

KEL Electrical Machines Ltd.

(A Kerala State Public Sector Enterprise)
Formerly BHEL Electrical Machines Ltd.
CIN: U31909KL2011SGC027440

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HR/45/2023/

TENDER FORM

Tender for Cleaning & Housekeeping on **Job Contract basis**- Reg:
Ref: HR/45/2023/ **14** dated 18-01-2023

With reference to the above, I wish to participate in the tender as per the details furnished below.

1. Rate:

Description	Amount in Rs (Detailed calculation/breakup to be attached)
Monthly labour charges inclusive of all statutory payments and any other cost applicable (considering the present minimum wages and Contractors margin inclusive of supervisory charges	Rs.
Total amount in words :	
Number of years experience :	
PF Registration number :	
ESI Registration number :	
PAN Number :	GST reg.No:
Contractors Registration number :	

- The labour deployed will be having adequate training to carry out the Cleaning & Housekeeping work.
- I have gone through the detailed terms and conditions, clauses of the contract attached and fully agree to abide by the same in case the work is awarded on me.
- I have enclosed/not enclosed other conditions for the quotation as per the separate sheet attached.
- I agree to start the work on contract immediately upon confirmation.
- I shall execute the necessary agreement as per the Performa enclosed in case the contract is awarded on me.
- I have understood the tender clauses in full.
- I have understood the detailed scope of work to be undertaken.
- I agree to abide by the statutory provisions of PF, ESI and labour and will produce the relevant documents/ certificates on demand.
- I agree to remit the interest free security deposit as informed by the company.

Yours faithfully,

Date:

Name:
Address:

Signature

Tele No:

DETAILS OF JOBS REQUIRED TO BE UNDERTAKEN

1. Cleaning of Toilets -10 Toilets (2 times a week)
2. Road from Gate up to canteen Sweeping-(2 times a week)
3. Shop Floor Cleaning-(daily)
4. Corridors Cleaning-(2 times a week)
5. Rooms Cleaning- (One time a week)
6. Water Dispensing from Canteen (Daily)
7. Other General works

Consumables required for cleaning jobs shall be to the scope of Contractor.

One person for 8 hour shall be provided for General works and 2 persons minimum shall be provided for other jobs compulsorily every day .

General Terms and conditions of contract

1. The period of contract is one year.
2. The contractor's margin if any shall be calculated on the normal wages payments (ie. Basic +DA) based on the total man days engaged.
3. Statutory payments viz. contribution towards PF, ESI, and Bonus etc. shall be calculated on normal wages (Basic+DA) based on the total man days engaged.
4. Facilities including all toolings for carrying out the work shall be provided by the contractor.
5. The contractor shall ensure that payments are in line with or better than the minimum wages notified by the government.
6. The contractor shall maintain registers and records as stipulated in the **Contract Labour Regulation and Abolition Act 1970 with applicable amendments if any.**
7. Entry passes shall be issued to the contractor against request along with 2nos passport size photographs for every person deployed by the contractor to carry out the work. The passes so issued in the name of the contractor, is to be provided to the labour deployed by the contractor for enabling entry into the premises. The permissions given to the contractor and his labour will cease on completion of the period of contract or on termination of contracts as contemplated in clause No.7 above and the pass issued to the contractor shall be returned thereupon.
8. The contractor must keep the factory premises, shop floor, office building, walls, roofs, furniture etc., always clean and in good condition. The ground 20 ft. wide, surrounding the buildings shall also have to be maintained neat and tidy by the contractor. The detailed schedule of work timings is in the annexure attached. However the company reserves the right to alter the timings of the cleaning work if felt necessary during the tenure of the contract.
9. The monthly contract amount agreed upon in the contract for engaging workers will be paid by 7th working day of the succeeding month. During the tenure of this contract no enhancement will be allowed except on account of revision in the minimum wages.
10. The contractor shall have to carry out the work in strict compliance and discipline with the terms and conditions herein, failing which the company will have the right to make alternate arrangement at the risk and cost of the contractor and shall retain the security deposit in full or part as is deemed fit to compensate the damages incurred by the company as per Clause No.(8) and (27) of the agreement, for breach of contract. Notwithstanding the above, the company will have the right to terminate the contract at any time within the above period of one year, after giving 15 days notice to the contractor.
11. The contractor shall give three months notice to the company in the event of terminating the contract before the contract period of one year, failing which, he will be liable to pay the company, damages of Rs.10,000 (Rupees ten thousand only) minimum and maximum to the extent of damage caused to be decided by the company. He will also be subjected to other penal actions as found necessary by the company. The decision of Head HR, KEL EML, will be final and binding in this matter.
12. The contractor shall deploy the labour as per the schedule of times attached and shall execute the cleaning work without causing any inconvenience to the staff / workers on Job.
13. The waste materials like chips etc lying in floor shall be removed from the floor and shall be stored in the appropriate designated places and any clarity if required shall be obtained from the representative of the company.
14. Contractor should ensure safety of employees deployed.

