



TENDER No: S-CEM/GA/HS/2017-18/002 dated 11.01.2018

**NOTICE INVITING TENDER (NIT) FOR PROVIDING HOUSE
KEEPING SERVICES (FOR A PERIOD OF ONE YEAR)**

**SOCIETY FOR APPLIED MICROWAVE ELECTRONICS ENGINEERING AND
RESEARCH**

**(An Autonomous Institution under Ministry of Electronics & Information Technology,
Govt. of India)**

SAMEER-Centre for Electromagnetics,

CIT Campus, 2nd Cross Road, Taramani, Chennai-600113

Phone No.(044)22541583/1817/22544020/22544061 (Fax). (044) 2254 1938/ 1424

**NOITICE INVITING TENDER (NIT)
SAMEER-Centre for Electromagnetics**

I	Authority, Designation and Address	The Programme Director, SAMEER - Centre for Electromagnetics, CIT Campus, 2nd Cross Road, Taramani, Chennai - 600 113. Website: cem.sameer.gov.in .
II	A. Name of the work/Purchase: B. Place of execution	Providing House Keeping Services for SAMEER, Taramani and Perungudi Campus SAMEER, Chennai
III	Tender documents - Place and due date for obtaining tender	Tender documents can be downloaded from Website or obtained on all working days between 10.30 AM and 1.00 PM from 11.01.2018 to 31.01.2018 at the address mentioned in column I
IV	Due Date, time and place of submission of Tender	Due Date : 01.02.2018 Time : 3.00 P.M. Place : At the address mentioned in column I
V	Date, time and place of Tender Opening	Opening : 01.02.2018 Time : 3.30 P.M. Place : At the address mentioned in column I
VI	Any other important criteria specified by the tender inviting authority	Tender received after due date and time will be summarily rejected.

Sealed tenders are invited for providing Housekeeping services for SAMEER - Centre for Electromagnetics, Chennai from well-established reputed firms/registered Service Providers. The bid should be sealed by the bidder and duly superscribed as Tender No: S-CEM/GA/HS/2017-18/002

Intending eligible bidders may obtain a copy of bid document from SAMEER - Centre for Electromagnetics, CIT Campus, 2nd Cross Road, Taramani, Chennai – 600 113 on payment of Rs 500/- (Rupees Five Hundred only) in the form of crossed Demand Draft /Bankers Cheque from any scheduled Bank in favour of "SAMEER - Centre for Electromagnetics", Chennai.

In case, the firm has downloaded the tender documents from the official website i.e. cem.sameer.gov.in or CPPP website www.eprocure.gov.in they must ensure that requisite tender fee/cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of "SAMEER - Centre for Electromagnetics", Chennai, with their tender, failing which the tender will be treated as incomplete and will be ignored. The EMD & Tender fee (Demand Draft or receipt given by SAMEER, in case paid at office) should be enclosed with the technical bid of tender document.

PROGRAMME DIRECTOR

SAMEER, Chennai

**Tender Notice Inviting for providing House Keeping Services at SAMEER-CEM
Taramani and Perungudi Campus**

Sealed Tenders are invited from registered reputed House Keeping Services agencies having three years' experience who are providing House Keeping Services for Banks, Government /Public Sector/ Private organizations of repute/ large hotels, Commercial Complexes, autonomous bodies etc. shall be considered for pre-qualifications on contractual basis for a period of one year under Two Bid Systems.

The Tender Documents can be downloaded from SAMEER-CEM Website <http://cem.sameer.gov.in> and Central Public Procurement Portal <<https://eprocure.gov.in>> such downloaded form should be accompanied by a non-refundable bank draft/banker's cheque of Rs 500 /-(Rupees five hundred only) in favour of SAMEER-Centre for Electromagnetics payable at Chennai as cost of the Tender form.

ELIGIBILITY CRITERIA:-

- 1 The Contractor should be a registered body for providing House Keeping services and should have experience in providing Housekeeping services at Government /Public Sector/ Private organizations of repute/ large hotels, Commercial Complexes, autonomous bodies during last three years. The Bidders shall have good name, standing and professional reputation for performing similar job/ assignment.
- 2 In addition, they should not have defaulted in providing similar services with any other establishments
- 3 The average annual turnover during last 3 years should be at least Rs. 50.00 Lakhs.
- 4 Profitable company during last 3 years.
- 5 Satisfactory service certificates should be produced from two of their existing major clients with details of contact person, Telephone No. email etc.,

For any clarification, the service provider may contact the Head-Administration at (044)22544020 or 22544061

DISCLAIMER

The information contained in this Tender document or information provided subsequently to the bidder(s) or applicants whether verbally or in documentary form, by or on behalf of SAMEER-CEM is provided to the bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions, subject to which such information is provided.

This TENDER document is not an agreement and is neither an offer nor an invitation to offer by SAMEER-CEM. This TENDER is to invite proposals from applicants who are qualified to submit the bids (“Bidders”). The purpose of this TENDER is to provide the Bidder(s) with information and to assist them in formulation of their proposals (Bids). This TENDER does not claim to contain all the information, which each Bidder may require. Each Bidder should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this TENDER and wherever felt necessary obtain independent advice. SAMEER-CEM makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER. SAMEER-CEM may in its absolute discretion, but without being under any obligation to do so and without prejudice to its rights, update, amend or supplement the information in this TENDER.

The information contained in this TENDER document is selective and is subject to update, expansion, revision and amendment. SAMEER-CEM does not undertake to provide any Bidder with access to any additional information or to update the information in this TENDER document or to correct any inaccuracies if any therein, which may become apparent. SAMEER-CEM reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this TENDER and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders or can be accessed in website of SAMEER-CEM. Any information contained in this TENDER document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by SAMEER-CEM.

