



## ENVIRONMENT PROTECTION TRAINING AND RESEARCH INSTITUTE (EPTRI)

(An autonomous Institute of Government of Telangana)

91/4, Gachibowli, Hyderabad-500032; Telangana

Phone: 9440222152; Website: <http://eptri.telangana.gov.in>

No. EPTRI/Admn/House Keeping/2022-23

Date: 01.08.2022

### **SHORT TENDER NOTICE FOR HOUSE KEEPING WORK AT EPTRI**

Environment Protection Training & Research Institute (EPTRI) invites tenders for House Keeping as per following nature of work. The no. of workforce required is 11 members both male and female

#### **NATURE OF WORK**

Cleaning Wash Rooms, Flooring, Tables/furniture, Wardrobes, Windows, Ceiling, Sweeping outside areas etc.. complete in all respects including cleaning of connected drains and ensure hygienic conditions in the premises as per the directions of the concerned Official. The required material will be supplied by EPTRI. Age between 35 to 40 years.

#### **Terms & Conditions:**

- 1.The no. of persons may vary as per the requirement in the Institute.
- 2.The wages must be paid as prescribed by the Government of Telangana for respective disciplines.
- 3.All statutory provisions such as PF, ESI shall be applicable.
- 4.The Tenderer should have at least five years experience in Govt. Departments. Copy of the poof/work orders must be furnished with Tender.
- 5.The Contractor/Agency having valid license only may submit the Tender.
- 6.The last date for submission of tender is **12.08.2022 up to 3.00 pm** along with EMD amount. of Rs.10,000/- Tender without EMD amount is liable to be rejected.
- 7.EMD amount of Rs. 10,000/- is refunded after finalisation of the tender.

8.The successful Tenderer is required to execute an agreement on non- judicial Stamp Paper of Rs.100/-.The proforma of the agreement is available on EPTRI Website.

9.The rate must be quoted on “**PER PERSON**” basis only.

10.The deployment of the above workforce may increase or decrease from time to time as per actual requirement.

11.The contract will be for a period of one year and extendable based on mutual agreement.

12.EPTRI reserves the right to cancel the tender without assigning any reasons.

13.The successful tenderer is required to deposit an amount of **Rs.50,000/-** towards Security Deposit which will be refunded after satisfactory completion of the contract. The Security Deposit amount do not carry any interest.

14.The contract can be terminated by either of the parties by two months' notice'

15.The decision of Director General, EPTRI will be final in case of any dispute.

16.The tender should be submitted in **Part-1 Commercial** and **Part-II Price Bid** separately.

17. The commission of the Tenderer must be in percentage.

18. The Tender' with 0% commission shall be liable to be rejected.

19. The payment will be made within 7 days from the date of submission of bill.

S/d

Director General

EPTRI

## AGREEMENT

This deed of agreement is entered into on \_\_\_\_\_ 2022 at Hyderabad by Environment Protection Training and Research Institute (EPTRI) having its office at 9/4, Gachibowli, Hyderabad- 500 032, Telangana State, represented by its Director General (Hereinafter referred to as the FIRST PARTY, which expression shall, where the context so implies or admits, include its Successor-In-Office, Administrators, assignees etc) of the FIRST PARTY.

AND

M/S \_\_\_\_\_ a proprietary concern, represented by Mr. \_\_\_\_\_, Chief Executive, having its Regd. Office at \_\_\_\_\_) hereinafter referred to as the SECOND PARTY, which expression shall where the context so implies or admits, include its heirs, legal representatives, administrators, assignees etc) of the SECOND PARTY.

WHEREAS THE FIRST PARTY being in-charge of Housekeeping Maintenance of "ENVIRONMENT PROTECTION TRAINING & RESEARCH INSTITUTE (EPTRI)" for its various buildings in several blocks.

AND WHEREAS THE SECOND PARTY has agreed to provide the services of House Keeping Workers and both the parties have agreed on the following terms and conditions:

Now this Agreement witnesses as under:

1. THE SECOND PARTY shall furnish a Certificate of Registration under the Telangana State Shops and Establishment Act, 1988 from the office of the Inspector and Labour Officer, Government of Telangana, GST Certificate, PAN Etc.
2. THE SECOND PARTY shall provide eleven (11) Housekeeping Workers (Wash Room Workers) as per the requirement of the First Party. The number of Housekeeping Workers may vary by the First Party at its sole discretion.
3. THE SECOND PARTY shall ensure the antecedent and suitability of the personnel deployed at the premises of the FIRST PARTY as per applicable law and suitability for the work. Suitability for the work would include, inter-alia, physical fitness, mental alertness, responsiveness to work assigned and smart turn out. Persons deployed as House Keeping Worker should be able to communicate both in Telugu and Hindi/Urdu. No person with criminal record shall be deployed.
4. THE SECOND PARTY shall provide the House Keeping workers with Uniform, shoes and hand gloves etc, as may be considered necessary by the FIRST PARTY.
5. THE FIRST PARTY shall provide the required housekeeping material at its cost as per the requirement.
6. The House keeping workers by the SECOND PARTY shall be under the direct control and supervision of the FIRST PARTY, the SECOND PARTY is free to transfer his personnel in accordance with the needs and convenience after taking the consent of the FIRST PARTY.

7. THE SECOND PARTY shall always provide the stipulated number of personnel indicated in Clause 2 of the Agreement. In case leave is sanctioned to any of the House Keeping Worker, the SECOND PARTY shall provide a substitute. In case the ECOND PARTUY fails to provide the substitute, two times the proportionate amount will be deducted from the payment to SECOND PARTY. The SECOND PARTU shall maintain the attendance register for the House Keeping Workers provided and shall get it countersigned by the EPTRI officer or officers designated by the IRST PARTY, daily.
8. The House Keeping Workers provide by the SECOND PARTY shall not engage themselves in any activity detrimental to the interest of the FIRST PARTY engage on any work or business not related to their assigned work, namely provision of House Keeping.
9. The SECOND PARTY shall provide identity cards to each of the House Keeping Workers. The House keeping Workers shall display cards when on duty and submit for verification by authorised official of the FIRST PARTY whenever required.
10. The SECOND PARTY shall indemnify the FIRST PARTY any loss or damage to the property, equipment, material of the FIRST PARTY due to any acts of omission or commission by the SECOND PARTY or its House Keeping Workers.
11. The SECOND PARTY shall implement all labour laws and other enactments as may be applicable in respect of House Keeping Workers engaged by it and effect all statutory payments within the prescribed time limit. In the event of contravention by the SECOND PARTY, the SECOND PARTY shall be wholly and solely liable to the statutory authorities concerned.
12. The SECOND PARTY shall pay Provident Fund, ESI, and Service Tax Contribution as per applicability in respect of the House Keeping Workers provided by it and submit proof of such payment in respect of the said personnel, name wise along with monthly bill that would be submitted to the FIRST PARTY for the next month.
13. The TDS (Income Tax) or any other taxes, as applicable, will be deducted from the payment to SECOND PARTY.
14. The SECOND PARTY shall submit its monthly bill by the 5<sup>th</sup> of the next month or next working day if 5<sup>th</sup> is a holiday, along with a copy of the wage sheet for the last month for which wages paid, in proof of payment of wages to the house keeping workers provided with the signatures, proof of payment of PF and ESI, Service Tax as per applicability against each of the House Keeping Worker.
15. The SECOND PARTY shall carry out the obligations under this contract diligently and to the satisfaction of the FIRST PARTY. The SECOND PARTY shall comply with the directions of the FIRST PARTY from time to time and shall ensure that its personnel comply with the said directions and instructions.
16. The SECOND PARTY shall be responsible for maintenance of discipline and orderly working of the House Keeping Workers provided by it by ensuring that their work is adequately supervised by a competent person of the SECOND ARTY.
17. The SECOND PARTY shall extend an interest free security deposit of Rs. 50,000/- (Rupees Fifty Thousand Only) including one EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in favour of the FIRST PARTY which shall be adjusted towards any loss/expense the FIRST PARTY may have to incur due to the negligence/conduct of the SECOND PARTY or its House Keeping Workers or failure to comply with any of the terms of the agreement.
18. Administrative Officer of the FIRST PARTY or any official designated by him shall have the right to inspect the work of the House Keeping Workers deployed by SECOND PARTY, record observation and give direction to them at any time.

19. This agreement shall be effective from \_\_\_\_\_ and may be renewed after the expiry date on mutually agreed terms.
20. Either party is entitled TO terminate the agreement by issue of two month's notice in writing without assigning any reason. The termination of the contract shall come into force after the expiry of 60 days from the date of service of such notice on the other party.

In the witness whereof, the parties have set their hands to this agreement through their respective representatives on this the \_\_\_\_day\_\_\_\_\_of 2022, at Hyderabad.

Authorised Signatory

For ENVIRONMENT PROTECTION TRAINING & RESEARCH INSTITUTE,  
FIRST PARTY

SECOND PARTY

Name and official Seal

Witnesses



EPTRI