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**OFFICE OF THE COMMISSIONER OF CUSTOMS, CHENNAI PORT
CUSTOM HOUSE, NO.60 RAJAJI SALAI, CHENNAI - 600 001
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F.No. S.Misc.3/2011-Sys.Unit

Dated: 20-07-2011.

TENDER FOR HOUSE KEEPING AREAS

Sealed Tenders are invited for House Keeping in EDI of Chennai Custom House for a period of one year ie. from 01.08.2011 to 31.07.2012. The details of the area is given below : (there can be a variation of area upto \pm 10%).

1. Total EDI area at Ground Floor of Main Building of the Customs House. (Circulation area (corridor) and Office area around 3466 Sq.Ft.) – G15, G16, G18 etc.
2. Room No.9 to 16, Circulation area (Corridor) and Toilet (3 Urinals, 2 Wash Basins, etc.) at I Floor Main Building totaling around 5065 sq.ft.
3. One room at Annexe Building 1st floor – Area around 182 sq.ft.
4. Two rooms of Document Management Center at V Floor Annexe and 1 room at 4th floor Annexe. (A person has to be posted exclusively for cleaning and other assistance)

CONDITIONS:

1. The Tenderer shall provide the following services:
 - (i) Cleaning & Mopping of office floor area, cleaning of glass partition / glass panels, cleaning of toilets, dusting of table tops, cleaning of waste paper bins and other office furniture, articles, dusting / cleaning of computer screen, key boards, telephones, etc.;
 - (ii) Removal of cobwebs to be carried out on a fortnightly basis;
 - (iii) Any other work specially entrusted related to clean and aesthetic look of office as and when occasion demands by the Commissioner or his authorized officer.
2. The Tenderer shall ensure that the persons deputed by him are in specified uniform, punctual and remain alert and vigilant in performance of their duty. The cleaning of office rooms should be completed well before starting hours. Toilets & Circulation areas should be cleaned frequently as necessary.

3. In EDI Server Hall, Polyvinyl flooring has to be cleaned by using floor cleaning machine once in 15 days. On failing to do so, Rs.1500/- will be deducted from the monthly AMC charges.
4. For the purpose of proper identification of the employees of the Tenderer, the Tenderer shall issue photo identity cards / identification document of the personnel, etc. and they shall be duty bound to display the identity cards at the time of duty.
5. The Commissioner of Customs or any other person authorized by the Commissioner of Customs shall be at liberty to carry out surprise checks on the persons so deployed by the Tenderer in order to ensure that they are doing their duties.
6. The Tenderer shall keep sufficient number of staff on all working days (Monday to Saturday) from 7 A.M. to 7 PM.
7. **All cleaning materials, cleaning equipments and consumables** shall be provided by the Tenderer themselves.
8. It shall be open to either party to terminate the agreement by giving one month notice.
9. The contract is not transferable and the payment will be on monthly basis.
10. Tenderer should have earlier experience of taking up such contract and should submit proof of it with the bid.
11. Tenderer should bear the cost of uniforms provided to their staff.
12. Number of persons required :
 - 3 person on Regular Duty.
 - 1 Person exclusively for Document Management Center for cleaning & other assistance on Regular Duty
 - 1 Supervisor on Regular Duty.
13. This Custom House shall in no case be liable or responsible for any compensation under any ACT in respect of any Staff employed by the Tenderer. The Tenderer shall ensure that they comply with all the provision of Central and State Government laws in this regard and also ensure that minimum wages are paid to the staff employed them.
14. The last date for submitting the quotations will be 28.07.2011


(M.G. TAMIZH VALAVAN)
ADDL. COMMISSIONER OF CUSTOMS
SYSTEMS UNIT