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**OFFICE OF THE COMMISSIONER OF CUSTOMS,
CHENNAI VIII (GENERAL)
CUSTOM HOUSE, NO.60 RAJAJI SALAI, CHENNAI - 600 001
www.chennaicustoms.gov.in**

F.No.S.Misc. /2020-Sys.Unit

Dated: / /05/2020.

TENDER NOTICE No.01/2020

**TENDER NOTICE FOR INVITING RATES/ QUOTATION FOR
HOUSEKEEPING SERVICES OF EDI PREMISES at Custom House,
60, Rajaji Salai, Chennai – 600 001.**

The Chennai Customs VIII Commissionerate (General) intends to avail the services of an agency for cleaning, sweeping and housekeeping of EDI Area for the period of one year, 01.07.2020 to 30.06.2021.

In case you are interested you may submit the quote for deputing 3 persons of the housekeeping services contract. The quotation may be submitted in sealed envelopes super scribing "**QUOTATION/ RATES FOR HOUSE KEEPING SERVICES OF EDI PREMISES**" and the same may be sent to the Dy Commissioner (EDI), Custom House, 60, Rajaji Salai, Chennai -600 001 so as to reach before 5.00 p.m on 12.06.2020. The quotation/rates for housekeeping services will be opened on 16.06.2020 at 11.30 AM in the presence of bidders, if any.

The General Terms and Conditions of the contract are annexed to this for understanding of the contract.

The EDI Department reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Yours faithfully,

**(G. CHINNAPPA REDDY)
ASST. Commissioner (EDI)**

General Terms & Conditions:-

1. The tenderers are asked to quote their rate inclusive of GST only on per square foot per month basis. The rate quoted on the basis of per square foot per month would include the components of prevalent rate of minimum wages (for 3 Persons) per person per month for unskilled worker as fixed by the Govt. of Tamil Nadu, deductions towards EPF, ESIC at the prevalent rate, administrative Charges and Taxes if any.
2. The deduction towards PF and ESI etc. be factored in rates being quoted on per square foot per month basis and the same would not be payable over and above the rates thus quoted.
3. EDI department reserves the right to postpone and/or extend the date of receipt/opening of rates/quotations 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. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
6. Rates/ quotations should be submitted and signed by the firm with its current registered business address.
7. The rates shall be valid for a period of at least one year from the date of opening or till the stipulated period of the end of the contract whichever is later.
8. The contractors should satisfy themselves before submission of the Rates/quotations that they meet the qualifying criteria and capability as laid down in the annexure.
9. The Contractor must comply with the rates/quotations, specification and all terms and conditions of contract. 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 department.
11. In case of any default by the contractor in any of the terms & conditions (whether General or Special), Department may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the contractor.
12. Notwithstanding anything contained herein, the Department also reserves the right to terminate the contract, by giving 15 days notice in writing

without assigning any reasons and without incurring any financial liability whatsoever to the contractor.

13. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
14. The present requirement of manpower of 3 persons is for 5000 square feet (Five Thousand Sq. Feet).
15. This office is only asking for quotation on the basis of space i.e. square feet required to be cleaned every day and it is not concerned with the actual number & identity of persons deployed [provided it is more or equal to 03(Three)]. So the liability relating to persons under various laws will fall completely and only on the contractor and not on this office. This office only recognizes the contractor for the work and will correspond only with him.
16. No other persons except contractor's authorized representative shall be allowed to enter the EDI premises.
17. Within the premises of Custom House, the contractor's personnel shall not do any private work other than their normal duties.
18. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
19. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under Act or Order of the Govt. The Department shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt.'s orders etc. The payment of wages/salary to the staff deployed under service provider should be done during the 1st week of every month for the previous month.
20. During the contract period quarterly meeting of Dy Commissioner (EDI) and Superintendent (EDI) with the service provider would be conducted to review the services being provided.
21. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
22. Contractor shall ensure that the persons sent to Custom House **wear neat and clean uniform** every day while on duty and free from any communicable diseases.
23. It is also clearly brought in the notice that the **cost of cleaning material would be included in the rate** quoted in the contract.

SPECIAL TERMS & CONDITIONS FOR HOUSE KEEPING:-

1. SCOPE OF WORK

- i. The prime object of housekeeping services is to maintain the entire premises in a tiptop condition. The premises are to be maintained from hygiene point of view.
- ii. The broad details of work covered under the scope is enumerated as follows:
 - a. Cleaning, sweeping and wiping of floors.
 - b. Shifting of furniture and other items/stores from one place to another as required by the administration.
 - c. Any other petty work assigned by the officers.

2. JOBS TO BE CARRIED OUT DAILY

- i. Cleaning of windows, other fittings, removing of all dust, unwanted materials, cleaning to be done with phenol twice a day.
- ii. Cleaning of corridors and common area with phenol in morning and with plain water in the afternoon.
- iii. Removing dust from floors, windows, doors, journals, furniture, fixtures, telephone, cupboards, air conditioners, almirahs, filing cabinets, glass panes. Collecting waste papers, unwanted materials and its disposal at indicated locations.
- iv. Cleaning of rooms by moping floor with cloth soaked in water and phenol of ISI mark.

3. JOBS TO BE CARRIED OUT WEEKLY

Cleaning of floors with detergent/vim/soap and water

4. MISCELLANEOUS CONDITIONS

- (i) Sweeping, clearing of all parts as per specifications vide the items of schedule shall be completed before 9.30 a.m. every day.

- (ii) Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.
- (iii) The contractor shall on award of the contract furnish the list containing names and addresses of the workmen sent to EDI department for housekeeping services.
- (iv) The services provided by contractor shall be to the satisfaction of EDI Department, Custom House, Chennai - 600 001.
- (v) The contract rates shall include the cost for all essential and contingent works, which although not specifically mentioned in this contract, are necessary for completion of the work to the satisfaction of EDI Department, Custom House, Chennai - 600 001.
- (vi) The Contractor shall have no claim against EDI Department, Custom House, Chennai - 600 001 in respect of any work, which may be withdrawn.
- (vii) The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall be subject to check by the concerned officer of EDI Department, Custom House, Chennai - 600 001. The personnel will render services on all working days and any other day as may be required, excluding holidays/public holidays which are mandatory under labour laws. They will maintain cleanliness of floors, etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this shall be made. The rate of items of scheduled work includes the cost of the provisions as well.

5. TERMS OF PAYMENT

- (i) The contractor will submit the monthly bill for reimbursement in duplicate and the same shall be paid thereof after making recovery, if any. The payment will be made through RTGS. Hence, if the contract is awarded, the contractor has to furnish the bank details for RTGS payment.
- (ii) The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required.
- (iii) Actual deployment of personnel & their attendance.
- (iv) Any complaint regarding non-payment of wages to the personnel may result in termination of the contract.

6. **PENALTIES**

- i In the event of failure in maintaining the house keeping services. on any day upto the desired standard, in part or full the contractor is liable be penalized @ Rs.150/- (Rs. One hundred and fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Deputy/Asst Commissioner (EDI) will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- ii The contractor shall ensure that peace and order is maintained in the premises.
- iii The contractor would ensure that all his personnel would behave courteously and decently with employees of the Custom House and also ensure good manners.

7. **CHARGES AND PAYMENTS**

Bills chargeable to the Commissioner of Customs, Chennai VIII General shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Customs Department reserves the right to deduct the payments due from the contractor from monthly bill(s).