Information provided in this TENDER is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SAMEER-CEM does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, SAMEER-CEM also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TENDER.

SAMEER-CEM reserves the right to reject any or all the expression of interest /proposals /Bids received in response to this TENDER at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of SAMEER-CEM shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process.

INSTRUCTIONS FOR SUBMISSION OF TECHNICAL BID/PRICE BID

1. The scope of work covers providing Housekeeping Services at SAMEER-CEM premises at Taramani & Perungudi campus.
2. **Period:** The contract will be for a period of one year. After the expiry of the contract period, the service need not be continued taking it as deemed extension of period
3. The sealed cover should contain the following:
 - a) **Envelop 1 (Technical Bid)** - Earnest Money Deposit (EMD) of Rs. 55,200/- (Rupees fifty five and two hundred only) and Tender fee of Rs.500/- in the form of Demand Draft in favour of SAMEER-Centre for Electromagnetics, Chennai along with required documents.

Envelop 2 (Price Bid) - The amount shall be quoted for special services separately as per proforma given in the Price Bid. The pro forma should be duly signed & sealed by the Bidder.
4. The sealed cover, containing two different covers each of Technical & Price Bid, super scribed with the name of the work may be addressed to the Programme Director, SAMEER-Centre for Electromagnetics, CIT Campus, IInd Cross Road, Taramani, Chennai - 600 113 on or before 3.00 PM **on 1st February, 2018**. SAMEER-CEM will not be responsible for any postal delay/loss/non-receipt thereof. Bid received after the date & time specified above will be rejected. The bids shall be opened in the presence of the bidders who wish to be present on the same day at 3:30 PM in SAMEER-CEM, Taramani, Chennai.
5. **Bidders shall note that only those Bids shall be considered whose EMD and Tender fee enclosed in the bid document. Bid received without prescribed EMD and tender fee shall summarily be rejected.**
6. The EMD of unsuccessful bidders shall be returned within 30 days from finalization of L1. The successful bidder has to provide Security deposit of 5% of annual contract value in the form of Bank guarantee/DD/Banker's cheque. The Security Deposit shall not bear any interest and such amount shall be forfeited in the event of any invasion, refusal or delay on the part of the Successful Bidder to sign and execute the agreement for commencement of contract in case their Bid is accepted.
6. The Bidders shall submit their offers strictly in accordance with the terms and conditions of the Bid document. Any Bidder that stipulates conditions contrary to the conditions given in the Bid document is liable for rejection.
7. The Service charges shall be quoted in words as well as in figures in the space provided and in case of discrepancies between words and figures, the service charge written in words shall be considered as correct. The correction and or overwriting made in the tender documents/price bids if not authenticated, will be liable for rejection.
8. Time is the essence of the contract and the works must be started within 15 days from the date of issue of work order. Any Bidder who disagrees with the time schedule and stipulates

a longer period is liable to be rejected.

9. Access to site and inspect will be permitted with prior appointment up to one day prior to the last date of submission of the tender.
10. The Bid shall be signed by a person or persons so authorized by the Bidder. In case, the Bidder is a company, the officer so authorized by the company with its seal duly affixed shall sign the Bid.
11. The Bid shall contain address, Tel. No. & Fax No. for serving notices required to be send to the Bidder in connection with the Bid.
12. The Bid Form and the documents attached to it shall not be detached and no alteration or mutilation (other than filling in all the blank spaces) shall be made in any of the documents attached hereto. Any alterations or changes to the entries in the attached documents shall be made by a separate covering letter otherwise it shall not be entertained.
13. **Bidders are requested to visit the site and also carefully examine the Bid Documents, condition of contract, specifications, schedules and the frequency of work. In case, there should be or appear to be any ambiguity in or discrepancy between any of the document, they should immediately refer the matter to Head-Administration, SAMEER-CEM for clarifications.**
16. SAMEER-CEM reserves the right to adjust arithmetical or other errors in any Bid in the way that it is considers suitable. Any adjustments so made by SAMEER-CEM shall be stated to the Bidders.
17. SAMEER-CEM does not bind itself to accept the lowest or any Bid and has the right to accept or reject any Bid without assigning any reasons. SAMEER-CEM decision in this regard will be final, conclusive and binding on the Bidders.
18. No conditions in addition to the conditions stipulated in the Bid document will be acceptable.
19. If a firm quotes NIL Service charges, the bid shall be treated as unresponsive and will not be considered.

SCOPE OF WORK

SAMEER-CEM has two campuses (Taramani & Permgudi) provided with high quality interiors and the Bidder should have experience and capability to maintain them. The scope of work would involve cleaning & wet mopping of floors, dusting of work stations, collecting and disposing of waste in corporation bins, cleaning of toilets & toilet fixtures, window glass (both from inside & outside), external cleaning of Atrium glass, entrance glass canopy, removal of stagnant water from terrace & canopies and cleaning external drainage, cleaning telephones, walls, stairs, carpets, sofas, chairs, pedestal fans, Venetian blinds, polishing of brass items, removing cobwebs from ceilings, open terrace etc. The work also includes engaging the services of personnel for miscellaneous office works (i.e. like shifting of files, furniture, etc.), or any other service assigned to them from time to time by SAMEER-CEM

Types of Services, Frequency of Service & Penalties for non-completion/unsatisfactory work, Equipments and Chemicals/Cleaning materials to be used are as under:-

