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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE,
CHENNAI – IV COMMISSIONERATE, CHENNAI -35

C.No. I/22/33/2011-Admn

Dated: .12.2011

TENDER NOTICE

Sealed Tenders are invited from reputed Man Power Suppliers possessing atleast minimum 3 years experience for supplying Man Power for the Central Excise Office located at Chennai. (Nandanam, Anna Nagar West and Teynampet) for providing House Keeping and Conservancy Services.

Interested Service Providers may collect the details of requirement and Terms and Conditions from the Administrative Officer (Hqrs), Office of the Commissioner of Central Excise, Chennai IV Commissionerate, No.692, M.H.U. Complex, Anna Salai, Nandanam, Chennai-600035, Phone No. 24346740 and also at the Website: www.centralexcisechennai.gov.in. The last date for submission of Sealed Tenders is 20.01.2012, 5.00 P.M.


(C. DHANASEKARAN) 3/1/2012
ADDITIONAL COMMISSIONER (P&V)

Copy to:
Chennai I/II/III/ Service Tax Commissionerate
For display in the notice board.

Copy forwarded to:
The Asst./Deputy Commissioner
Chrompet/ Guindy/ Perungudi/ Maduravoyal/ Poonamallee Divisions
Chennai-IV Commissionerate.

The superintendent (Computers),
For publication in the official website & tender.gov.in.

Scope of the Conservancy services required to be provided by the contractor.

I) AREA TO BE COVERED: Conservancy Services have to be provided in the following office premises.

Sl.No.	Name of the Formation	Office Address	Sq.Ft
1.	Commissioner of Central Excise Chennai IV Commissionerate	No. 692, MHU Complex, Anna Salai, Nandanam, Chennai – 35. (5 th Floor)	19,082
2.	Guindy Divisional Office & its Ranges	No. 690, E.V.R. Periyar Maligai (III Floor), Anna Salai, NandanamChennai – 35.	10,968
3.	Perungudi Divisional Office & its Ranges	No. 690, E.V.R. Periyar Maligai, Anna Salai, NandanamChennai – 35. (IV Floor)	10,968
4.	Chrompet Divisional Office & its Ranges	No.445, Guna Complex, (III Floor), Anna Salai, Chennai-18.	8760.88
5.	Maduravoyal Divisional Office & its Ranges	C-48, II Avenue, 2 ND Floor TNHB Complex, Anna Nagar, Chennai – 40	10,301
6.	Poonamallee Divisional office	C-48, II Avenue, TNHB Complex, Anna Nagar, Chennai – 40 (I Floor)	5285
7.	Poonamallee Ranges	Plot No.40, Opp. to BDO's office, Trunk Road, Poonamallee, Chennai-56 (I & II & III Floor)	5298

II) Daily Services:

1. Sweeping and wet mopping of the entire office area including the lobby daily.
2. Furniture like tables, chairs, visitor's chairs, sofas, 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. The doors, windows, partitions including the partition board, glass and aluminium channels in the entire office should be cleaned daily.
3. Thorough cleaning of the toilets including WCs and Urinals with attached water tanks and washbasins, by using disinfecting materials like phenyl, harpic, vim, surf etc., twice a day and more often, if needed, And also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
4. Vacuum cleaning of the systems room and all computers in the office and sofa sets twice a week.
5. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.

6. Collect all the sweepings, garbage and wastes and transport / dispose of the same to the nearest pit.
7. Maintenance and up keep of the entire office premises.
8. Shifting of furniture and other equipments and files whenever required.
9. Attending to electrical facilities in the office, like changing of tube lights, bulbs and such other minor repairs whenever required.
10. Artificial plants, door mats and carpets are to be cleaned daily.
11. Care should be taken that the gadgets are not tampered with during the cleaning operation.

Weekly Services (Saturdays):

1. Removal of cobwebs in the corridors and lavatories.
2. Removal of dust accumulated on the walls, windowpanes and ventilators in the toilets.
3. Thorough washing, rubbing and cleaning of corridors using Scrubber machine.
4. All name boards, wall panels, paintings etc., should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish.

Other Terms and Conditions:

1. Service Provider should specify number of persons required to execute the work.
2. The persons employed should work on all days except Sundays and national holidays.
3. The working hours will be from 08.00 a.m. to 04.00 p.m. daily.
4. A skeleton staff would be required beyond 04.00 pm on all working days to cater for emergency services, for which 4 persons can be employed between 08.00 to 12.00 and from 02.30 pm to 06.30.

5. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms i.e. for Men – Light Blue Colour Shirt & Dark Blue Pant & for Women – Light Blue tops dark blue pant and with an identity cards prominently displayed. They should have knowledge of local language and English also.
6. If a particular person is absent on any day another person should be deployed in his/ her place.
7. The personnel should attend to work punctually and complete the cleaning work of the entire office premises by 09.00 Am daily. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time.
8. The personnel will report to the Officer-in-charge assigned by the Department i.e. APRO/ PRO.
9. The contractor should be registered under the ESI & Provident Fund Acts and other relevant statutory enactments to the employment of labour.
10. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wage Act and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules. The Service Provider should also maintain Pay Roll containing the above details.
11. The Contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
12. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only and not of the Central Excise Department.
13. Mode of payment will be monthly and payments to the Housekeeping Contractor will be through Account Payee cheques only. Tax shall be deducted at sources as per the Income Tax Act from the monthly bills (PAN / ST Registration Number should be Indicated).
14. The Contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to the third party. All damages caused by the housekeeping personnel shall be charged to the contractor and recovered from the dues/bills.