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Malabar Regional Co-operative Milk Producers' Union Limited
Head Office, Kunnamangalam, Kozhikode 673571, Kerala,
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MRU/PRDN/QC/CLEANING/120/2017-18

07.02.2018

TENDER NOTICE

Sealed tenders are invited from individuals/organizations interested in taking up cleaning operations in the campus of the Head Office of MRCMPU Ltd at Peringolam, Kunnamangalam on Principal to Principal Piece-rate Independent Labour Contract basis for a period of two years from **01.04.2018 to 31.03.2020** as per the terms and conditions mentioned below. The tender forms with detailed terms and conditions are available from this office free of cost or the same can be downloaded from our website www.malabarmilma.com. The tenders should be submitted along with an EMD of ₹ 1,000 in the form of cash receipt from the Accounts Department of MRCMPU Ltd, Head Office or in the form of Demand Draft drawn in favor of Managing Director, MRCMPU Ltd payable at Kozhikode

1. Issue of tender form : From 13.02.2018 to 27.02.2018 (10.AM to 3.00 PM on all working days)
2. Earnest Money Deposit : ₹ 1,000/- (Rupees One Thousand only)
3. Date and time of submission : On or before 28.02.2018 at 1.00 PM
4. Date and time of opening : 28.02.2018 at 3.00 PM
5. Venue of opening of tender : Head Office, Peringolam

A. General Terms and Conditions

1. The Independent Labour Contractor should have the necessary license from the competent authority (District Labour Officer-Enforcement) under the Contract Labour (Regulation and Abolition) Act 1970 to provide services of workmen for carrying out labour contract on piece rate basis. If he does not have the license he should obtain the same at his own cost within one month of starting the piece rate work and he shall comply with all statutory requirements within the above period of one month.
2. The Independent Labour Contractor should have valid PF registration, Professional Tax registration, PAN number of Income Tax Department, independent code number under ESI and EPF Act etc.
3. The wages paid by the Independent Labour Contractor to his employees engaged for sweeping and cleaning activities should be in accordance with the **sweeping and cleaning operations notification made under the Minimum Wages Act (Notification GO/MS/No.48/2010/LBR dated 19/04/2010)** and each employee should be paid a wage amount for an eight-hour duty which should not be less than the amounts shown in the table below:

Contract Employee	Monthly minimum wage amount for 8 hour duty (₹)	DA for Kozhikode Centre (315-130) X ₹ 0.82x26	Total Wages (₹) for 26 days	Monthly PF contribution by contractor @ 12% (₹) Subject to a maximum total monthly wages of ₹ 15000 per month	Monthly ESI contribution by Contractor @ 4.75 % (₹)
Workmen	3,900.00 (₹150x26)	3944.20	7844.20	941	372
Supervisor	4,290.00 (₹ 165x26)	3944.20	8234.20	988	391

4. The Contractor shall also remit PF and ESI contributions as shown in the above table. The Contractor shall make remittance of employees' contribution of PF and ESI by deducting the same from the employees' wages. The Contractor shall submit the photocopy of the wage register to the Managing Director every month.
5. The Independent Labour Contractor shall submit his bill for a month in the specified form to the Managing Director on or before the fifth day of the succeeding month along with copies of wage register and remittance challans with bank seal to prove remittance of PF and ESI contributions. The bill will be

certified by Production Department and payment of eligible amount will be made on or before the tenth day of the succeeding month **after deduction of penalties if any for unsatisfactory performance.** Statutory deductions like Income Tax etc as applicable will be made from the bills as per Government instructions from time to time. Liability for payment of service tax will be vested with the Contractor. However, he can claim the actual service tax payable by him in the monthly bill separately. It will be reimbursed to him (subject to Rules in force) after furnishing the proof of payment of service tax by the contractor. **The rates to be quoted by the Contractor shall be exclusive of Service tax.**