A. Types of Services and their Frequency :

Sr. No	Type of service	Frequency of service
1	Sweeping and mopping of the floors, passages, corridors, lobbies, landings, etc., with the best disinfectants	Daily Once
2	Cleaning of Service Building, AHU Room (3 Nos.), 10 mts. EMC Chamber its Auxiliary rooms (3 Nos.), Clean room and workshop & EDC building with VACCUM CLEANER. Through washing of the corridor & steps, Canteen floor & cooking area, dusting of the entrance & security area, corridors of all the buildings and canteen.	Daily Once
3	Dusting of Chair, Desk, Racks, Telephone, Tables, Almiras, Pedestal Fan, Room Air-conditioners etc. Deep cleaning of rooms should be done at least once in every month on circulation. Tables & Computer tables in rooms, window panels, portraits, rails, switch boards etc in the corridor to be wiped every day.	Daily Once

4	To provide and replace soap, good quality liquid soap, room air freshener, toilet paper, wash towels, etc., in toilets during working days, on Saturdays also the same shall be done in all toilets. Provide small branded quality shampoo pockets along with soap in the guest house rooms. Apart from this, in case any functions are held on holidays, the same shall be attended on instruction from the officer-in-charge.	Daily Once
5	Toilets of SAMEER-CEM, Taramani/ Perungudi buildings should be wiped and cleaned thrice a day on all working days. Deep cleaning of toilets should be done at least once in a week. And towels should be changed in toilets twice a day.	Daily Thrice
6	Cleaning of window glasses from inside as well as outside all round the building in ground floor.	Daily Once
7	Sweeping & wet mopping of Atrium, Entrance Lobbies, Lift Lobbies on Ground Floors.	Daily Twice
8	Guest House has one V.I.P Suite, three single bedrooms, one double bed room and one triple bed room, (all with attached toilets) Kitchen, dining area and lounge. The guest suite annex has four independent flat lets with kitchen, bedroom drawing, Dining area and two balconies. Totally eighteen cots are furnished in all bedrooms and thirty three pillows. Also sofa sets and other furniture is provided in all these areas. Linen has to be provided and maintained for all these bedrooms.	Daily Once

9	<p>Garden Work: Removing and levelling of grass, planting trees, cleaning the lawn and watering the plants (Separate unskilled labour shall be engaged (Taramani-4 & Perungudi -2)</p>	<p style="text-align: center;">Daily Once</p>
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B. Weekly Services

1	<p>a)Cleaning of Car park, Cycle park, Garage, TNEB panel room, transformer room</p> <p>b)Washing the floors, passages, corridors, lobbies landings etc. with the best detergents</p> <p>c)Cleaning / washing of toilets (floors and walls up to dado height) and all sanitary fixtures with Harpic / Deodorants etc. shall be used scented hand wash, soap oil including bottle freshness, odonils, naphthalene bolls etc the same cleaning work of toilets, floor, window panels, glass partitions of windows & doors to be carried out.</p> <p>d) Cleaning of all window panels, glass partitions windows (Glass) and doors (Out sides) with colon solution. This shall be done on a working day.</p>	<p>Weekly once</p>	
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Brushing of carpet in the Conference Room
(weekly or as and when required)

- e) Cleaning of syntax tank used for drinking water purposes.
- f) Cleaning of inaccessible places like backside of cupboards, with vacuum cleaner.
- g) Cleaning of the fans, light fittings fitted in the Guest House.
- h) Cleaning of front grills of window and split A/C, of the centre with cloth soaked in cleaning agent other than water.
- i) Cleaning of supply and return air grills fitted in all rooms with a dry cloth.
- j) Cleaning of Eurocon tiles pathway with the best detergents.

C. Monthly Services

- a) Auditorium Building should be vacuum cleaned monthly or whenever required. This shall be done on the first working day of every month.
- b) Cleaning of SAMEER-CEM Perungudi Office building in and around the campus.
- c) Sweeping of terrace (Roofs of all buildings)
- d) Cleaning of all rain water pipe holes on the terrace.

D. Quarterly Services

Washing and re-fixing window curtains in Guest House and Flat let

E. COSMETIC/CLEANING MATERIALS: List of items to be supplied / used (All items should be approved by SAMEER)

1.	Soap Oil & detergent Powder		17.	Shampoo	
2.	Harpic		18.	Mosquito coil (Branded)	
3.	Wash Basin Cleaning Powder		19.	Broom	
4.	Hamam soap – sample Size		20.	Soft Broom	
5.	Room Freshener		21.	Dust pin	
6.	Naphthalene Balls		22.	Sponge	
7.	Urine Cubes		23.	Toilet Towels	
8.	Toilet Tissue Paper		24.	Colour Bed sheet	
9.	Table Cloth		25.	White Bed sheet	
10.	Yellow Cloth		26.	Big Towels	
11.	Floor Cloth		27.	Small Towels	
12.	Mop bottom		28.	Mosquito Mat machine	
13.	Mop Stick		29.	Bucket	
14.	Scrubber		30.	Mug	
15.	Perfume Cake				
16.	Match Box				

Note:

1. The above said items are consumable/non-consumable shall be purchased by the bidders on monthly basis. The payment for the items purchased will be reimbursed by SAMEER-CEM. Supporting bills for the purchase of cosmetic items should be enclosed along with monthly bill.

2. Stock register should be maintained. All items should be in good quality and branded. Sub-standard items should not be used.

