

**Commissionerate of Revenue Administration and Disaster
Management, Chepauk, Chennai 600 005.**

**FOR PROVISION OF MANPOWER - 17 PERSONS WITH
MATERIALS FOR HOUSEKEEPING AND CLEANING SERVICES FOR
EZHILAGAM CAMPUS, KAMARAJAR SALAI, CHEPAUK, CHENNAI-
600005**

**Venue: Conference Hall, 3rd floor, Ezhilagam Main Building,
Chepauk, Chennai – 05.**

**LAST DATE & TIME FOR RECEIPT OF TENDER
23.05.2022 AT 3.00 P.M.**

**Commissionerate of Revenue Administration and Disaster
Management, Ezhilagam, Chepauk, Chennai 600 005.**

**TENDER FORM FOR PROVISION OF MANPOWER - 17 PERSONS
WITH MATERIALS FOR HOUSEKEEPING AND CLEANING
SERVICES FOR EZHILAGAM CAMPUS, KAMARAJAR SALAI,
CHEPAUK, CHENNAI-600005 FOR THE PERIOD OF THREE YEAR
FROM 01.06.2022 TO 31.05.2025**

1. This Tender form is supplied to

M/s. _____

2. E.M.D. amount, Technical Specification etc., and company profile are furnished in one sealed cover and named as **Cover 'A'**. As per the check list.

3. Tender rates are furnished in another sealed cover and named as Cover 'B'

4. I / Wedo hereby tender to provide manpower of the mentioned description in the tender schedule enclosed and in accordance with the conditions noted and as per the stipulations, specifications etc., mentioned and have read the general terms and conditions (enclosed) of this tender and that I / we have made such examination of the Tender documents and the specifications etc., and of the locations, where the services to be rendered and understand thoroughly and distinctly agree that I / we will not here after make any claim or demand upon the corporation based upon or arising out of any alleged misunderstanding of misconception or mistake on my / our part of the said requirements, stipulations, restrictions, specifications and conditions.

Signature of Tenderer:

Date:

**Last date for receipt of completed sealed Tenders cover up to 3.00 P.M
on 23.05.2022 in the Office of COMMISSIONERATE OF REVENUE
ADMINISTRATION, EZHILAGAM, CHEPAUK, CHENNAI 600 005.**

Date and time of opening sealed covers at 04.00 P.M. on. 23.05.2022

**PRE BID MEETING WILL BE HELD AT ABOVE ADDRESS AT 3.00 P.M ON
16.05.2022**

Authorized Signatory

**Commissionerate of
Revenue Administration and
Disaster Management,
Ezhilagam, Chepauk,
Chennai -600 005.**

GENERAL TERMS & CONDITIONS

FOR PROVISION OF MANPOWER - 17 PERSONS WITH MATERIALS FOR A PERIOD OF THREE YEAR FROM 01.06.2022 TO 31.05.2025 TO COMMISSIOONERATE OF REVENUE ADMINISTRATION AND DISASTER MANAGEMENT, CHEPAUK, CHENNAI - 05 FOR HOUSEKEEPING AND CLEANING SERVICES FOR EZHILAGAM CAMPUS, KAMARAJAR SALAI, CHEPAUK, CHENNAI-600005 CONSISTING EZHILAGAM MAIN BUILDING (GROUND FLOOR+ 5 FLOOR), EZHILAGAM ANNEX BUILDING (GROUND FLOOR+ 5 FLOOR), EZHILAGAM CANTEEN BLOCK(GROUND FLOOR+3), EZHILAGAM RECORD BLOCK (GROUND FLOOR+1 FLOOR) AND SEOC BUILDINGS (GROUND FLOOR).

1.	NOMENCLATURE OF THE SERVICE TO BE PROVIDED:
	Comprehensive housekeeping and cleaning services for Ezhilagam Campus, Kamarajar Salai, Chepauk, Chennai-600 005 consisting Ezhilagam Main building (Ground Floor+ 5 Floor), Ezhilagam Annex building (Ground Floor+ 5 Floor), Ezhilagam Canteen block (Ground Floor+3), Ezhilagam Record block (Ground Floor+1 Floor) and SEOC buildings (Ground Floor) of 17 persons with materials for a period of three years.
2.	SCOPE OF WORK:
2.1	Complete & comprehensive housekeeping service/job contract which involves daily sweeping, cleaning, dusting, wet washing/mopping and allied housekeeping jobs which consists of:

Details of split up area for House Keeping:

I Sweeping and Mopping

- a) All commissioner's Chambers, All Joint Commissioner's Chamber, All Director's, Main Building- Ground floor to 3rd floor, 5th floor Data Analytical Centre, Annex Building - Ground floor to 4th floor(Except Rehabilitation Dept.), Canteen Block-Ground floor to 3rd floor and Record block & 1st Floor, SEOC office premises.
- b) Main Building- Ground floor to fifth floor, Annex Building- Ground floor to 4th floor, Canteen block- Ground floor to 3rd floor, Record block-Record block to 1st floor and SEOC Verandah and staircase of Ezhilagam Campus

II Sweeping

Common Areas:

- a) Portico area of Ezhilagam Main Building (Main Entrance)
- b) Car Parking area and Verandah (Opposite Axis Bank ATM and Dispensary)
- c) Two Wheelers Stand Area.
- d) Emergency Operation Centre Compound and Toilets.
- e) Both sides of Canteen Block and space behind Ezhilagam Main Building.
- f) In front of Aavin area
- g) Road from State Bank of India to Amman Temple.
- h) Eastern side of Ezhilagam Main Building Portico and Verandah.
- i) Annex Building's Pump House area.
- j) Pump House behind Emergency Operation Centre.
- k) Fire escape staircase.
- l) Canteen Block from Ground floor to Third floor.