Signature of the bidder /authorized representative

15. The official instruction of the HR Department shall be solely binding on the contractor.
16. The company reserves the right to impose fine on the contractor if the cleaning is not keeping the standards of quality fixed as per this agreement.
17. Any loss sustained by the company owing to fault of contractor/his labour shall be recovered from his security deposit. The decision of the company shall be final on this matter.
18. The contractor shall bring in the labour for carrying out the work assigned and shall take them back as and when the period of contract is over/ terminated. The contractor is solely responsible for their labour and their service conditions. The cleaning employees will be engaged and paid by the contractor and they shall not be considered as employees of the company under any circumstances. The company reserves the right to refuse admission to any/ all of the labour deployed by the contractor at any time without notice or without assigning any reason thereof if felt necessary. In the event of such a situation the contractor will have to provide alternate arrangement without causing any inconvenience to the company. The contractor will be solely responsible for any losses for non fulfillment of work and company will have the right to make alternate arrangement and the expenses incurred is recoverable from the amounts due to the contractor including the security deposit.
19. All the statutory obligations regarding the labour deployed shall be borne and complied by the contractor.
20. The contractor shall deploy only healthy persons for carrying out the work. The contractor shall submit the medical fitness certificate of the employees engaged stating that they are not having any contagious disease. The contractor's employees should be neatly dressed in Pants and Shirt for males and Sari / Churidar for females as per the local custom acceptable to the company.
21. The company will not stand guarantee to any debt incurred by the contractor to outside parties in his personal capacity or as a contractor of the company.
22. The contractor shall hold the company harmless and indemnified against all claims for damage (inclusive or legal costs in connection herewith) whether arising as a result of personal injury or death (irrespective of whether such a claim arises in accordance with the provisions of the workman's compensation Act 1923 or other statutes in force during the currency of this agreement or otherwise) or any damage to any property-by accident, negligence or otherwise – arising out of and in course of continuance of this agreement.
23. The contractor shall remit the security deposit as mentioned in the tender form for the satisfactory fulfillment of the contract with the company, free or interest. The company will have the right to recover from this amount dues to the company if any, from the contractor. This amount will be returned to the contractor on termination of the contract subject to provisions contained herein.
24. The contractor and his employees shall be bound by the rules and regulations of the company in the matter of discipline and cleanliness.
25. The contractor has to carry out the cleaning work on all working days of the company.
26. The contractor has to carry out the cleaning work on holidays including Sundays when demanded by the company.
27. Losses caused to the company property due to the lapse/negligence of the employees of the contractor, if any shall be recoverable from the amounts due to the contractor.

Signature of the bidder /authorized representative

28. Registers shall be properly maintained as record of cleaning work done which shall be authenticated by the officer in charge of the section and deposited at the HR department every day.
29. The company will have the right to alter the timings of the cleaning work if felt necessary.
30. If it is noted that the work is carried out unsatisfactorily and the directions given for improvement are neglected willfully / otherwise, the company reserves the right to take appropriate action including the termination of the contract and recover the losses incurred from the contractor's security deposit / monthly bills payable by the company.
31. The contractor shall furnish a list of his employees with details such as their names, age and permanent address etc. and intimate the changes if any from time to time.
32. The contractor shall produce the required license to the company on demand /before commencement of the contract.
33. Any dispute between the company and the contractor or any issue relating to the contract is subject to the jurisdiction of the court of Kasaragod only.
34. Any working arrangement which may be required beyond the scope of the contract shall be effective only after issue of suitable amendment to the subject contract by the Management.
35. Any major disputes or genuine grievance of the contractor other than the day to day problems in carrying out the contract shall be brought to the notice of the Head HR, KEL EML, Kasaragod and his decision will be final and binding on the contractor.
36. However in an emergency situation, Company reserves the right to freeze the operation of the contract and to make alternate arrangements without any advance notice and no damages for premature closure of contract is payable to the contractor.
37. The contractor or his supervisor shall be present during the operational hours for discharging his contractual obligations.
38. The contractor's supervisor has to contact the company representative on a daily basis for proper co-ordination with the management.
39. The contractor shall ensure all the employees engaged against work spot injury under Workman Compensation Act at his cost.
40. The food can be provided at subsidized rate to the contractor's employees, provided the contractor agree to pay the same and the same will be deducted from the monthly bills of the contractor. The above rate is liable to be revised if felt necessary by the company based on the actual running cost.

I have read and understood the above terms and conditions and agree to abide by the above terms and conditions of contract.

Signature of the bidder /authorized representative