1. GENERAL TERMS AND CONDITIONS

- i. The Successful Bidder shall attend to all emergency calls relating to assigned works promptly and in time bound manner. The cleaning will have to be done as per frequency mentioned in scope of work. If required, the cleaning will have to be done more frequently for proper House Keeping Services on the instruction of the officer in charge/Care Taker for which no extra payment shall be paid.
- ii. The Successful Bidder shall have to arrange the required cleaning equipment/ machines/ chemicals etc. for House Keeping Services at site within 7 days from the date of receipt of written work order from SAMEER-CEM.
- iii. The Successful Bidder will have to bring cleaning materials required for cleaning in advance for each month at his own cost (*However, the cost of the materials will be reimbursed on actuals by SAMEER-CEM*) at the site and keep it in their safe custody. The materials to be used must be eco-friendly & biodegradable manufactured by reputed firms as indicated in the tender above. In case, it is observed that the cleaning material used is of inferior quality or insufficient in quantity SAMEER-CEM reserve the right to purchase the same.
- iv. The Successful Bidder shall arrange for collection and removal of garbage from the bins in the premises & the surrounding area outside the office building. The same shall be segregated & dispose-off as per Chennai corporation guidelines/rules at their own cost and shall not be stacked/ dumped even temporarily within the building or the surrounding premises. The Successful Bidder shall store the cleaning material and equipment's in proper organized manner at site after the execution of work.
- v. The Successful Bidder shall be responsible for the safety and security of all the internal items such as furniture, equipment, fixtures etc. SAMEER-CEM recover the cost of any damage to SAMEER-CEM property from Successful Bidder's.

2. Successful Bidder's Employees

- i. Successful Bidder shall deploy **sufficient personnel for all types of services to carry out the works strictly as per stipulated frequency/time mentioned in the scope of work earlier.**

- ii. The personnel deployed shall be of good health and moral character, well behaved, obedient, experienced and skillful in their tasks. The Successful Bidder should provide necessary uniform to their Housekeeping Service staff the cost of Identity Cards to the staff shall also be borne by the Successful Bidder. The personnel employed by the Successful Bidder shall compulsorily wear uniform prescribed by SAMEER-CEM while on duty and shall always carry his / her Identity Cards.
- iii. The Successful Bidder shall furnish a detailed duty chart of the employees to be employed by him for various works enumerated in the scope of work and the same shall be approved by officer-in-charge at the beginning of contract and shall maintain the same for every month thereafter. The successful bidder shall not make any changes in duty chart without prior permission from the officer-in-charge during course of contract. If the works are not completed as per schedule deductions/penalties will be levied as indicated in scope of work.
- iv. The workmen of the successful bidder should be conversant in Local Language/Tamil. The senior most employee of the successful bidder shall have full control over the employees engaged by the successful bidder. It shall be his duty to give necessary guidance and directions to the workmen to carry out the jobs assigned to them effectively. The successful bidder should rotate their staff at least once in six months with equally trained and experienced people.
- v. The successful bidder should take all precautionary measures to ensure the safety of the workmen employed by it and SAMEER shall not be responsible in case of any eventuality.
- vi. In case of absenteeism on day by the personnel engaged, SAMEER-CEM reserves the right to deploy any other person to get the work done. The amount to be deducted as penalty under such event for non-completion of each/frequency of service are given above in the scope of work.
- vii. SAMEER-CEM reserves the right to reject any particular workmen/staff placed/employed under the contract with SAMEER-CEM without assigning any reason. In case, Successful Bidder fails to take action against the defaulter, SAMEER-CEM reserves the right to take suitable/legal action against the Successful Bidder and the workmen/ staff concerned.
- viii. Successful Bidder shall be solely responsible for accommodation, remuneration/commissions of personnel deployed at SAMEER-CEM.
- ix. In case of theft of any material takes place from the office on account of the negligence on the part of the personnel deployed by the Successful Bidder. Amount for loss/theft will be

recovered from the Successful Bidder while settling the bill.

- x. Permanent addresses of all staff members along with references about their conduct from two persons residing in his/her area of living shall be produced by the Successful Bidder to SAMEER-CEM, before deployment.

3. Safety Measures

As the job of cleaning of window Glass Panes & Sealing of Windows Atrium skylight Glass Panel, ACP, Entrance Glass Canopy etc externally, the Successful Bidder should make adequate safety arrangements including safety belts, ropes and helmets etc. for the person working on site. The Successful Bidder and his staff shall not cause disturbance to the customer/staff of SAMEER-CEM.

4. Successful Bidders Responsibility-Licenses and Registrations

(i) SAMEER-CEM shall not be responsible in any way for any breach by the Successful Bidder of the rules and regulations governing the running of such establishments. The Successful Bidder shall register with the Registrar of concerned Central Labour Commissioner, Government of India (Ministry of Labour). Successful Bidder shall follow all rules and regulations and other Statutory Acts/Regulations relevant to this contract including Works Contract Act, Minimum Wages Act, Provident Fund Act, ESIC etc. Successful Bidder shall indemnify SAMEER-CEM as principal employer against risks and damages arising out of the default on the part of Bidder due to negligence or non-compliance of any of the aforesaid rules, regulations etc., laid down by the Government of India/Government of Tamil Nadu and other Statutory authorities from time to time.

(ii) The Successful Bidder must comply with all the legal direction and orders of the central /local / public authority or municipality and abide by their rules and regulations and pay all fees and charges for which they may be liable.

(iv) The payment to the workers engaged by the Successful Bidder should be in conformity with the provisions of the Minimum Wages Act as per norms laid down by Central Labour Commissioner (Ministry Of Labour, Government of India) and paid at the frequency laid under the law. The payments should be effected on monthly basis.

(v) Remittance of the EPF and ESI shall be continued with previous ESI number and UAN, if the successful bidders employee already enrolled with ESI& EPF.