- m) Ground floor to 6th floor Verandah and stair case of Annex Building
- n) Connecting Corridor(Main Building to Annex Building)

III Cleaning:

- i) All Commissioner's Chambers, All Joint Commissioner's Chamber, All Director's Toilets in Ezhilagam Campus, (No. of Toilets - 18)
- ii) All Common Toilets in Ground Floor to Third Floor, 5th Floor Data Analytical Centre of Eastern and Northern wing of Ezhilagam Main Building thrice a day (No. of Toilets -53)
- iii) All Common Toilets in Ground Floor to Fourth Floor (Except Rehabilitation Dept.) of Ezhilagam Annex Building's thrice a day (No. of Toilets -27)
- iv) All Common Toilets in Ground Floor to Third Floor of Ezhilagam Canteen Block thrice a day (except 2nd floor). , (No. of Toilets - 02)
- v) All Common Toilets in Record block to 1st floor of Ezhilagam Record block thrice a day (No. of Toilets - 06)
- vi) Urinals in above Floors (No. of Urinals- 55)
- vii) Cleaning of all the dustbins and waste paper baskets, garbage chute areas thrice daily.
- viii)Toilets in the State Emergency Operation Centre building.
- ix) Wiping all the main door glasses, partition glasses and common area walls and wiping of all the hand railings.
- x) Cleaning of all the wash basins and urinals with soap oil.

IV Weekly Service:

- a) Washing all the floors with soap oil and floor cleaner.
- b) Cleaning of cobwebs in corridors of all the floor including all the sections of this office, Prohibition and Excise and SEOC Buildings. [Ezhilagam Main Building G+5Floor
Annex Building G + 5Floor

	<p>Canteen Block G +3 Floor</p> <p>c) Cleaning of all the staircases with soap oil in all the floors.</p> <p>d) Cleaning of windows, grills, window sides and other entrance grills</p>	
3.	<p>Sealed tenders are invited up to 3.00P.M. on 23.05.2022 by the Commissioner (Social Security Scheme), Chepauk, Chennai - 05 for the provision of Manpower - 17 persons with materials for a period of three years from 01.06.2022 to 31.05.2025 for housekeeping and cleaning services for ezhilagam campus, kamarajar salai, chepauk, chennai-600 005. If required the contract period may be extended for a further period on mutually agreed terms.</p>	
4.	<p>The eligibility criteria for the tenderers are given as follows.</p>	
	1.	<p>Reputed manpower agencies, that have experience of at least three years in providing Man power on outsourcing basis to any Government / Quasi Government Organization / Establishments in the Tamil Nadu and they have to provide Labour License obtained from concerned Authority are eligible to participate in the tender. Documentary evidence like work order/Agreement of the client to be enclosed in cover A.</p>
	2.	<p>The Man Power Agency should have an average annual turnover of Rs.75.00 Lakh during the previous 3 years [2019 - 20, 2020 - 21, 2021 - 2022].</p>
	3.	<p>The tenderers shall quote only the service charges, GST and any other charges like Personal Accidental Insurance, etc in total for the tender. The tenderer shall pay the minimum wages mentioned against each category and</p>

		shall also pay the statutory payment like ESI & EPF towards employer contribution. The employee's contribution like ESI, EPF may be deducted from employees wages as per the rule in force, on monthly basis for each person for all categories. Not abiding the Minimum Wages Act will lead to rejection of the tender.
	4.	The tenderers shall quote firm rates for a period of three years which may be extended to further period on mutual consent. No variation in rates on account is admissible during the contract period.
	5.	The Bonus to the employees have to be given by the tenderer as per the prevailing Government Order.
5.	TENDER PROCEDURE:	
	5.1	The amount paid for the Tender Form shall not be refundable and the tender form is also not transferable under any circumstances.
	5.2	Separate form shall be used for sister concerns, associates, group concerns, etc.
	5.3	The Department shall not take responsibility for delay or loss or non-receipt of the tender documents sent by post or courier or in person or any request for extension of time for submitting tenders will not be considered.
	5.4	The tenders submitted by facsimile (fax) or by electronic mail will not be accepted.
	5.5	The tender will be accompanied by all relevant particulars as required under. In the absence of the particulars, the tenders are liable for rejection.
	5.6	The Cover A (Eligibility Criteria) & Cover B (Financial bid) should be separately sealed, and both the sealed covers should be kept in an outer envelope and all the covers

