



OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT)
CUSTOMS, CENTRAL EXCISE & SERVICE TAX
CHENNAI ZONAL UNIT
18-C RUKMINI LAKSHMIPATHY ROAD ,
RANI MEYYAMMAI HALL
III FLOOR, EGMORE, CHENNAI 600 008

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F.No.I/22/4/2011

Date: / 01/2012

TENDER NOTICE

This Zonal Unit invites sealed tenders from registered firms / companies engaged in the business of housekeeping, for the following works on Contract basis for a period of one year from 01.04.2012 for Housekeeping services such as cleaning, dusting, sweeping and miscellaneous work in the office premises of the Additional Director General (Audit), Customs, C.Excise & Service Tax, Chennai Zone, IIIrd Floor, Rani Meyyammai Hall, 18-C, Rukmani Lakshmi pathi Road, Egmore, Chennai 600 008. Total area will be 4800.Sq. feet.

The terms and conditions are given in the Annexure- I and the scope of the work and terms of payment is given in Annexure-II. The interested Agencies are requested to submit complete details along with documents in Annexure-III and IV **The last date for receipt of tenders is 29.02.2012.**

- Sd-
(T. VIJAYALAKSHMI)
ADMINISTRATIVE OFFICER.

Copy to:-

1. Notice Board
2. The Additional Commissioner (Systems), Central Excise, Chennai-I with a request to display in Kalal Chennai website.
3. The Web Manager, Directorate of Systems, New Delhi.

ANNEXURE-I
TERMS & CONDITION

1. Rates/Quotations duly filed in, will be received up to the date and time mentioned in the letter.
2. The bidder must have ESI Registration, EPF Registration, registered before 01.04.2009. The bidder must also have Service Tax Registration. The bidder must have obtained Permanent Account Number under Income Tax Act, 1961.
3. The ADG(Audit),Chennai Zone reserves the right to postpone and/or extend the date of receipt/opening of Tenders or to withdraw the same, without assigning any reason thereof.
4. The contractors are required to submit the complete Rates/quotations only after satisfying each and every condition laid down.
5. Rates/quotations should be submitted and signed by the authorized representative of the contractor with its current business address.
6. The contractor should satisfy themselves before submission of the Rates/quotations to the ADG(Audit), Chennai Zone that they meet the qualifying criteria and capacity as laid down in the Annexure.
7. The contractors must comply with Rates/Quotations, specification and all terms and conditions of correct. No deviation in the Terms and Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by the ADG(Audit), Chennai Zone.
8. Notwithstanding anything contained herein, the ADG(Audit), Chennai Zone reserves the right to terminate the contract by giving 01(One) months notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.
9. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act,1948, shall be taken by the Contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him for short duration. The ADG(Audit), Chennai Zone, shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on ADG(Audit), Chennai Zone shall be reimbursed/indemnified by the contractor.
10. Contractor shall in no case lease/transfer/sublet or appoint care taken for services.
11. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the ADG(Audit), Chennai Zone, indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

12. Contractor shall be solely responsible for payment of wages/salaries other benefit and allowances to his personnel that might become applicable under any act, or Order of the Govt. The ADG(Audit), Chennai Zone shall have no liability whatsoever in this regard and the Contractor shall indemnify ADG(Audit), Chennai Zone, against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

13. Contractor shall be fully responsible for theft, burglary, fire or mischievous deeds, if any, by his staff. Any loss due to any of above reasons shall be compensated by him in full.

14. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.

15. The contractor should furnish the full details regarding residential address, age, qualification, parentage etc along with Photographs & telephone number of all housekeeping personnel for records.

16. The duty hours of housekeeping staff would be decided by the ADG(Audit), Chennai Zone. If a particular person is absent on any day another person should be deployed in his/her place.

17. The Contractor will ensure that no person deployed by it indulges in smoking, drinking alcohol, consumption of any intoxicants, chewing pan, tobacco etc. or unnecessarily loitering in the premises without work.

18. The contractor shall employ those persons who are approved by the ADG(Audit), Chennai Zone and shall not remove them without express approval of the ADG(Audit), Chennai Zone.

19. The Contractor will be responsible for the good conduct and high degree of discipline of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Contractor or any of the worker/subcontractors/agents/any other deployed by the Contractor in the course of providing any services stated in this contract and will bear full responsibility and cost of the same.