6. The Independent Labour Contractor's employees shall wear prescribed uniforms (provided by the contractors) within the Head Office campus and they shall follow all prescribed hygienic practices in the Head Office.
7. The Independent Labour Contractor's employees working in the Head Office shall perform their duties in a disciplined manner and should not behave in any manner detrimental to the smooth functioning of the routine activities in Head Office.
8. In case any of the Independent Labour Contractor's employees meet with any accident in any location not covered under the ESI Act, the contractor shall be solely liable to provide the employee with necessary treatment and compensation. MRCMPU Ltd shall not be liable for any disability claims/compensation due to injury/death on account of such accidents. The contractor shall obtain necessary insurance coverage to meet such eventualities under the Employees' Compensation Act from a Nationalised Insurance Company at his own expense and a copy of the Policy obtain under the WCC Act submitted to the Managing Director. Whenever new employees are engaged by contractor, such employees shall also be included in the above policy and evidence of inclusion shall be submitted to the Managing Director immediately.
9. The Independent Labour Contractor shall not be eligible for any payment other than the amount calculated as per the piece rate fixed under this contract and contractor shall meet all his statutory liabilities as well as liabilities of wages from this amount.
10. The employees of the Independent Labour Contractor shall have no right for regular employment in MRCMPU Ltd and there shall be no employer-employee relationship between the Union and the contractor's employees.
11. The Independent Labour Contractor shall follow instructions issued by the authorities of MRCMPU Ltd in conformity with the provisions of the ISO/HACCP specifications regarding the hygiene, punctuality and performance of his employees and documentation procedures connected to ISO/HACCP implementation.
12. The personnel employed by the Independent Labour Contractor shall be above 18 years and below 58 years of age and must be well disciplined and medically fit and technically skilled to carry out the specified jobs. These personnel shall be engaged for a maximum of six days in a week, that is 26 days in a month.
13. The Independent Labour Contractor shall on request by the Managing Director immediately replace any person employed by the contractor, who may, in the

opinion of the Managing Director be unsuitable or incompetent to carry out the allotted work or is found guilty of misconduct.

14. The Independent Labour Contractor shall make periodical and/or surprise checks to supervise the performance and turn out of the contract personnel provided by him.
15. The Independent Labour Contractor shall arrange for the maintenance of registers and forms as are found necessary for efficient performance of the work assigned to him. A duty register indicating the names of the contract personnel on duty should be made available to the Managing Director at all times.
16. The Independent Labour Contractor shall not assign or sublet the work in full or part to any other sub contractor.
17. The Managing Director reserves the right to require Police verification to be done for the persons engaged by you before assigning duties inside the Head Office.
18. Independent Labour Contractor Relationship and Status
 - A. The Independent Labour Contractor shall perform the Services under this Contract solely as an Independent Labour Contractor and shall recognize that this Contract does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the contractor and MRCMPU Ltd. The Independent Labour Contractor is not authorized to enter into or commit MRCMPU Ltd to any agreement, and you shall not represent it self as the agent or legal representative of MRCMPU Ltd.
 - B. The Independent Labour Contractor shall have the right to control and supervise the performance of the services provided under this contract.
 - C. The Independent Labour Contractor shall not be entitled to participate in any of the benefits provided by MRCMPU Ltd, including without limitation any health or retirement plans. The Independent Labour Contractor shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for under the terms of this Contract.
 - D. MRCMPU Ltd shall not be liable for taxes, Worker's Compensation, ESI, EPF etc for the services provided by the Independent Contractor or for withholding for or on behalf of the Independent Contractor any amount payable to any other person consulted or employed by the Independent Contractor in performing Services under this Contract. All such costs shall be The Independent Contractor responsibility.
19. The Independent Labour Contractor shall indemnify MRCMPU Ltd against all claims which may arise under the under noted Acts.
 - i. The Minimum Wages Act, 1948.
 - ii. The Workman's Compensation Act, 1923.
 - iii. The Payment of wages Act, 1963.
 - iv. The Payment of Bonus Act, 1965.
 - v. The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
 - vi. E.S.I Act 1948

- vii. Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- viii. The Employees Provident Fund and Miscellaneous Provisions Act, 1952.

AND

Any other Acts or Statute not here in above specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.

- 20. Any amount payable to MRCMPU Ltd arising out of this contract will be recoverable from the amounts payable to The Independent Contractor by MRCMPU Ltd.
- 21. The Independent Labour Contractor shall execute an agreement in non judicial stamp paper worth ₹ 200.00 and remit a **security deposit of ₹ 15,000.00** which will be released after satisfactory completion of the contract. No interest will be paid on the security deposit amount. Either party can terminate the agreement during the operative period by giving three months notice in writing to the other party.
- 22. The Contractor has to sign on all pages of the tender documents before submitting the tender.