		should be addressed to the Commissioner (Social Security Scheme), chepauk, chennai – 600 005. Cover "A" will be opened at the office of Commissionerate of Revenue Administration and Disaster Management at the above address at 4.00 P.M. on 23.05.2022 in the presence of the Tenderers / representative of the organization who choose to be present.
	5.7	Covers 'B' of only those Tenderers who satisfy the standard criteria laid down by the Commissionerate of Revenue Administration and Disaster Management on the basis of the details furnished by the tenderer in Cover 'A' will be opened.
	5.8	All the sealed covers – A, B and outer cover should be superscribed as tender for the provision of manpower – 17 Persons with materials to Commisssonerate of Revenue Administration and Disaster Management Department, Chepauk , Chennai – 05 for the period of Three years from 01.06.2022 to 31.05.2025 and addressed to Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005.
	5.9	Tender cover shall be sent by post / courier / in person by depositing in the tender box kept in the office of Commisssonerate of Revenue Administration and Disaster Management Department, Chepauk , Chennai – 05 on or before 23.05.2022 at 3.00 P.M.
	5.10	Provisions of the Tamil Nadu Transparency in Tender Act, 1998 (Tamil Nadu Act 43 of 1998) and the Tamil Nadu Transparency in Tenders Rules, 2000 with necessary amendment will be followed.

6.	<u>COVER – A</u>	
	6.1	The tenderer must send the following certificates for the items tendered, arranged serially as per the Annexure VII, in a separate cover hereafter called 'A' Cover.
	6.2	Earnest Money Deposit in the form of Demand Draft drawn in favor of THE COMMISSIONER OF REVENUE ADMINISTRATION, CHEPAUK, CHENNAI – 05.
	6.3	Documentary evidence for the constitution of the organization details of the name, address, telephone number, Fax no. E-mail address of the firm and of the Managing Director / Partners / Proprietor etc.
	6.4	Copies of balance sheet and Profit and Loss Account for last three years i.e., 2019-2020, 2020-2021 & 2021-2022 duly certified by a Chartered Accountant.
	6.5	The Tenderer shall furnish attested copy of Income Tax assessment order for the previous three years for which income tax assessment is completed. Or copy of Returns Filed.
	6.6	The Tenderer shall furnish (GST) Goods and Service Tax Registration Certificate as on 31.03.2022 as per the format given in the Annexure - I. (or) copy of Goods and Service Tax monthly return for the last month (with acknowledgement).
	6.7	The declaration form in annexure II signed by the tenderer.
	6.8	The declaration form in annexure III signed by the tenderer.

	6.9	Undertaking as in annexure – IV signed by the tenderer.
	6.10	Particulars of Agencies/firms as in annexure – V and particulars of Agencies in annexure – VI -signed by the tenderer.
	6.11	Each page of the tender terms and conditions should be duly signed by the tenderer.
	6.12	Authorization letter from the agencies for participating in the tender opening.
	6.13	The tenderer shall submit a checklist for the list of documents enclosed with their page number. The documents shall be serially arranged as per Annexure VII and shall be securely tied or bound.
	6.14	Commissioner (Social Security Scheme) Chepauk, Chennai – 600 005 reserves the right to reject the tender of blacklisted companies whose past performance with Commissionerate of Revenue Administration and Disaster Management was poor due to delayed and erratic supplies, frequent failures in providing manpower, etc.,
	6.15	The above Certificates should be submitted in "Cover-A", addressed to the Commissioner (Social Security Scheme), chepauk, chennai – 600 005.
7.	<u>COVER – B</u>	
	7.1	The tenderers shall quote rate as required in tender schedule in a separate sealed cover herein after known as cover-'B' (Use separate cover for each tender schedule).
	7.2	The rate quoted per unit price excluding service tax but, the rate of GST chargeable shall be specified.

	7.3	Each Tender must contain not only the rate but also the total value of each item of supply in the respective columns. The aggregate value of all the items quoted in the Tender shall be furnished. The rate quoted in Tenders should also be expressed in words in a separate column provided for the purpose. Manpower with materials should be provided to Commissionerate of Revenue Administration and Disaster Management, Chepauk, Chennai – 05.
	7.4	The details of rates and quantity should also be entered clearly so that they are able to provide the manpower with materials within the specified time as per the tender conditions.
	7.5	"Cover-'B' should also be addressed to the Commissioner (Social Security Scheme) Chepauk, Chennai – 600 005 indicating "to be opened on the date and time specified by the service renderer". Each page of the tender price schedules should be duly signed by the tenderer.
8.	<u>EARNEST MONEY DEPOSIT</u>	
	8.1	The Earnest Money Deposit shall be Rs.1,50,000/-
	8.2	The Earnest Money Deposit shall be paid in the form of Demand Draft favoring Commissioner of Revenue Administration, Chepauk, Chennai - 05, payable at Chennai. This should be enclosed with the tender In Cover 'A'. Earnest Money Deposit in the form of cheque / at par cheque /cash / postal order will not be accepted.
	8.3	Earnest money deposit exemption to Small Scale Industries / NSIC Registration in Tamil Nadu or similar / relevant services shall be allowed EMD