(vi) It may be noted by the Successful Bidder and brought to the notice of his workmen that this is purely a contract work and the workmen /employees, employed by him are carrying out an annual contract and it does not entail them to seek employment / job opportunity for him or his workers in SAMEER-CEM at any point of time.

5.Delay in the successful Bidder's performance:

Performance of the Contract shall be made by the successful Bidder strictly in accordance with the time schedule specified by SAMEER-CEM. Time is the essence of Contract. Any delay by the successful Bidder in the performance of its contractual obligations, which SAMEER-CEM in its sole discretion may adjudge, shall render the successful Bidder liable to any or all the following sanctions:

- i. Forfeiture of its EMD/Security Deposit/performance guarantee/performance security
- ii. Imposition of liquidated damages/penalty, and/or
- iii. Termination of the Contract for default continue to remain true and fulfil all the requirements as are necessary for executing the duties, obligations and responsibilities as laid down in the Contract and this Tender and unless SAMEER-CEM specifies to the contrary, the Successful Bidder shall be bound by all the terms of the Bid. The Successful Bidder has not suppressed any information, which is within the knowledge of the Successful Bidder.

6. Relationship between the Parties:

- a. Nothing in the Contract constitutes any fiduciary relationship between SAMEER-CEM and successful Bidder/its team or any relationship of employer - employee, principal and agent, or partnership, between SAMEER-CEM and the successful Bidder.
- b. No Party has any authority to bind the other Party in any manner whatsoever, except as agreed under the terms of the Contract.
- c. SAMEER-CEM has no obligation to the successful Bidder's except as agreed under the terms of the Contract.

- d. All employees engaged by the successful Bidder for performing its obligations under the Contract/Tender shall be in sole employee of the successful Bidder and the successful Bidder shall be solely responsible for their salaries, wages, statutory payments etc., Under no circumstances, shall SAMEER-CEM be liable for any payment or claim or compensation (including but not limited to any compensation on account of any injury / death / termination) of any nature to the employees of the successful Bidder.
- e. The successful Bidder shall disclose to SAMEER-CEM in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the successful Bidder or its team/agents/representatives/personnel etc.) in the course of performing the service(s) as soon as practical after it becomes aware of that conflict.

7. Entire Contract

The terms and conditions laid down in this Tender/the Contract and all annexure thereto shall be read in consonance with and form an integral part of the Contract. The Contract supersedes any prior contract, understanding or representation of the Parties on the subject matter.

8. Termination of the Contract

- i. SAMEER-CEM may terminate the contract by issuing one months' notice to the Successful Bidder without showing any reason whatsoever. In the event of instances of unsatisfactory service, gross misbehaviour, theft, burglary, moral turpitude, misuse of the SAMEER-CEM premises etc., by the Successful Bidder or by any staff of the Successful Bidder, SAMEER-CEM may forthwith/instantly terminate this contract without any previous notice or showing any reason whatsoever to the Successful Bidder and the Successful Bidder shall have no claim whatsoever against SAMEER-CEM in consequence of such termination. The Security Deposit kept with SAMEER-CEM will automatically stands forfeited under such circumstances without any further correspondence/intimation in the matter.
- ii. On the termination of the contract, the Successful Bidder & its employees/workmen shall peacefully vacate the premises and handover to SAMEER-CEM all articles, equipment, furniture and other fixtures belonging to SAMEER-CEM.

9. Security Deposit

- a. The amount of Security Deposit is **5% of the annual contract value** by way of Bank Guarantee or Demand draft for the said amount and shall have validity beyond 60 days of completion of contract. In case, the Successful Bidder fails to complete the contractual obligations as per the tender or leaves the job half way or does not undertake the jobs at site within stipulated period, SAMEER-CEM shall forfeit the Security Deposit. The Security Deposit collected by SAMEER-CEM shall not carry any interest. Also, in case of damage or loss to any article or equipment of furniture and fixture on account of negligence other than normal wear and tear or loss incurred by SAMEER-CEM by any other reason, SAMEER-CEM shall recover the reasonable amount out of the security deposit to recover the loss sustained.

10. NO CLAIM Certificate

The successful Bidder shall not be entitled to make any claim, whatsoever, against SAMEER-CEM, under or by virtue of or arising out of, the Contract, nor shall SAMEER-CEM entertain or consider any such claim, if made by the successful Bidder after he has signed a "No Claim" Certificate in favour of SAMEER-CEM in such forms as shall be required by SAMEER-CEM after the delivery/ performance of service(s) are finally accepted.

11. Penalty

The following aspects will be checked every month for contractual adherence before the monthly payment is sanctioned:

- a) Sweeping and mopping of floors, passage, lobbies etc.
- b) Cleaning of toilets, glass panels, doors, waste paper baskets etc.
- c) Cleaning of service building, AHUS with vacuum cleaner
- d) Dusting of chair, tables, room air conditioners etc.
- e) Cleaning of roads and surroundings
- f) Washing of floors, passages etc.
- g) Washing and re-fixing of window curtains in Guest suite annex, Auditorium etc.
- h) To provide soap, toilet paper, towels, etc.

Any shortcomings in the above will result in penalty through deduction in the contract payment up to an extent of 10% for first time and subsequent shortcoming will result in terminating the contract.

12. Governing Law

The Contract and any non-contractual obligations arising out of or in connection with the

Contract shall be governed by the laws of Republic of India.

