

PART-I

TENDER DOCUMENT FOR HOUSEKEEPING CONTRACT SERVICE

General Terms and Conditions

1. Parties: The Contractor and the Bureau of Indian Standards (BIS), SRO, Chennai.
2. Addresses: For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the tender shall be final.
3. Earnest Money Deposit (Rs. 10000/-): DD for an amount of Rs. 10, 000/- (Rupees Ten thousand only) shall be drawn in favour of Bureau of Indian Standards, Chennai should be submitted along with the filled up tender document. Filled up tender document without EMD will be rejected summarily.
4. No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Bureau in respect of any previous work will be entertained.
5. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the EMD will be forfeited.
6. Tender document shall be signed by the proprietor/Managing Director/Any Person authorized by the firm. Tender document without authorized signature and seal will be rejected summarily.
7. The filled up tender document should reach to The Deputy Director (Admn. & Finance), Bureau of Indian Standards, CIT Campus, IV Cross road, Chennai-600 113 in a sealed cover superscribing "Tender for Housekeeping Contract", on or before 1500 h on 24 May 2013 by 1500 h
8. Validity of the Bids: The bids shall be valid for a period of 180 days from the date of opening of the tenders.
9. Opening of Tender: The tenderer either himself or may authorize any person to be present at the time of opening of the tender. The person attending the opening of the tender on behalf of the tenderer should bring with him a letter of authorization as proof.
10. Right of Acceptance: The Bureau of Indian Standards reserves all rights to reject any or all tenders without assigning any reason.
11. Communication of Acceptance – Successful bidder shall give acceptance within 10 days from the date of receipt of the work order. Failing which, the work order issued stands cancelled and the EMD will be forfeited. Further, the successful bidder shall pay an amount of Rs.10,000.00 (Rupees Ten Thousand only) towards Performance Security which will be adjusted from the EMD.

12. Disclaimer: The near relatives of employees of the BIS are prohibited from participation in this tender. The near relatives for this purpose are defined as:

(a) Members of a Hindu Undivided Family.

(b) Their Spouse.

(c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

13. Corrigendum/Amendment to the tender will be effected if required.

14. The tenderer shall bear all cost associated with preparation and submission of tender form.

15. The bidder shall submit the tender form legibly in English and attach copies wherever required.

16. Last date of submitting the Tender: 24 May 2013 by 1500 h.

17. Date and time of opening the tender: 24 May 2013 at 1530 h.

PART-II

1. Housekeeping work: The agency willing to provide housekeeping services shall undertake the works described in Part-IV.
2. The agency shall be Registered Company/Firm to provide Housekeeping services. Attested copies of relevant documents in this regard shall be submitted.
3. The agency shall be registered with Employees Provident Fund Organization and Employees State Insurance Corporation.
4. The agency should have minimum three years experience in providing housekeeping service at the time of submitting the tender
5. All the employees to be provided for undertaking the housekeeping services in SRO shall be provided with required uniform and they should maintain decent behavior.
6. All the employees provided for the housekeeping services shall be governed under Govt. of India Ordinance Minimum Wages Act. EPF and ESI recovery & remittance shall be taken care by the agency
7. Requirement of Housekeeping Personnel:

Sl. No.	Personnel	No. of Person	Timing (Lunch break 1300 h to 1400 h)
1	Supervisor (Male only) – Full Time	1 (One)	0800 h to 1700 h
2	Full Time (Male)	4 (Four)	0800 h to 1700 h
3	Full Time (Female)	2 (Two)	0800 h to 1700 h
4	Part Time (Female only)	6 (Six)	0800 h to 1200 h

8. Days of Working: All the employees to be provided for housekeeping services are bound to work all the days except Government holidays and Sundays.
9. The agency shall follow the instruction of Bureau from time to time in discharging the duty everyday.
10. The agency shall pay their employee monthly wages on or before 5th of every month. The payment should be made in presence of the Bureau official.
11. The agency shall raise the invoice for payment before 10^h of every succeeding month; however payment will be made on submission of EPF & ESI remittance to their employee.
12. All the payments to the agency by the Bureau shall be made through NEFT/RTGS only with applicable TDS in accordance with the Govt. of India guidelines from time to time.
13. In the event of housekeeping personnel being on leave/absent, the agency shall ensure alternate manpower; else amount will be deducted on pro-rata basis.
14. Administrative Service charge (Bid Value) claimed for providing housekeeping contract shall not be raised at any cost during the contract period for any reason.