		exemption upon enclosure of relevant Documents as per MSME Act / Self Help Group.
	8.4	Organizations, which are claiming to be State Public Sector Undertaking, Small Scale Industries, Co-operative Societies and organization run by Self Help Group which are located within the State should produce the following documents to claim EMD exemption valid as on date of tendering.
	8.5 (a)	<u>STATE PUBLIC SECTOR UNDERTAKING</u> Competency Certificate from the Government / Registrar of companies/ Director of Industries and Commerce etc.
	8.5 (b)	<u>SELF HELP GROUP:</u> Competency Certificate from the Concerned Collectorate / Competent Authority.
	8.6	The Earnest Money Deposit of the unsuccessful tenderers will be arranged to be refunded within a reasonable time consistent with rules and regulations in this regard.
	8.7	The Earnest Money Deposit of the successful tenderer will be adjusted against Security Deposit for due performance.
	8.8	This Department does not accept any liability to return the Earnest Money Deposit amount within a definite time or to allow any interest thereon.
	8.9	If the tenderer fails to adhere to the conditions of the tender or wishes to withdraw when his tender is under process, but before the signing of agreement, his EMD will be forfeited & credited to COMMISSIONER OF REVENUE ADMINISTRATION, CHEPAUK, CHENNAI - 600 005.

9.	SECURITY DEPOSIT	
	9.1	The successful tenderer shall be required to pay a Security Deposit of <u>Rs.7,50,000/-</u> or Bank Guaranty will be accepted as per clause 14. Security:- (7) of Tamil Nadu Transparency in Tenders(Public Private Partnership Procurement) Rules 2012.
	9.2	The Security Deposit should be paid in respect of each contract, in the form of Demand Draft drawn in favour of the Commissioner of Revenue Administration, Chepauk, Chennai – 05 payable at Chennai within 7 days from the date of receipt of the Tender acceptance letter.
	9.3	The Security Deposit furnished by such tenderer in respect of their tender will be returned to them upon complete fulfillment of the contract and after three months of the contract period or the extended period, if any, to the satisfaction of the Department.
	9.4	Though the Co-operatives / Public. Sector Undertakings are exempted from EMD and all the tenderer have to remit security deposit. No exemption from payment of Security Deposit to any tenderers
	9.5	The Security Deposit shall not bear interest.
10.	AGREEMENT / DOCUMENTATION	
	10.1	The tenderer whose tender is accepted shall execute an agreement on a non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the tenderer) with Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005 within seven days from the date of receipt of the intimation by them that their tender has been accepted. The specimen form of

		agreement is enclosed as in the Annexure - VI.
11.	PRICES AND OTHER CONDITIONS	
	11.1	The details of the required manpower with materials are shown in tender schedules. The quantity mentioned is only the tentative requirement and may increase or decrease as per the decision of the Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005. The rates quoted should not vary with the quantum of the order or the destination.
	11.2	The tender price schedules should be signed by the tenderer at the bottom of each page with the office seal duly affixed and returned along with the tender Cover 'B'.
	11.3	Tenders should be typewritten and every correction in the tender should invariably be attested with full signature by the tenderer with date before submission of the tenders to the authorities concerned, failing which the tender will be ineligible for further consideration. Corrections done with correction fluid should also be duly attested.
	11.4	Rates inclusive of all service charges and charges, but excluding of GST should be quoted for provision of 17 persons with materials for housekeeping and cleaning services according to the unit asked for. Tender for the provision of manpower with materials, etc., with conditions like "AT CURRENT MARKET RATES" shall not be accepted.
	11.5	Each tender form must contain not only the unit rate [In figure & words] but also the total value of each item quoted for supply in the respective columns. The aggregate value of all the items quoted in the tender

		shall also be furnished.
	11.6	To ensure sustained supply without any interruption the Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005 reserves the right to split orders for supplying the requirements among more than one tenderer provided that, the rates and other conditions of provision of manpower are equal.
	11.7	The rates quoted and accepted will be binding on the tenderer for the stipulated period and any increase in the price will not be entertained till the completion of this contract period. Rates quoted with adjustable price will be rejected.
	11.8	The tenderer shall furnish all particulars as per the checklist, in cover – A, failing which documents will be rejected summarily.
	11.9	Tender should not be submitted by the organization, which has been blacklisted either by Commissionerate of Revenue Administration and Disaster Management or by any other State / Central Government organization.
	11.10	No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by them. Clerical error, typographical error, etc., committed by the tenderer in the tender forms shall not be considered after opening of the tenders. Conditions such as "SUBJECT TO AVAILABILITY", "MANPOWER WILL BE PROVIDED AS AND WHEN AVAILABLE", etc. will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be

		summarily rejected.
	11.11	Reputed manpower agencies, that have experience of at least three years in providing personnel/ Man power on outsource basis to any Govt./ Quasi Govt. organization / establishments in the state, are eligible to participate in the tender.
	11.12	The tenderer shall quote their lump sum rates on monthly basis for each person each category which shall include all the cost towards the each person each category which shall include all the cost towards the wages to the personnel as per the Minimum Wages Act, statutory payments. Uniforms and other allowances as per relevant rules in force.
	11.13	The tenderer shall be solely responsible for all civil & criminal liabilities and damages caused by the personnel provided by them during their services.
	11.14	<p>The tenderer shall be solely responsible for disbursement of wages due to the personnel on the due dates promptly besides other remittances and liabilities in this regard.</p> <p>Commissionerate of Revenue Administration and Disaster Management to whom the personnel provided are not responsible for any default by the manpower agency and the consequence arising out such default by the tenderer.</p>
	11.15	<p>All Saturdays are working days. National Holidays are</p> <ol style="list-style-type: none"> 1. 26th January, 2. 15th August, 3. 2nd October are paid holidays. <p>and Five other holidays are as per II) The Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958 and the Tamil Nadu Industrial Establishments (National and Festival</p>

