

may be amended from time to time. In case of continued shortfall in the attendance, penalty @ 10% for each manday will be levied.

### **3. SCHEDULE OF REQUIREMENTS**

1. The successful tenderer shall employ the following number of persons in three shifts as detailed below:

Total no. of persons required	I <sup>st</sup> shift	II <sup>nd</sup> shift	III <sup>rd</sup> shift
<b>50 Housekeeping staff (Unskilled) +2 Supervisory staff (Semiskilled)</b>	<b>24 Housekeeping staff +1 Supervisory staff</b>	<b>18 Housekeeping staff+1 Supervisory staff</b>	<b>8 Housekeeping staff</b>

2. The successful tenderer shall supply required Housekeeping materials every month.

**3. The price schedule for man-power should be furnished in the prescribed format given under the head Price Schedule (To be utilized by the bidders for quoting their prices).(sl.no.5).**

4. The price schedule for Housekeeping materials should be furnished in **Annexure-IV**. For the first month, the entire quantity indicated in the list of approximate requirement of Housekeeping materials (**Annexure-IV**) should be supplied by the successful tenderer. For the subsequent months, the material should be supplied every month on the basis of Indent to be placed by Director, National Institute of Siddha or his/ her representative, 15 days in advance. The payment of cost of material will be made on the basis of actual quantity and quality of materials supplied and certified by the competent authority or his / her representative, at the approved rates quoted for the individual items.

**5. The bid for materials and man-power should be furnished separately otherwise, the tender will be summarily rejected.**

6. The successful tenderer will deploy two (2) suitable staff as supervisors (semiskilled) who are capable of extracting work from the House Keeping Staff to the entire satisfaction of the Director, National Institute of Siddha or any officer authorized by him. If the Director is not satisfied with the quality of supervising, the Supervisors to the satisfaction of the Director should be engaged.

be released in the subsequent month after verifying the attendance particulars maintained at this Institute. Every month the contractor will submit separate claim towards EPF and ESI remittance for the previous month duly enclosing supporting documents like remittance challan, ECR etc., After verifying the supporting documents towards EPF and ESI remittance payment will be restricted to the amount actually remitted by the successful tenderer to the concerned department or rate fixed in the contract, whichever is lesser.

**21. The successful tenderer will submit wages disbursement statement to this Institute every month duly enclosed with monthly claim. The successful tenderer should disburse monthly wages at the rates fixed in the contract and deductions towards Employee share of EPF & ESI contribution are only allowed. The successful tenderer will not make any adjustment / unauthorized recovery from the monthly wages of the Housekeeping staff for functioning of their firm. Whatever service charges, profit etc expected by the successful tenderer should be projected in Admin Charges. Monthly Pay Slips should be issued to the housekeeping staff invariably.**

**22. Bonus paid to the employees as per statutory provisions will be re-imbursed to the successful tenderer on submission of proof of payment of Bonus.**

**23. The Director, National Institute of Siddha reserves the right for rejecting the tender with unreasonably low Administrative charges.**