



**Revenue Department**

OFFICE OF THE SPECIAL OFFICER AND COMPETENT AUTHORITY,

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**Publication**

**INVITATION OF QUOTATION FOR PROVIDING OUTSOURCED HOUSEKEEPER TO SPLOCA FOR THE YEAR 2024 -25.**

The SPLOCA, Bangalore hereby invites tenders from Registered Manpower Agencies with experience in House Keeping Services for providing housekeeping services on outsourcing basis for 11 months as detailed in Annexure.

a) The Agency should have minimum five years of experience up to 2023-24 in providing Housekeeping Manpower Services to Government of Karnataka /Government of India/ Government Institutions etc. and a certificate of satisfactory service from the head of at least one of the institutions.

b) The Agency should not have been declared as ineligible under corruption and fraudulent practices issued by Government of Karnataka / Government of India / Government Institutions etc., or blacklisted or in the process of being blacklisted should not have any ongoing litigation with any Government authority, Board, Corporation, Local Body or Autonomous Institution. An Affidavit to this effect on Rs 200 Stamp Instrument to this effect must be submitted.

c) The Agency should have total turnover of at least Rs. 20.00 lakhs (cumulative) during last two years (2021-22 and 2022-23). The Agencies should submit proof of Audited Balance Sheet and Profit and Loss Accounts, Income and Expenditure Accounts of the three years specified.

d) The agency should have the following Registration and other certificates & shall submit copies of certification along with the technical bid.

i. Registration certificate for having registered under Contract Labour Act of competent Government authority.

ii. PAN and TIN of Income Tax Department.

iii. Service tax or GST or equivalent registration certificate.

iv. Certificate of Registration under Professional Tax issued by Commercial Tax Department, Government of Karnataka.

v. Registration Certificate under Employees State Insurance Act (ESI ACT).

vi. Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner.

#### Other Conditions

a) The Agency should have administrative staff with required skills, qualifications, good service record.

b) The Agency shall abide by the provisions of Employees Provident Fund & Miscellaneous Provisions Act & Rules there under, ESI Act, the Contract Labour (R&A) Act and Workmen's Compensation Act, Minimum Wages Act and Rules etc.

c) The agency must have its office in the Bangalore region.

#### 2. Details of Manpower & Services required

Total No of Housekeeping Personnel to be provided: 2

No of Months: 11

Approximate total amount remuneration (Excluding Statutory Dues): Rs 4.90 Lakhs

| Post                           | Job Description  | NUMBER OF POSTS | MONTHLY WAGES INCLUDING BASIC AND VDA PER PERSON    | TOTAL WAGES IN RS PER Month (Including ESI & PF) | TOTAL AMOUNT IN RS for 11 Months (Including ESI & PF) | Basic Qualifications      | Experience & Qualifications  |
|--------------------------------|--|-----------------|---|--|---|---------------------------|--|
| Housekeeper, Sweeper & Cleaner | Cleaning of Toilets, Bathrooms, Dusting, Wiping, Washing, Housekeeping, Wet & Dry Garbage Removal & Disposal in SPLOCA Offices and Buildings | 2               | As per latest Minimum Wages Notification for Zone 1 | 20570  | 452542  | 7th Pass. 23 to 50 years. | 7th Standard, Physically Fit, No Police Record, Relevant experience in housekeeping and Resident of BBMP / Bangalore Urban District (preferably, near Vasant Nagar / Pulakeshi Nagar / Richmond Town / Shivajinagar / Shantinagar) |

#### Schedule:

|                               |                           |
|-------------------------------|---------------------------|
| Last Date of Queries          | 03/04/2024 till 5:00 p.m. |
| Last Date for Quotation       | 05/04/2024 till 4:00 p.m. |
| Opening & Verification of Bid | 05/04/2024 at 5:00 p.m.   |
| Likely Date of Work Order     | 07/04/2024 at 5.00 pm     |

The Quotation Inviting Authority may, at his discretion, extend the deadline for submission of Quotations, in which case, all rights and obligations of the authority and the quotations subjected to the previous deadline, will thereafter be subject to such extended deadline.