		<p>Holidays) Rules 1959.</p> <ul style="list-style-type: none"> i. New Year ii. Pongal Festival iii. Tamil New Year Festival iv. May Day v. Deepavali / Ramzan / Christmas.
	11.16	The decision of the Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005, or any officer authorized by him as to the manpower with materials provided, shall be final and binding.
12.	Acceptance of tender for provision of Manpower with Material	
	12.1	Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005 reserves the right to reject the tenders or to accept the tenders for the supply of all manpower or for any one or more of the man power tendered for in this tender without assigning any reason.
	12.2	Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005 will be at liberty to terminate without assigning any reason thereof the contract either wholly or in part immediately. The tenderer will not be entitled for any compensation whatsoever in respect of such termination.
	12.3	The acceptance of the tenders shall be communicated to the tenderers in writing.
	12.4	Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005 or his authorized representatives has / have the right to inspect the performance of those companies who have quoted for the tender, before accepting the rate quoted by them or before releasing any orders or at any point of time during the

		continuance of tender and has also the right to reject the tender or terminate / cancel the orders issued or to take action properly based on facts brought out during such inspections.
	12.5	In cases where the man power offered at the lowest price is less than the total quantity required, the Department may, after placing orders with the lowest evaluated tenderer for the entire man power with material offered by such tenderer subject to his ability to supply, adopt either or both of the following procedures to procure the balance manpower:
	12.6	The Department will negotiate with the next lowest tenderer in strict ascending order of evaluated price and require them to match the price offered by the lowest evaluated tenderer and place orders until the entire man power with material required is ordered.
	12.7	Or the Department will require all the other eligible tenderer who participated in the tender and offered a price higher than that offered by the lowest evaluated tenderer, to submit sealed offers of the man power they would be willing to supply at the price quoted by the lowest evaluated tenderer, and thereafter place orders for the remaining required man power with material with all those who match the lowest evaluated price such that those who bid lower prices in the original tender get a higher priority for the provision of manpower.
	12.8	In case where two or more tenderer quoted the same price, Commissioner (Social Security Scheme), Chepauk, Chennai - 600 005 shall split the man power with material among such tenderers taking into

		consideration the experience and credentials of such tenderers.
	12.9	Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005 or representative assure the right to negotiate with the tenderers in a manner considered to be beneficial to the Department.
13	PAYMENT PROVISIONS	
	13.1	No advance payment towards provision of manpower with materials will be made to the tenderer.
	13.2	Payments towards provision of manpower with material will ordinarily be made within 30 days from the date of submission bills. Every month the bill has to be enclosed with proof of ECS remittance details of wages and remittance of statutory payments like ESI & EPF of the manpower for the previous month regularly and also for remittance of GST as required by the ACT, if fails to remit the same will be adjusted in the service provider's bills.
	13.3	No claims shall lie against the Commissionerate of Revenue Administration and Disaster Management Department, Chepauk, Chennai – 05. in respect of interest on Earnest Money Deposit or on Security Deposit or for late payment of bills due to any reason.
	13.4	The Manpower to be supplied by the tenderer should not be changed / replaced without prior permission of the Department.
	13.5	If the performance of any of the persons is found to be not satisfactory, the Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005, shall disengage that person and the tenderer has to replace the services of such person within two days.

14.	PENALTIES	
	14.1	A tenderer may withdraw their tender after submission provided that written notice of withdrawal is received by Commissionerate of Revenue Administration and Disaster Management prior to the deadline time & date prescribed for submission of tender.
	14.2	If the successful tenderer fails to execute the agreement and/or to deposit the required Security deposit within the time specified or withdraw his tender after opening of tender/after the intimation of the acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, contract will be cancelled and the EMD deposited by him along with his tender shall stand forfeited by Commissioner of Revenue Administration, Chepauk, Chennai -05.
	14.3	In case of the Small Scale Industries those exempted from payment of EMD fail to adhere to the Terms and conditions of the tender, the firm will be disqualified to participate in the tender for the next five years.
	14.4	Non performance of contract provisions will disqualify a firm participate in the tender for the next five years.
	14.5	In case of the firm, if any one or more of the partners thereof dies / shall be adjudicated insolvent during the continuance of the contract, Commissionerate of Revenue Administration and Disaster Management, Chepauk, Chennai -05 shall be at liberty to terminate the contract.