13. Jurisdiction of Courts

The courts at Chennai shall have exclusive jurisdiction to determine any proceeding in relation to the Contract/this Tender

15. NUMERICAL STRENGTH OF PERSONNEL

Sl.No	Manpower requirement		
		Taramani Centre	Perungudi Centre
1	Unskilled Labour	10	4
	Total	14	

Envelope No I

FINANCIAL BID

LIST OF HOUSE KEEPING SERVICES CONTRACTS EXECUTED DURING LAST 3 YEARS

Sr. No.	Name of The Client	Supervising Authority under whom work was carried out (Name & Designation)	Work order Ref.No. & date (enclose copies)	Contract period	Contract value (in Rs.)	Copy of work order enclosed? (Yes/No)	Remarks

DOCUMENTS TO BE ENCLOSED WITH TECHNICAL BID (Copies)

1. Demand Draft for Earnest Money Deposit (EMD) Rs. 55,200 (Rupees fifty five thousand and two hundred only).
2. Demand Draft for Tender fee Rs.500/- (Rupees five hundred only)
3. Registration certificate under **Employees Provident Fund Act** (challans to be attached)
4. Registration under **Employees State Insurance Act** with sub code for Chennai (Applicable for bidders registered outside Chennai) (challans to be attached)
5. Copy of Latest **Income tax** clearance certificate and PAN Card of the Successful Bidder.
6. **GST registration** with latest proof (challans to be attached)
7. Copies of **Balance Sheets** for the past 3 years
8. Work Experience certificate/Work Orders/Work completion certificate

Signed, sealed and delivered by the within **FOR** _____
named
(_____)

DECLARATION

1. All the above information furnished by me /us here above is correct to the best of my knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me /us as above/in the annexures.
3. I/we agree that the decision of SAMEER-CEM in selection of the Contractors will be final and binding on me/us.
4. I/we have read the instructions appended to the pro forma and i/we understand that if any false information is detected at a later date, the empanelment/award of contract shall be cancelled at the discretion of the SAMEER-CEM.

Signature of the Bidder

Name and designation

Seal of the firm

Place:-

Date:-

Envelope No II**Financial Bid****SCHEDULE RATES OF WAGES**

The Schedule Rates of wages to be paid by the service provider to the engaged labourer's for carrying out the works as mentioned in the tender documents and in accordance with per day wages prescribed by the appropriate government (by the Chief Labour Commissioner, New Delhi w.e.f. 01.10.2017)

Rate for one unskilled labour.

Sl No	Component of Rates per contract employee	Rate for one unskilled labour
1	Daily wages	Rs.536/-
2	Employees Provident Fund @ 13.15 %	
3	Employees State Insurance @ 4.75 %	
4	Monthly Service Charges	
	In figures	
	In Words	

Special Services

The below mentioned special services are required to carry out as and when required. Rate for the below mentioned services shall be quoted by the bidder. The job should not be carried out by the labour engaged for regular housekeeping services and trained manpower shall be engaged to carry out the job.

Sr. No.	Nature of Job	Rate
1	Underground sump 60,000 liters. Capacity	
2	Underground sump 25,000 liters. Capacity	
3	25,000 ltr capacity overhead water tank	
4	8 ,000 liters Capacity overhead water tank	

5	Underground sump 50,000ltr. Capacity 2 nos at EDC Centre, located at Perungudi	
6	2 nos. overhead tanks of sintex model of capacity 5000 liters	
7	Cleaning of the shielded anechoic chamber which consists of carbon impregnated foam. It should be cleaned first with blower then with a vacuum cleaner. The size of the chamber is 7mtrs x 7 mtrs. x 4 mtrs.	
8	Cleaning of metallic structure, high rise building size 20mtr x 30 meter of height 12mtrs. The Cleaning involves cleaning of cobwebs with suitable cleaning equipment's with proper scaffoldings	

- i. L1 Bidder will be selected based on **only Service Charge quoted**. Rate quoted for special services shall not be considered for selecting L1 bidder.
- ii. The above schedule rates of wages are likely to be revised by the Central Labour Commission from time to time. Whenever rate of wage revised by the Chief Labour commissioner, the same shall be paid to labour with approval of SAMEER-CEM.
- iii. **Bonus will be paid as per Bonus Act, Govt. of India. The Bonus shall be claimed by the contractor after the disbursement of bonus.**
- iv. Charges for Uniform, footwear, cap & gloves can be claimed at actuals by submitting original receipt.
- v. I/We certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the Proprietor/authorized person
Name :

Designation :

Company Seal:

Date:

Place:

ANNEXURE –I

CHECK LIST (To be attached with technical Bid)

Sl.No	Description of Documents	Supporting Documents Enclosed
1.	Copies of Turnover for last 3 years	Yes/No
2.	Copies of Proof of Experience for last 3 years	Yes/No
3.	Declaration in the form of Affidavit about no legal suit /criminal case pending against the proprietor or Director of the firm in a non-judicial stamp paper of value of Rs.100/-	Yes/No
4.	Copy of PAN Card	Yes/No
5.	Copy of GST Registration Certificate	Yes/No
6.	Copy of Registration/Incorporation of the firm/Company	Yes/No
7.	Copy of Registration of EPF, ESI, Labour Commissioner, etc	Yes/No
8.	Complete set of signed Tender Document	Yes/No
9.	Tender fee of Rs. 500/-	Yes/No
10.	EMD amount of Rs. 55,200- by DD	Yes/No
11.	Part - I Technical Bid (Separate sealed cover)	Yes/No
12.	Part - II Technical Bid (Separate sealed cover)	Yes/No

Signature of the Proprietor/authorized person

Name :

Designation :

Company Seal :

Date :

Place :

ANNEXURE-II

DECLARARTION

1. I, _____ Son/Daughter/Wife of _____ is the
Proprietor/ Director/ Authorized Signatory of the Agency / Firm _____
Address _____

_____ is competent to sign this declaration and execute this
tender document;

2. I/ We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. I / We shall comply with all the terms & conditions of the tender document as outlined in the entire clause unconditionally.