15. The cleaning material will be provided by agency and the cost will be reimbursed on submission of the bills.
16. On expiry of the contract, such portion of the said security deposit may be considered by the BIS sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final bill is settled.
17. On satisfactory performance, the contract could be extendable for further period of one year on mutual consent between BIS and Agency with the same rate and terms & conditions.
18. On mutual consent between BIS and Agency, amendment to the agreement if required shall be made.
19. The contract could be terminated from either side by three months notice.
20. If the contract is terminated due to unsatisfactory performance, the security deposit amount will not be returned.
21. In case of any accident caused to the housekeeping personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
22. In case of any damage caused to Bureau's machineries or materials while discharging the duty by the personnel, the loss in this regard shall be borne by the agency.
23. In case of dispute raises between BIS and the agency, the same shall be settled in the Court of law in Chennai Jurisdiction only.

PART-III

Housekeeping Services Tender Document and Bid Value

Mandatory details to be provided with seal & signature else tender will be rejected summarily. For quoting the rate only this format should be used.

Sl. No.	Particulars	***	
1	Name of the Tenderer/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)		
2	EPF Registration No.		
3	ESI Registration No.		
4	Number of organizations for which housekeeping services provided by the agency		
5	Experience certificate from existing employer/past employer		
6	PAN Number		
7	Service Tax Registration number		
8	Commercial bid value: (As the employee are being governed by the GOI Minimum Wages Act, the bidder should quote only the administrative charges for single personnel per month)	Personnel	Rate Rs. (For single personnel only per month)
		Supervisor:	
		Full Time Personnel:	
		Part Time Personnel:	

Date:

Station:

**(Name and Signature of Tenderer
with stamp of the firm)**

*****Note: Details of relevant documents (attested copies to be provided for Sl. No. 1 to 7)**

PART-IV

Housekeeping works to be provided by the agency

Daily Basis:

1. Dusting and cleaning of tables, chairs, trays, computers, telephones, filing cabinets, cupboards, racks, fans, photocopier machines etc
2. Dusting and cleaning of fixtures/furniture, Standards racks etc
3. Dusting and cleaning of Counters
4. Dusting and cleaning of wooden panels in the premises
5. Dusting and cleaning of entrance glasses
6. Cleaning of reception area, sofa sets etc
7. Cleaning of stair cases and landings
8. Polishing of brassware articles in the premises
9. Cleaning of toilets and deodorizing with naphthalene balls and cleaning with usage of disinfectant fluids twice a day
10. Sweeping and cleaning of entire floor space
11. Mopping of entire floor space including cement area
12. Sweeping of drive way and cycle stand
13. To clean the Sample Cell at our laboratory and remove the unpacked crates/waste
14. Cleaning of outside area of the building including garden
15. Cleaning of Committee room and providing water when meetings are held
16. Removal of tested remnants from the laboratory sections to the backyard

Weekly Basis:

1. Cleaning of internal / external glasses
2. Cleaning of various cabin glasses
3. Cleaning of Venetian blinds

4. Cleaning of windows and frames
5. Removing cobwebs from the premises
6. Cleaning storm water drain / septic tank / manual / sewage drain / removal of Sewage block, if any

Monthly Basis:

1. Dusting of Ceiling Fans
2. Loading the tested remnant pesticides in to the Corporation Vehicle
3. Cleaning of floor, doormat etc using Vacuum Cleaner
4. Cleaning of all Stack rooms
5. Cleaning of terrace and sun shades
6. Cleaning of overhead tank and underground sumps

Place:

Date:

Signature with Seal