	14.6	The contract should not be sublet or given to other parties in any manner.
	14.7	<p>For any short fall of manpower and inadequate usage of materials , a penalty of 1% of the monthly wages quoted against that category of manpower will be levied..</p> <p>On receipt of specific complaints the contractor shall be issued a service deficiency notice. On receiving a deficiency notice, the contractor shall make necessary arrangements to rectify the deficiency within seven days. Non-rectification will lead to a penalty of 1% of the monthly amount payable.</p> <p>If no improvement is noticed by the Commissionerate in the performance of the contractor after 60 days of issue of deficiency letter the Principal Secretary / Commissioner of Revenue Administration reserves all rights to terminate the contract with forfeiture of performance security and get the works done at the risk and cost of the contractor.</p> <p>Failure to maintain the quality of service by the successful bidder or the violation of any conditions of contract shall lead to termination of contract.</p>
	14.8	<p>Clarification of Tender document: -At any time after the issue of the tender documents and before the opening of the tender, Principal Secretary / Commissioner of Revenue Administration, Chepauk, Chennai -05 may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents. For those who have downloaded the tender document such changes / modification / Amendments will be</p>

		uploaded in the website and the tenderer is responsible to download the same, examine & put up their tenders. Tenders submitted without taking notice of the changes / modification / Amendments will not be considered for evaluation.
	14.9	In case any one tenderer asks for a clarification to the tender documents before 48 hours of the opening of the Tender, Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005 shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the tender documents without identifying the source of the query & also uploaded in the website namely http://www.tenders.tn.gov.in
	14.10	In all the above conditions, the decision of the Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005, shall be final and binding.
15	Force Majeure clause	
	15.1	Notwithstanding the provisions of the tender terms and conditions clause No. 6, the tenderer shall not be liable for forfeiture of its security deposit for default, if and to the extent, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
	15.2	For purposes of this clause "Force Majeure" means an event beyond the control of the tenderer and not involving the tenderer's fault or negligence and foreseeable. Such events may include, but are not limited to, acts of the Service utiliser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine

		restrictions and freight embargoes.
16.	DISPUTE:	
	16.1	If any dispute between the supplier and Commissionerate of Revenue Administration and Disaster Management, Chepauk, Chennai -05 arises in regard to any claim or liability which is not covered by the terms and conditions of the contract, the same shall be referred to an Arbitrator to be named and appointed by the Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005. Any request by the agency to refer to any dispute to an Arbitrator should be made within a period of 6 months after expiry of the contract and the Arbitrator shall conduct arbitration under the Arbitration and Conciliation Act 1996 and the rules framed there under and, subsequent amendments, if any and the Arbitrator shall pass an award which shall be final conclusive and binding upon the supplier and the Commissioner (Social Security Scheme), Chepauk, Chennai – 600 005 and the courts at Chennai.
	16.2	The Courts in the city of Chennai alone shall have the Jurisdiction to entertain any suit or dispute that may arise between the parties to this contract.

Signature of the Tenderer.

Date:

Name of the Organization & Address

Declaration of the Tenderer

We hereby certify that we have thoroughly studied and understood the tender conditions and we accept the above terms and conditions.

SIGNATURE OF THE TENDERER

Name:

(In Capital Letters)

Seal of the Firm:

PART – A

FOR PROVISION OF MANPOWER - 17 PERSONS WITH MATERIALS FOR A PERIOD OF THREE YEARS FROM 01.06.2022 TO 31.05.2025 TO COMMISSIONERATE OF REVENUE ADMINISTRATION AND DISASTER MANAGEMENT DEPARTMENT, CHEPAUK, CHENNAI - 05 FOR HOUSEKEEPING AND CLEANING SERVICES FOR EZHILAGAM CAMPUS, KAMARAJAR SALAI, CHEPAUK, CHENNAI-600005 CONSISTING EZHILAGAM MAIN BUILDING (GROUND FLOOR+ 5 FLOOR), EZHILAGAM ANNEX BUILDING (GROUND FLOOR+ 5 FLOOR), EZHILAGAM CANTEEN BLOCK (GROUND FLOOR+3), EZHILAGAM RECORD BLOCK (GROUND FLOOR+1 FLOOR) AND SEOC BUILDINGS (GROUND FLOOR).

1.	Year of establishment and No of years of experience	
2.	Strength of the Personnel with the service provider	
3.	Whether the employees are covered under ESI	
a)	If yes, the details of coverage and last ESI contribution remittance amount and date	
b)	No. of persons covered	
c)	If not covered under ESI, the reasons for the same	
4.	Whether the firm extends EPF?	Yes / No
a)		
b)	If yes, details of coverage, last EPF contribution remitted and the number of persons to whom remitted	
c)	If EPF not extended, the reasons for the same	

5.	Whether the income tax remitted regularly	Yes / No
a)	If so, income tax clearance certificate for the year may be attached	Yes / No
6.	Whether Service Tax remitted regularly	Yes / No
a)		
b)	If so, copies of Service Tax Certificate and last remittance challan may be attached	Yes / No
7)	Whether Insurance coverage provided for the employees	Yes / No
8)	Whether all the statutory obligations are complied with (including salary, leave etc.,) by the firm	Yes / No

Declaration

Certified that the above particulars are true to the best of my knowledge.

SIGNATURE OF THE TENDERER

Name:

(In Capital Letters)

Seal of the Firm:

PART – B

SCHEDULE FOR CONTRACT
FURNISH THE RATE QUOTED AS FOLLOWS:-

Table No. 1

Sl. No.	Post	No. of Persons	Basic Pay as per the Minimum wages Act (inclusive of allowances) (in Rupees)	Statutory Payments (in Rupees)				GST (4+5+6+7+8)	Gross Rate in Rupees (4+5+6+7+8+9)
				Employees Provident Fund (EPF)	Employees State Insurance (ESI)	Other Statutory payments	Service charges		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	House keeping and cleaning personnel	1							
2		17							

Cost Of Materials

Table No. 2

SI No.	Description	Amount (Rs.)
1.	Consumable Materials per month	

Abstract

NAME OF WORK: Housekeeping and Cleaning for 17 persons with materials in the Commissionerate of Revenue Administration and Disaster Management, Ezhilagam, Chepauk, Chennai-600 005.

