



ITI LIMITED

KANJIKODE WEST : : PALAKKAD – 678 623

REF NO : HR/CONT./03

DATE : 14-10-2015

TENDER NOTICE

Sealed quotations are invited for the following works;

Sl. No:	Name of Work	EMD	Period of Contract
01	Canteen Work Contract	Rs.15,000/-	ONE YEAR
02	Material Movement in different depts..	Rs.10,000/-	ONE YEAR

Tender forms with terms and conditions can be downloaded from our web-site www.itilt-india.com or can be had from HR Department, ITI Limited, Kanjikode West, Palakkad – 678 623 during the working hours from 09.00AM to 5.00PM on all working days.

The sealed quotations duly filled in the name of work and reference on the envelope should be submitted on or before 28th October 2015 at 2.00PM.

The same will be opened in presence of the tenderers whose choose to be present in the office on date 28-10-2015 at 2.30PM.

The Contractor should quote the Permanent Account Number(PAN), ESI Code Number, EPF Code Number & Service Tax Registration Number.

While quoting the rates, detailed break up to be provided such as Minimum Wages, Statutory Contributions, Contractors' profit etc..

The company reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

CHIEF MANAGER-HR
ITI LIMITED, KANJIKODE WEST
PALAKKAD – 678 623
KERALA STATE



ITI LIMITED

KANJIKODE WEST : : PALAKKAD – 678 623

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TERMS & CONDITIONS

GENERAL :

01 The contractors are required to inspect the site before submitting their offers and it will be deemed that they are fully conversant with the locations and the work content.

02 The contract is for a period of 12(twelve) months.

03 The workers engaged by the contractors shall be fully under the control and supervision of the contractor and they have to observe strict factory discipline.

04 The contractor shall make available an authorised representative in his absence to supervise and carry out the instructions of the management from time to time as the company would at no point supervise them.

TERMS OF PAYMENT :

01 The statutory orders as in force from time to time shall be applicable to the contract and the contractor shall be solely responsible to comply with all the statutory requirements envisaged there under. The contractor shall effect minimum wages as per the rules to all the employees engaged by the contractor for this work. The requirements envisaged under the Contract Labour Regulation and Abolition Act shall fully be complied with and requisite register and records maintained by the contractor and shall be furnished to the HR Department and other authorities whenever called for. Penalty if any, imposed by the authorities shall be fully borne by the Contractor.

02 The contractor shall be liable to pay his contribution and employees' contribution to ESI & EPF scheme in respect of all workers employed by him for the execution of the contract. In case the contractor fails to make the payment, ITI Limited shall recover the amount from the running bills of the contractor as assessed by him. The amount so recovered shall be adjusted against the actual contribution payable to ESI & EPF.

03 All necessary recoveries such as, Income Tax etc... as applicable will be effected as per the rules in force.

04 The payment will be made through monthly bills. The EMD remitted will be treated as security deposit and will be refunded without interest on completion of the work satisfactorily.

05 No escalation is allowed during the currency of the contract.

SCOPE OF WORK :

CANTEEN WORK CONTRACT ;

- Removal of used plates, bowls, tumblers from dining hall after service
- Cleaning of dining hall and dining tables after service
- Cleaning of used plates, bowls and tumblers after service
- Cleaning of vessels used for cooking
- Cleaning of corridors, stores and kitchen
- Cutting of vegetables as required for lunch including pickle cutting & dinner including vegetables required for dinner
- Scrapping coconut with the help of mechanized coconut scraping device
- Cleaning Dining hall & Kitchen twice in a month
- Substitutes when permanent staff takes leave
- Extra engagement on special occasions like preparation of Payasam, Vegetable Biryani, Chappathi etc..

MATERIAL MOVEMENT ;

- Movement of materials in different departments as per requirement.

CHIEF MANAGER-HR

QUOTATION

NAME OF WORK : (Tick which ever is applicable)

Canteen Work Contract

:

Material Movement in different Departments

:

01 Name of the Contractor :

02 ESI Code Number :

03 EPF Registration Number :

04 Permanent Account Number(PAN) :

05 Service Tax Registration Number :

Rate per day for Canteen Work Contract(in Rs.) : Wage :

EPF @ 13.61% :

ESI @ 4.75% :

TOTAL :

(Rupees.....)

Rate per man-day for Material Movement(in Rs.) : Wage :

EPF @ 13.61% :

ESI @ 4.75% :

TOTAL :

(Rupees.....)

Place :

(Signature of the Contractor)

Date :

Name & Address of the authorized person