3. I / We hereby declare that no addition / deletion / correction / tampering has been done in the tender document. In case at any stage it is found that any addition / deletion / correction / tampering has been done SAMEER-CEM shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my /our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Place

Date & Seal:

ANNEXURE-III

NO NEAR RELATIVES IN SAMEER-CEM CERTIFICATE

[Certificate to be given by the contractor in respect of no near relative (s) in SAMEER-CEM of the contractor]

DECLARATION

I/We _____ S/o _____

_____ resident of _____
_____ hereby certify that none of my near

relative(s) as defined in the tender document is/are employed anywhere in SAMEER as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, SAMEER shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the bidder _____

Name : _____

Note: The near relatives for this purpose are defined as :

- A. Members of a Hindu Undivided family.
- B. They are husband and wife.
- C. The one is related to the other in the manner as father, mother, son(s) and son's
Wife (Daughter-in-law). Daughter(s) and daughter's husband (Son-in-law),
Brother(s) and brother's wife, sister(s) and sister's husband (Brother-in-law).

Note: In case of proprietorship firm, certificate will be given by the proprietor, for partnership firm, certificate will be given by all the partners and in case of Private Ltd. individuals /Company, by all the directors of the individuals /company.

Signature of the bidder _____

Name _____

All Clauses are complied – Signature of the bidder with seal

ANNEXURE-IV

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(To reach on or before date of bid opening)

To

The Programme Director
SAMEER-CEM
Chennai - 113

Sub: Authorization for attending bid opening on _____ (date) in
the Tender for provision of Skilled Data entry operator / unskilled /skilled manpower to
SAMEER-CEM

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf
of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
I		
II		

Alternate Representative

Signature of bidder Or Officer authorized to sign
the bid Documents on behalf of the bidder

Note:

- 1 Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
- 2 Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

ANNEXURE-V

E-PAYMENT MANDATE FORM

To

The Programme Director
SAMEER-CEM
Chennai.

Sir,

Kindly pay any amount due to me /us to our Bank Account as detailed below either by Electronic Clearance / Electronic Fund Transfer mode and the payments shall continue to be made in my/our below mentioned account till a change is requested by me/us. The Service Charges, if any, levied by the bank will be borne by me/us. We also declare that the particulars given below are correct and complete. If the transaction is delayed or not effected at all for incomplete information, I /we would not hold SAMEER-CEM responsible.

Sl.No	Name of the bidder / Company / firm	
1.	Address	
2.	Name of the Bank	
3.	Name of the Branch	
4.	Branch Code	
5.	Branch IFSC Code	
6.	Type of account	
7.	Account No.	
8.	Bank Telephone No. with code	
9.	Bank address	

Date

Name & Signature of the Agency with seal

AGREEMENT

THIS AGREEMENT made at Chennai on ___ day of _____, _____ BETWEEN SAMEER-CEM, CIT Campus, 2nd Cross Road, Taramani, Chennai - 113 in the State of Tamil Naud , which expression shall, unless repugnant to the context, mean and include its successors and assigns, of the One Part and

M/s. _____,

(hereinafter called ““The Successful Bidder”) which expression shall unless repugnant to the context or to the meaning thereof be deemed to include their heirs, executors, administrators, successors and permitted assigns) of the OTHER PART.

SAMEER-CEM and the Successful Bidder are hereinafter collectively referred to as "Parties" and individually as Party-

WHEREAS the Successful Bidder has approached SAMEER-CEM and expressed and represented that they are having expertise in undertaking job contract for performing the job of **House Keeping Services** other incidental and related jobs in respect of the concerned industry hereinafter referred as “Said Job/the services(s)”.

AND WHEREAS SAMEER-CEM relying upon the representations and warranties made by the Successful Bidder has accepted its Bid for rendering the Said Job/the service(s), which requires specialized and incidental services, which can be provided by an expert like the Successful Bidder for the sum of Rs. [] (*Contract Price in Words and Figures*) (hereinafter called “**the Contract Price**”) and awarded the Contract of **House Keeping**

Service at SAMEER-CEM office premises at Taramani & Perungudi. , _____ *address*) on the terms and conditions hereinafter appearing.

NOW, THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

In this Agreement words and expressions not specifically defined shall have the same meanings as are respectively assigned to them in the Tender.

The Tender together with all Annexure, Schedules and Forms of Tender amended from time to time and this Agreement, and the other related documents shall be deemed to form and be read and construed as part of these presents. The Contract supersedes any prior contract, understanding or representation of the Parties on the subject matter.

In consideration of the payment of the Contract Price in accordance and subject to terms and conditions contained in Tender by SAMEER-CEM to the Successful Bidder, the Successful Bidder hereby agrees and covenants with SAMEER-CEM to provide/render/deliver Said Job/the service(s) and to remedy defects, if any therein, strictly in conformity in all respects with the provisions of the Contract.

