Scope of Works:**

1. You will be fully responsible for supply of facility management staffs, housekeeping staffs, electro mechanical (Electrician & Plumber) staffs etc. for the period of this work order.
2. Raising of monthly maintenance bills, collection thereof for the unit owners/ occupants, accounting, banking, preparation of monthly, quarterly, annually accounts statement and to submit to the undersigned within reasonable time.
3. Preparation and maintenance of all required log books, register etc. as per standard for future requirement.
4. The entire campus to be properly maintained in respect of housekeeping.

**Terms & Condition:**

1. The accepting authority reserve the right to reject any or all the Quotationers without assigning any reasons thereof.
2. The Participating bidders are required to quote their rate in per head, per day basis both in figure & words.

3. The charges to be paid for facility & housekeeping services are to be shown in two parts  
a) Manpower charges, b) Service charges.
4. The responsibility of deposition of contribution for ESI, EPF etc. is to be borne by the facility & housekeeping service provider Company and paid challan/receipt in respect of said deposit must be submitted along with subsequent invoice to the STMAAO.
5. The service charges must include all the other incidental charges.
6. Lowest quotations will be selected as per rates quoted for above services.
7. The period of contract will be for 1 year and no enhancement of service charge is admissible during this period. Your charges will be rate contract basis for the contract period. Service charges will be negotiable after acceptance of contract.
8. No conditional/ incomplete rate will be accepted under circumstances.
9. The agency engage for this work will have to maintain regular contact with the Association (STMAAO).
10. The person engage for the duty will have to wear same uniform & carry ID card for identification. Uniform will have to supplied by the service provider/quotationer for which no additional allowance and charges will be entertained.
11. Duty hours will be minimum 8 (eight) hours or as decided by STMAAO considering nature of works.
12. No claim will be entertained for the permanent services for the personnel engaged.
13. TA, DA, Overtime allowance will not be paid to any personnel by STMAAO.
14. Immediately after receiving the workorder, the agency must submit to the STMAAO list showing the name, signature (L.T.I), passport size photograph, election photo identity card (EPIC), Aadhar Card in duplicate of each personnel engaged duly self-attested well in time. If any change is made subsequently by the agency, the changes (in name, signature etc.) is also to be intimated to STMAAO as and when such change is made.
15. The agency will keep itself ready to take up the work within 7 (Seven) days from the date of issue of work order or from any other date as specified by STMAAO.
16. The agency will not be entitled to withdraw/cancel/terminate the agreement without serving a 3 (three) months prior notice of withdrawal/cancelation/termination to the STMAAO.
17. The STMAAO reserves the right to terminate the agreement to be entered into between service provider and STMAAO at any point of time without assigning any reason what so ever.
18. a) Bill in triplicate on monthly basis as per format given in Annexure I must be submitted within 10<sup>th</sup> of the next month. b) Statutory reduction as applicable shall be made from the bill of agency.
19. No personnel, to be deployed at the site, should have their place of residence, whether be temporary or be permanent, within 5-kilometer radius from the site. If someone, whose residence whether be temporary or be permanent, falling within 5-kilometer radius from the society is found to be appointed or engaged at the site, in such case this Work Order at the instance of STMAAO shall instantaneously get terminated.
20. Double Duty (DD) ---A maximum of four double duty per person to be allowed, irrespective of the manpower strength. This Double Duty is apart From the Double

- duties for the purpose of shift change. This additional scope is provided to compensate for any fulfillment of shortage of attendance/ manpower.
21. Attendance delay--- One attendance to be deducted on every 03 attendance delays with delay time being restricted to a maximum 15 minutes from the reporting time. 3 delays in a month will ensure 1 day's salary deduction of that month.
  22. In case of any accident, you will have to take entire responsibility of the personnel deployed & neither you nor the personnel shall have any right to claim any damage from us.
  23. You shall be fully responsible for any theft, loss or any damage caused by negligence of your men & upon demand by us, you shall be bound to forthwith make good all such losses & damages as per our demand without demur and you hereby indemnify & agree to indemnify us & keep indemnified us & or our men and agents with regard there to.
  24. Only 04 no of Double duty will be allowed in a month. If more than 04 double duties will be performed then we will deduct the same from your bill.
  25. The personnel so deployed shall always be in good health & do not suffer from any contagious or any other communicable diseases. If required & demanded by us, you, at your own costs, shall be liable to produce medical certificate of any personnel from a qualified medical practitioner.
  26. Age of any personnel shall not be less than 25 years & more than 45 years.
  27. You, at your own costs & efforts, shall be liable to obtain and comply with all licenses, clearances, and statutory compliances as applicable to these services.
  28. Personnel deployed under this contract shall not be, in anyway, treated and or construed to be employee of us directly or indirectly.
  29. Consumption or sale of Alcohol and tobacco or pan masala or use of any intoxicant in duty hours is strictly prohibited and will ensure immediate suspension from work along with suitable penalty as decided by the STMAAO from the service provider.
  30. The agreement can be terminated in case of irregularities/under-performance/ non-payment of salary to the staffs by giving a written notice of one month.
  31. A minimum credit period of first 60 days is mandatory for successful tenderer.
  32. You will submit CV and copies of all personnel to be deployed by you at the above project/ complex either prior or at the time of deployment.
  33. Such personnel if not found in order will be replaced by you as soon as possible upon hearing from us in writing.
  34. You shall not remove/ replace any personnel deployed without our prior permission.
  35. You are responsible for raising maintenance bill and Sub-meter bill and follow up with flat owners and ensure collection of CAM and Sub-meter payments on time by cheques/ RTGS/ NEFT/ any other mode.
  36. The STMAAO may demand earnest money from the successful tenderer which may vary from 2% to 3% of annual estimated/actual invoice value as interest free Initial security deposit. The security deposit for the work of the successful tenderer will be refunded after defect liability period is over as stipulated in relevant of the tender document or contract is expired as the case may be.
  37. Taxes will be deducted as per applicable laws.



38. The employees deputed by you at our premises should not continue more than 6 months (180 days) at a stretch.

Subhajit Brahma

**Secretary**

**On behalf of Siddhatown Madhyamgram Association of Apartment Owners**





**Annexure-I**

**Quotation for Providing facility management & housekeeping management at Siddha Town Madhyamgram**

1	Description of Work	:	Providing facility Management & housekeeping at Siddha Town Madhyamgram.
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			A	B	C	G	R	Total		
<b>A</b>	<b>Management Staff</b>									
1	Facility Manager	8 Hours				1		1		
2	Accountant	8 Hours				1		1		
<b>Sub total of A</b>								<b>2</b>		
<b>B</b>	<b>Electromechanical Staff</b>									
1	Plumber	8 Hours	1	1	1		0.5	3.5		
2	Electrician	8 Hours	1	1	1		0.5	3.5		
<b>Sub Total of B</b>								<b>7</b>		
<b>C</b>	<b>Housekeeping &amp; Gardening Staff</b>									
1	House Keeping Supervisor	8 Hours				1		1		
+2	Housekeeping Boys	8 Hours				8		8		
<b>Sub Total of C</b>								<b>9</b>		
<b>D</b>	<b>Sub Total of A, B, C &amp; G</b>							<b>18</b>		
<b>E</b>	<b>Management Fees maximum @ 3.5 % on D</b>									
<b>F</b>	<b>Total of D &amp; E</b>									
<b>G</b>	<b>Consumables, Equipment &amp; Tools</b>									
1	Cleaning Consumables	Monthly								On actual as per approved chart
2	<b>Cleaning Equipment</b> Scrubbing Machine Vacuum Cleaner	Monthly								
3	<b>Printing &amp; Stationary</b>	Monthly								
<b>Sub Total of G</b>										
<b>Grand Total</b>										
<b>Taxes will be charged extra as per Government Norms.</b>										

**Name of agency:**

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**Mailing address:**

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**Contact No:** .....

**Mail Id:**  
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**Signature & stamp of the agency authority**

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**Designation of the signing authority**