Quote for total monthly charges for the above said work including cost of House keeping and cleaning personnel (as per the above Table No.1), Consumable Materials (as per the above Table No.2)

Rs. (in words.....)

Note: 1. The tendering firms can decide and quote the rates for each persons and quote the Gross rate in Rupees inclusive of all statutory payments for 17 persons with materials will be taken up for evaluation.

2. The Tender Evaluation will be as per the provisions of the Tamil Nadu Tender Transparency Act and Rules 2000

SIGNATURE OF THE TENDERER

Name:

(In Capital Letters)

Seal of the Firm:

ANNEXURE – I
**FORM OR CERTIFICATE OF SERVICE TAX VERIFICATION TO BE
PRODUCED BY AN APPLICANT FROM THE CONTRACT OR OTHER
PATRONAGE AT THE DISPOSAL OF THE GOVERNMENT.**

(Name of the State)

(To be filled up by the applicant)

1. Name or style in which the applicant is assessed or assessable to Service Tax Assessee or assessment.

2. a. Name and address of all companies, firms or associations or persons in which the applicant is interested in his individual or fiduciary capacity.

b. Places of business of the applicant (All places of business should be mentioned).

3. The Districts, Taluks and divisions in which the applicant is assessed to Sales Tax

(All the places of business should be furnished).

4. a. Total contract amount or value of patronage received in the preceding three years 2019-2020, 2020-2021 & 2021-2022.

b. If there has been no assessment in any year, whether returns were submitted any, if there were, the division in which the returns were sent.

c. Whether any penal action or proceeding for the recovery of Sales Tax is pending.

d. The name and address of Branches if any:

I declare that the above information is correct and complete to the best of my knowledge and belief.

Signature of the applicant:

Address:

Date:

ANNEXURE – II

DECLARATION - I

I do hereby declare that I will provide the services as per the instructions given / specification prescribed in this regard.

Signature of the Tenderer

Name in capital letters with Designation

ANNEXURE – III

DECLARATION - II

1. I / We enclose herewith Demand Draft for Rs. _____/-
towards Earnest Money Deposit.
2. I/We bind myself/ourselves to the conditions prescribed in the
Tender Form.
3. I/ We the Tenderers agree to have the Earnest Money forfeited to
Commissionerate of Revenue Administration and Disaster
Management in case of my / our failure in full or part to
undertake the contract upon the acceptance of this Tender /
withdrawal after opening of the tenders.

Signature:

Designation:

Name of the Firm and Address

ANNEXURE – IV

UNDERTAKING

We, M/s. _____ having
our registered office at _____ agree
that In the event of non fulfillment or non-observance of any of the
condition stipulated in the contract and orders placed by
Commissionerate of Revenue Administration and Disaster Management,
having their office at Ezhilagam Main Building, 3rd Floor, Chepauk,
Chennai 600 005, under this tender for the provision of manpower
tendered, we shall pay penalty as per Tender conditions or an amount
equal to the actual loss incurred by the Commissionerate of Revenue
Administration and Disaster Management consequent on such breach of
contract, whichever is higher.

Date: _____ Signature: _____

Place: _____ Name: _____

Office Seal: _____ Designation: _____

ANNEXURE – V

DETAILS OF THE AGENCY

Name of the Tenderer & Full Address :

Phone No :

Fax :

E-mail :

GST No. :

Signature: _____

Name: _____

Designation: _____

ANNEXURE – VI

CONTRACT AGREEMENT

THIS INDENTURE made this the _____ day of _____ 2022 at Chennai between the Commissionerate of Revenue Administration and Disaster Management registered office at Ezhilagam Main Building, Chepauk, Chennai 600 005, represented by its **COMMISSIONER (SOCIAL SECURITY SCHEME)** herein after called the "SERVICE RENDERER" (which expression shall unless repugnant to the context or assignees) of the one part and Thiru....., Proprietor M/s.

_____ having its Registered Office at _____

represented by its Appropriate Authority here in after called the "VENDOR" (which expression shall unless repugnant to the context or meaning there of be deemed to mean and include its successors or assignees) of the other part.

This Agreement is valid from _____ to _____ only, unless specifically extended by Revenue Administration, Disaster Management and Mitigation Department.

WHERE AS the Corporation service render offered to engage the service of person, as detailed in the Schedule.

AND

"WHERE AS" the Vendor has agreed to supply the said persons, subject to the conditions set forth in the Tender - Terms and conditions and specifications, as agreed to which reference to the work orders being issued from time to time, forming part of the tender contract where in referred to as the said conditions, to the satisfaction of the service renderer or Corporation.