B. Special Conditions including work chart and schedules

Detailed work chart and schedule regarding the manner in which specified piece rate works under this contract are to be carried out, is shown as **annexure I** of the tender document. The Independent Labour Contractor shall study the **annexure - I** and make himself aware of the nature, frequency and extent of the works involved. Evaluation of whether a particular work has been carried out satisfactorily will be determined on the basis of the work chart specifications and schedule. The cleaning operations shall be carried out from 8 AM to 4 PM on all working days of the Head Office of the Union and the Contractor's employees shall be available in the Head Office premises during the above time period.

C. Remuneration

The rate quoted by the Independent Labour Contractor shall include all expenses of the General Terms and Conditions mentioned above as well as any other statutory payment not specifically mentioned therein. The rate quoted should also include the expenses for adhering to the Special Conditions including the schedules mentioned in **annexure I** and also the cost of chemicals and equipments used for cleaning purposes. Under any circumstances MRCMPU will not pay anything more than the approved rates. The rates should be quoted in the following format. **The grand total amount per day for all the jobs as per the measuring units specified will be considered as criteria for selecting the lowest party.**

Sl. No	Nature of work	Measuring Unit	Periodicity of Work {A}	No. of Units {B}	Rate quoted per Unit per Cleaning (₹) Exclusive of Service Tax {C}	Total Amount per Day (₹) {A}*{B}*{C}
1	Cleaning inside Department Blocks and Entrance Hall	Floor Space in Square Metres	Once daily	1200		
2	Cleaning of Varandah	Floor Space in Square Metres	Once daily	150		
3	Cleaning inside Canteen	Floor Space in Square Metres	Twice daily	200		
4	Cleaning inside Security Room, Generator Room, Vehicle shed, Drivers rest room and attenders dressing room	Floor Space in Square Metres	Once daily	230		
5	Toilet Cleaning	Number of Toilets	Thrice daily	15		
6	Campus Cleaning	Area in Square Metres	Once daily	2250		
7	Water tank Cleaning	Volume in Litres	Once in three months	2500		
8	Cleaning of Curtains	Number of Curtains	Once in two months	52		
9	Cleaning of Towels	Number of Towels	Once in a month	20		
Grand Total Amount per Day						

Managing Director i/c

D.D No, Name of Bank	Date	Amount ₹
<p>Certified that I have read the terms and conditions of the Tender Notice No. MRU/PRDN/QC/CLEANING/120/2017-18/ dated 07.02.2018 and agree to the same.</p>		
Name of the Tenderer		
Address of the Tenderer		
Phone No: with STD Code		
Mobile Phone No:		
Signature of the Tenderer with Date		

ANNEXURE-I

Cleaning Schedule for the Head Office of MRCMPU Ltd.

Sl. No	Area	Items	Task	Frequency
1	Cleaning inside Department Blocks, Entrance Hall.	1.1) Floors	1.1.1) Sweep & Swab Areas shall moped with disinfectant once in a day.	Daily Morning
		1.2) Walls and Roofs	1.2.1) Sweep and Cobwebs to be removed and cleaned.	Weekly Once
		1.3) Windows, Grills & Doors	1.3.1) Sweep and Remove dust, Cobwebs to be cleaned.	Weekly Once
		1.4) Mat	1.4.1) Wash and Clean.	Daily Evening
		1.5) Switches, Bulbs & Tubes	1.5.1) Remove dust and clean using dry cloths.	Weekly Once
		1.6) Window Glass	1.6.1) Wash using Soap Powder and clean using dry clothes.	Weekly Once
		1.7) Dust Bin	1.7.1) Emptied and Clean Dust bins.	Daily
		1.8) Furniture's & Shelves	1.8.1) Remove dust and clean using dry clothes.	Daily
		1.9) Personnel Computer, Printers, Telephone and Any other Electronic Items	1.9.1) Remove dust and clean using dry clothes. Care shall be taken to avoid use of water / wet cleaning brushes / wet cloths while cleaning electronic items.	Daily
		1.10) Files and Folders	1.10.1) Remove Dust and Arrange systematically.	Daily
		1.11) Curtains& Towels	1.11.1) Dusting curtains & Towels.	Daily
		1.12) Water Purifier	1.12.1) Cleaning of Water Purifier (Inside & Outside).	Once in a week
2	Cleaning of Verandah	2.1) Walls and Roofs	2.1.1) Sweep and Cobwebs to be removed.	Weekly Once
		2.2 Floors	2.2.1) Sweep & Swab Areas shall moped with disinfectant once in a day.	Daily Morning
3	Cleaning inside Canteen	3.1) Floors	3.1.1) Sweep & Swab Area shall be cleaned using disinfectant.	Daily Twice

		3.2) Roof and Walls	3.2.1) Sweep and Cobwebs to be removed.	Weekly Once
		3.3) Windows and Doors	3.3.1) Wipe the windows and doors, Remove dust, Cobwebs to be removed.	Weekly Once
		3.4) Furniture	3.4.1) Cleaning of canteen tables. Remove debris and dust Arrange Table & chairs neatly.	In the morning and in the afternoon after lunch
4	Cleaning inside Driver's rest room, Attender's Dressing Room, Security Room, Generator Room and Vehicle Shed.	4.1) Floors	4.1.1) Sweep & Swab the area. Areas shall moped with disinfectant once in a day.	Daily Morning
		4.2) Walls and Roofs	4.2.1) Sweep and remove Cobwebs.	Weekly Once
		4.3) Windows, Grills & Doors	4.3.1) Sweep and Remove dust, Cobwebs to be removed.	Weekly Once
		4.4) Mat	4.4.1) Wash and Clean.	Daily Evening
		4.5) Switches, Bulbs & Tubes	4.5.1) Remove dust and clean using dry cloths.	Weekly Once
		4.6) Window Glass	4.6.1) Wash using Soap Powder and clean using dry clothes.	Weekly Once
		4.7) Dust Bin	4.7.1) Emptied and Clean Dust bins.	Daily
5	Toilet Cleaning	5.1) Floor	5.1.1) Floor and wall tiles inside the toilets shall be cleaned.5.1.2) The toilet basin/closet shall be Cleaned.	Thrice a Day
		5.2) Roof and Walls	5.2.1) Sweep and Cobwebs to be removed.	Daily Morning
		5.3) Windows and Doors	5.3.1) Wipe and Remove dust, Cobwebs to be cleaned.	Daily Morning
		5.4) Exhaust fans & Bulbs	5.4.1) Remove dust and clean using dry cloths.	Daily Morning
		5.5) Washbasins	5.5.1) Wash and Clean.	Twice a Day
6	Campus Cleaning	6.1) Tarred/ Concreted Area	6.1.1) Sweep the area mentioned inside the campus.	Daily
		6.2) Scrap & Waste materials	6.2.1) Plastic, glass, tin, polythene, paper shall be stacked at the designated point properly.	Weekly Once

		6.3) Disposal of Waste	6.3.1) Disposal of the waste shall be carried out by putting them in fire by getting permission from the Senior Manager (E). Attention is taken that minimum smoke pollution is ensured.	Weekly Once
		6.4) Drainage Cleaning.	6.4.1) Open Drainage lines shall be cleaned regularly at least once in a day to ensure smooth flow of wastewater. The covered drainage shall be cleaned as per the instructions received from the Officials in this office. This area shall moped with disinfectant	Daily
		6.5) Disposal of Waste from Dustbins	6.5.1) Disposal of the waste shall be carried out by putting them in fire. Attention is taken that minimum smoke pollution is ensured.	Daily
7	Water Tank Cleaning	7.1) Water Tank Cleaning	7.1.1) Water Tank shall be cleaned once in three months.	Once in three months
8	Cleaning of Curtains	8.1) Detaching, Cleaning and re fixing of curtains	8.1.1) Wash, dry and Fix in the right Place.	Once in two months
9	Cleaning of Towels	9.1) Washing of Towels	9.1.1) Wash, dry and keep it in the right Place.	Once in a month
10	Watering of the garden and potted plants	10.1) Watering of the garden and potted plants	10.1.1) Water the Potted Plants; Water other plants in the garden.	Once a Day