The Accepting Authority reserves the right to cancel the tender partially or completely at any point of time without assigning any reasons.

Quotations must be in sealed cover with following superscribed: **“Quotation for Housekeeping Services to Offices and Buildings of SPLOCA”** and the name and address of bidder shall be written below.

The successful bidder agency shall enter into an agreement with the Quotation Inviting Authority.

Bidding format may be downloaded from the website of SPLOCA or obtained at the SPLOCA Office during working hours on any day up to 4<sup>th</sup> April 2024.

Contact Person: Shri Shahid, Shirishtedar, Mobile: 8197059992

The following additional conditions are to be accepted:

- i. The housekeepers provided shall be on full-time duty and should not work anywhere else other than the location at which they are deployed by SPLOCA.
- ii. The housekeepers are entitled to paid holidays on any four (4) days of a month and all absences beyond the same shall be treated as unpaid, unauthorised absence and shall be penalized.
- iii. The housekeepers must work for a minimum of 8 hours a day, excluding break. Work beyond that period if occasioned shall be reimbursed by overtime as per rules of the Labour Department issued from time to time. Less than minimum work period shall be penalized.
- iv. Wages shall be as per minimum wages notified from time to time by the Labour Department.
- v. The experience, character & antecedents of the housekeepers should be verified by the agency and a panel of willing persons matching the basic qualifications and experience should be sent for interview and approval with basic documents like 2 photos, copy of Adhaar or Voter ID and proof of work experience if any, within 7 days of the agreement.
- vi. Approved Housekeepers shall sign a document accepting good behavior, discipline confidentiality during service and prior notice of 30 days before resignation.
- vii. Agency shall replace persons during unauthorised absence.
- viii. Agency shall take appropriate disciplinary or other legal action against any resources complained against or for damage / loss to SPLOCA office / staff.
- ix. Payment of wages and service charges etc. shall be on a monthly basis, based on attendance recorded through approved biometric device on or before the 10<sup>th</sup> of every month (except in cases of force majeure events). Payment will be made directly to the bank accounts of the resource persons and proof sent to the SPLOCA office.



## Bid Format

### QUOTATION FOR PROVIDING OUTSOURCED HOUSEKEEPER TO SPLOCA FOR THE YEAR 2024 -25

|   |                         |  |
|---|-------------------------|--|
| 1 | Name of Bidder          |  |
| 2 | Company Type            |  |
| 3 | Official Postal Address |  |
| 4 | Official Contact Number |  |
| 5 | Official E mail         |  |

| 6    | Registration Document                 | Registration Date | Registration Number | Whether Copy attached (Yes / No) |
|------|---------------------------------------|-------------------|---------------------|----------------------------------|
| i.   | Certificate under Contract Labour Act |                   |                     |                                  |
| ii.  | PAN / TIN by Income Tax Department    |                   |                     |                                  |
| iii. | Commercial Tax                        |                   |                     |                                  |
| (a)  | GST                                   |                   |                     |                                  |
| (b)  | PT                                    |                   |                     |                                  |
| iv.  | ESI                                   |                   |                     |                                  |
| v.   | EPF                                   |                   |                     |                                  |

| 7 | Audited Accounts | Year    | Whether Copy attached (Yes / No) |
|---|------------------|---------|----------------------------------|
|   |                  | 2021-22 |                                  |
|   |                  | 2022-23 |                                  |

| 8. | Experience in Supplying Housekeeper | Year | Department / Board / Corporation | Quantity |
|----|-------------------------------------|------|----------------------------------|----------|
|    |                                     |      |                                  |          |
|    |                                     |      |                                  |          |
|    |                                     |      |                                  |          |
|    |                                     |      |                                  |          |
|    |                                     |      |                                  |          |
|    |                                     |      |                                  |          |

| 9 | Quotation  | Wages                                    | Tax(%) | Service Charges (%) |
|---|--|--|--------|---------------------|
|   | Supply of two numbers human resources for housekeeping in SPLOCA offices and other buildings on outsource contract basis for 11 months | As per minimum wages based on attendance | 18%    |                     |