Now it is hereby agreed as follows:

1. Time shall be considered as the essence of this Agreement and the Vendor hereby agrees to supply person as per the delivery schedule stipulated by the service renderer.
2. The said condition as contained in the work orders which is constructed as Schedule forming part of this agreement and the vendor herein it will strictly abide the conditions and stipulations and perform their respective obligations under the agreement.
3. In the event of the non-fulfillment or non-observance of any of the said conditions, stipulated in the work orders which form part of this agreement, the Vendor shall pay a sum, equivalent to the actual loss incurred by the service renderer or Corporation, consequent on such breach of the agreement.
4. The Disputes, differences, claims and questions, not covered by the Terms & Conditions which may arise during the subsistence of this agreement or supplemental agreement between the service renderer and Vendor touching any matter covered by this agreement shall be referred to the arbitrator, in accordance with the Provisions of the Arbitration and conciliation Act 1996 and the rules framed there under and, subsequent amendments, only
5. (a) If the vendor does not fulfill or supply the requirement of person within the specified time limit of the work order, the service renderer namely COMMISSIONER (SOCIAL SECURITY SCHEME) has got the right to claim the loss, damages, compensations, cost, expenses and all the charges with interest at 22.5% per annum at the risk and cost of the defaulting vendor and the service renderer or Commissionerate of Revenue Administration and Disaster Management Department, shall also be at liberty to cancel that work orders and to make alternative arrangements from such other sources as may be possible and to recover the difference in cost of procurement from the said Vendor.

(b) Where there is no such loss, the service renderer or Corporation is at liberty to impose penalty as follows:

(c) In case of the Small Scale Industries those exempted from payment of EMD fail to adhere to the Terms and conditions of the tender, the firm will be disqualified to participate in the tender for the next five years.

6. Only the Courts in Chennai shall have jurisdiction in respect of the award claims, arising out of the Agreement.
7. The service renderer or Corporation is entitled to terminate the agreement at any time for violation of the terms & conditions stipulated here in.
8. EMD remitted by the successful tenderer will be adjusted against security deposit till the entire transaction is over. The Vendor should remit the Security Deposit of Rs.7,50,000/-. The Earnest Money Deposit / Security Deposit thus remitted will attract no interest whatsoever. The earnest Money Deposit / Security Deposit will be forfeited for non-fulfillment of the conditions of the contract order resulting in loss or damages to the service renderer notwithstanding the conditions in clauses 5(1) to 5(7) & 6(1) to 6(5). If any defectiveness in providing person supplied / noticed the value of the same would be deducted from the payment of the bill.
9. The service renderer will take all efforts to settle the bills of the Vendor within the stipulated period. In case of delay due to unavoidable circumstances, the Vendor is not entitled to claim any interest for belated settlement.
10. If the Manpower provided are found at any time that they do not confirm to the quality parameters prescribed in the work order the Vendor shall remove such person within the prescribed time limit specified in the Tender – Terms & Conditions.
11. Any other clauses found in the Tender - Terms and Conditions supplied along with tender documents, but not included in this agreement shall also form part of this agreement. Therefore

Tender Form Price Schedule, Schedule of Requirements, Specifications, Tender Terms & Conditions and Notification of Tender Award shall be deemed to form and be read and constructed as part of this agreement.

12. All statutory provisions as per Labour Act has to be strictly adhered like Bonus, etc., IN WITNESS whereof the parties here to have set their hands on this day, month and year first above written in the presence of

Signature:

Vendor (Contractor)

Signature:

Render (Service Utilizer)

Name: _____

for COMMISSIONER (SOCIAL SECURITY SCHEME),

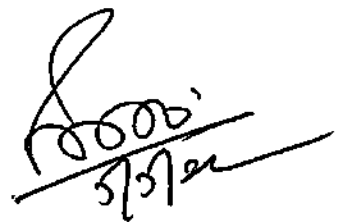
Address:

Chepauk, Chennai- 600 005

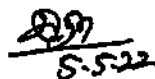
WITNESS

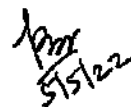
1. _____

2. _____



Dr N. VENKATACHALAM, I.A.S.,
COMMISSIONER - SOCIAL SECURITY SCHEMES
CHEPAUK, CHENNAI-600 005.


5.5.22


5/5/22

Cover "A"**ANNEXURE – VII****CHECK LIST**

S. No	DESCRIPTION	Page No		Remarks
		From	To	
1	EMD in the form of DD shall be kept in an envelope, NSIC certificates may be enclosed for exemption			
2	SSI/ NSIC/DGSD Certificate.			
3.	a. Documentary evidence for the Constitution of the firm. b. Documentary evidence like work order/Agreement of the client to be enclosed for the 3 years experience.			
4.	The Tenderer should furnish proof for their activities for payment of ESI & EPF of the concern unit.			
5.	Authorization letter nominating a responsible officer of the organization with authority to transact business.			
6.	List of Items quoted			
7.	Copies of Balance Sheet and Profit Loss account for last three years.			
8.	I.T. Assessment order for previous Three years or for completed years or SARAL copies			
9.	True copy of Service Tax / GST Registration Certificate			
10.	Tender Terms & Conditions duly signed by the Tenderer.			
11.	Annexure – I (Service Tax Certificate + Latest remittance challan copy)			
12.	Annexure – II (Declaration – I)			
13.	Annexure – III (Declaration – II)			
14.	Annexure – IV (Undertaking)			
15.	Annexure-V – (I) (Details of Agency)			
16.	Annexure-VI- TENDER AGREEMENT			

Note:

The bidder shall submit the above documents failing which the tender documents are liable for rejection. Please Enter page Number only.

Signature:
