

Tender Notice for Housekeeping

YOUTH HOSTEL

(Joint venture of Government of India & Govt. of Puducherry)
Neithal street, Solai Nagar, Muthialpet, Puducherry-605003

Notice Inviting Tender

On behalf of Youth Hostel, Puducherry Tenders are invited from the reputed Housekeeping Agencies/Firms registered with Govt. of Puducherry for rendering Housekeeping services (2 Nos.) to the Youth Hostel Complex, Puducherry.

TENDER SCHEDULE

Sl.No.	Subject	Date and time
1.	Starting date for submission of Tender	08.02.2024 at 10.am
2.	Last date for submission of Tender	20.02.2024 at 5.pm
3.	Date and time of Opening of Tenders	22.02.2024 at 11.am

- 1.Tender documents along with terms & condition can be downloaded in the Youth Hostel website WWW.yhpondicherry.in
2. For clarification regarding tender may contact : 0413-2237495
- 3.Tenders may be submitted in a sealed cover by Registered post/speed post/Courier and also can be dropped in the box kept at the Youth Hostel.

Manager
Youth hostel

APPLICATION OF THE HOUSEKEEPING AGENCY

Affix duly
Attested P.P.
size recent
photograph of
the prospective
bidder.

1. Name of the Housekeeping agency :
2. Status of the Organization :Partnership/Pvt Ltd/Public Ltd. Co
3. Minimum amount Quated for one person ;
(Including EPF, ESI and GST)
4. Registration No. issued by Govt. Department :
5. GST registration No. :
6. Address of the contract office ;
along with Phone No./fax No.
7. Year of Commencement and No.of Years ;
of experience in Housekeeping field
8. Provident Fund Account No. :
9. ESI Account No. :
10. Whether Housekeeping service has been/is being ;
Provided to any other offices/departments
with details
11. Total number of Housekeeping personnel presently ;
in the roll of the company
12. Name of the Bankers :

Place:

Date:

Signature(s) of the Tenderer(s):
Name :
Name of the Housekeeping Agency with
full address

TERMS AND CONDITION

1. Contract may be terminated by Hostel Management Committee without assigning any reason with one month prior notice to the contractor and contractor may withdraw the contract with one month notice to the Youth Hostel.
2. The Employees should attend duties from 8.30 am to 1.pm and 2.pm to 4.30 pm.
3. The Housekeeping service is for a maximum period of 24 months from the date issuing awarded.
4. All consumables and disposables required for cleaning and housekeeping will be provided by the Youth Hostel.
5. The contractor should engage the women of between 18-50 years of age only.
6. The Contractor shall be responsible to provide immediate replacement if any staff engaged by him is not available for duty at the place of posting.
7. The Department shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of her duty.
8. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
9. The contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the Department While raising the bill, the deployment particulars of the personnel engaged during each month, should be shown.
10. The contractor shall have to produce the proof of payment of employees contribution towards EPF and ESI of each employee of preceding month while raising bill for succeeding month.
11. The contractor should disburse the wages to its staff deployed in the youth hostel every month through ECS/Cheque. Cash payment should be avoided. Further, it shall be ensured that there is no complaint from the employees that payment has not been made to them by the contractor.