20. After the award of Contract, the Contractor shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.

ANNEXURE-II

SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

(1) SCOPE OF WORK : Daily Services

The premises Office of the Additional Director General(Audit), Customs, C.Excise & Service Tax ,Chennai Zone, IIIrd Floor, RaniMeyyamai Hall, 18-C, Rukmani Lakshmipathi Road, Egmore, Chennai 600 008 and the area of the office space(approximately) is as under :-

Sl. No.	Name of the Building/ Location	Covered Area in (Sq. Feet)	Open Area in (Sq. Feet)	Total Area (Sq. Feet)	Work Area
1	Office of the Additional Director General (Audit), Customs, C.Excise & Service Tax ,Chennai Zone. IIIrd Floor, RaniMeyyamai Hall, 18-C, Rukmani Lakshmipathi Road, Egmore, Chennai 600 008	4,800 Sq. Feet	Nil	4800 Sq. feet	“Providing housekeeping services such as cleaning, dusting, sweeping and cleaning of latrine-bathroom of office premises”

(i) The prime object of housekeeping services is to maintain the entire premises in a neat and tidy/clean condition. The premise is to be maintained from hygienic point of view. The cleaning material shall be supplied by the department.

(ii) The broad details of work covered under the scope is enumerated as follow :

1. Proper and effective cleaning and sweeping and wet mopping of the entire office premises daily.
2. Personal Attendance at Administrative Officer’s Cabin.
3. Furniture like tables, chairs, visitor’s chairs, sofa, almirahs etc. and all the electronic gadgets like Computers, telephones, fax machines, photo copier machine etc. have to be dust free and dust removal has to be done daily as well as doors, windows, glass etc. in the entire office should be cleaned daily.
4. Proper and effective cleaning and washing of toilets, urinal, washbasins, sinks, sanitary fitting and fixtures using disinfecting material like Vim, Phenyl, Acid. Cleaning of all sanitary fittings, tiles and mirrors in the toilets walls.
5. Dusting and proper cleaning with wet cloth of all items of furniture and their proper positioning in office premises daily.
6. Miscellaneous service such as serving of drinking water/refreshment in the office by deploying dedicated personals.
7. Running of Xerox machine, fax machine and making of course material etc by deploying dedicated personals.

8. Collection of all sweeping, garbage and wastes and transport/dispose of the same to the nearest pit.

9. Maintenance and up keep of the entire office premises.

10. Shifting of furniture and other equipments and files, delivery of Dak, Bill, Cheques, letters and other documents to the concerned person/authority whenever required.

11. Dusting doors, windows, fans, notice boards, floor vases, and art objects provided in all the places in the space ahead of the time of opening of the office.

12. Any other work related to above scope of work as may be ordered by Senior Officers.

2. Terms of Payment.

(i) The tenders will quote their rate only on per square foot per month basis and not based on the number of persons to be deployed or per persons basis. The deduction towards PF and ESI etc. should be inclusive in the rates quoted as per square feet per month and the same would not be payable over and above the rates thus quoted.

(ii) The cost of cleaning material should not be included in the rate quoted. The same will be provided by the office.

(iii) The contractor will submit the monthly bill for reimbursement in duplicate which shall be got duly certified by the officer-in-charge. The contractor shall make regular and full payment of labour wages which should not be less than that fixed under Minimum Wages Act.

(iv) Bill chargeable to the Additional Director General shall be paid on a monthly basis for the services rendered based on actual covered area, if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the ADG reserves the right to deduct the payment due from the contractor from monthly bills.

In case, the Additional Director General receives any complaint regarding nonpayment of wages to personnel the amount payable to these personnel will be recovered from vendor's bill and paid to such personnel.

ANNEXURE-III

Pre-qualification requirement for award of contract for Housekeeping at ADG(Audit), Chennai Zone.

Sl. No.	Details	
1	Name of the Organization/Firm	
2	Name(s) of the Proprietors/Directors along with detail address with Mobile No.	
3	Registered Address/Telephone/Fax No.	
4	Service Tax Registration No.(Copy to be enclosed)	
5	Whether firm is registered & license holder under Contract Labour (Regulation & Abolition) Act.	
6	Registration No. of the Firm (Copy to be enclosed)	
7	Permanent Account No. of the Firm (PAN) (Copy to be enclosed)	
8	Total Staff/Workers of the firm	
9	Details of experience in the field.	

Declaration

I/We hereby certify that the information furnished above is full and correct and best my/our knowledge. I/We understand that in case any deviation is found above statement at any stage, the company/firm will be blacklisted and will not handling with the department in future.

(Signature of Authorized Signatory with Seal)

ANNEXURE-IV

**PROFORMA FOR QUOTING RATES FOR TOTAL COVERED AREA 4800
SQ.FEET**

Rate for housekeeping services Per Sq. Feet per month (excluding service tax) indicating numbers of persons proposed to be engaged by the bidder.	Other liabilities (If any)	Total rate per Sq. Feet/ per month

Signature with Date : _____

Name of the Firm : _____

Seal : _____

Note : No extra payment will be made other than the above mentioned amount.