SAMEER-CEM hereby agrees and covenants to pay the Successful Bidder in consideration of the Job/service(s) and the remedying of defects, if any therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

It is hereby agreed by and between the parties as under:-

1. The Successful Bidder agrees and undertakes to carry on all the jobs as per Annexure „“.
 - 1A) The Successful Bidder at all times will ensure the following:
 - a) The personnel deputed at the work premises have adequate knowledge and experiences of the work involved, and are punctual and disciplined in all manners.
 - b) The person deputed by the Successful Bidder should not suffer from any infectious disease and should be able-bodied person.
 - c) Replacement of personnel.
 - d) Adequate provision of reliever.
 - e) All personnel while on duty carry identity card provided by the Successful Bidder.
 - f) Compliance of all the Laws, Rules and Regulations applicable.
 - g) Obtaining of permission or license from Competent Authorities, if and where applicable.
 - h) Implementation of various functions listed under the title „Scope of Services“ with proper supervision.
 - i) To permit SAMEER-CEM to hold or deduct the amount from bill for non-performance or part performance or failure to discharge obligations under this Agreement
 - j) Peaceful removal of personnel on expiry of contract with SAMEER-CEM or on termination of the Contract and handing over the charge.
 - k) To ensure that all his personnel report for duty only in full uniform
 - l) To ensure that none of his personnel report for duty in drunken state or consume drugs, prohibited substances, smoke, etc., while on duty
 - m) To ensure that none of his personnel report for duty in drunken state or consume drugs, prohibited substances, smoke, etc., while on duty

- n) To ensure that his personnel are courteous towards staff and officers of SAMEER-CEM, visitors and guests at all times
- 1 The number of personnel to be deputed by the successful bidder at SAMEER-CEM work premises and their minimum hours of work, days of work and shift schedule will be solely decided by the Successful Bidder. However, the Successful Bidder shall ensure that at all times sufficient number are available for duty in the premises for effective maintenance of House Keeping Services.
 - 2 For carrying out the said jobs the Successful Bidder will be paid by SAMEER-CEM charges the details of which are as shown in Annexure “B”. The Successful Bidder will submit his bill/ invoice within 2 days of the next month and SAMEER-CEM will hand over the cheque to the Successful Bidder within 5 working days so as to ensure that the workmen of the Successful Bidder are paid on the 7th of the succeeding month.
 - 3 The Successful Bidder shall comply with the provisions of all Labour Laws, which are applicable to „the Successful Bidder” or his employees and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation. The Successful Bidder will furnish proof of compliance of all Labour laws requirements including obtaining licenses, filing of monthly/quarterly and annual returns and any other statutory requirement within 15 days from the due date and furnish calculations and proof of payments made to all government/Statutory Authorities under PF, ESIC, Labour Welfare Fund Act, Payment of Bonus Act, etc. within 10 days of the statutory time limit allowed under the respective Acts.
 - 4 It is clearly understood that the Successful Bidder’s employees shall not have any employee-employer or master-servant relationship with SAMEER-CEM.
 - 5 The Successful Bidder shall be responsible for all acts done by the Workmen / Employee engaged by him and for maintenance of proper discipline by his workmen / employee at the premises of the SAMEER-CEM. The Successful Bidder shall also be responsible for maintenance or proper records as required under the provisions of various Labour Laws applicable to the Successful Bidder and contract employees.
 - 6 In the event, any damage is caused to the movable or immovable property of SAMEER-CEM, SAMEER-CEM reserves the right to compute the damage in terms of money and to deduct the money from the bill of the Successful Bidder or from the amount payable to the Successful Bidder by SAMEER-CEM and the remaining amount, if any, by way of civil damages.

- 7 The Successful Bidder shall not use SAMEER-CEM on his letterhead/stationery for purposes of Registration with any Government/Local Body or any other Company or person and no tenancy shall be created by the presence of his workmen / employee on SAMEER-CEM premises The Contract is valid for a period of _____ months commencing from _____ or such period as intimated to the Successful Bidder at least 15 days in advance and thereafter it will come to an end by efflux of time unless it is renewed in writing by the parties.
- 8 During the above period of Contract, either party shall have the right to terminate this agreement by giving to the other 30 days previous notice in writing and without assigning any reason whatsoever and SAMEER-CEM may also terminate this contract in writing by giving 30 days' notice in the following instances:
 - i. Insolvency or bankruptcy of the Successful Bidder.
 - ii. Change of ownership of the business of the Successful Bidder
 - iii. On termination and/or determination of this agreement, as aforesaid, the Successful Bidder shall forthwith withdraw/remove himself and his employees, without assigning any reason.
- 9 Failure by the Successful Bidder to meet deadlines for performance of services or failing to meet the standards required by SAMEER-CEM in the performing of services.
- 10 Successful Bidder will not cede any of its rights or delegate or assign any of its obligations in terms of this agreement without the prior written consent of SAMEER-CEM.
- 11 The Successful Bidder guarantees that he / she is competent to carry out the services which he / she has undertaken in this contract. Any material misrepresentation shall lead to summary termination of this agreement.
- 12 The Successful Bidder acknowledges that during the relationship with SAMEER-CEM the Successful Bidder may become familiar with its confidential information including commercial and technical secrets and / or the confidential information of clients of SAMEER-CEM.
- 13 The Successful Bidder consequently agrees that during the period of performing services and subsequent thereto, the Successful Bidder will not disclose to others or make use of directly or indirectly, any confidential information of SAMEER-CEM.
- 14 The Successful Bidder shall take reasonable security precautions to keep confidential all

information deemed confidential and shall not make unauthorized copies. He / she further undertakes to notify SAMEER-CEM immediately upon discovery of any unauthorized use or disclosure of confidential material and shall assist SAMEER-CEM in regaining of such material and mitigating the loss to the SAMEER-CEM there from.

15 For the purpose of this clause, confidential information will be deemed to extend to all confidential technical formation, including, but not limited to the contents of reports, specifications, quotations, formulae, computer records, client lists, price schedules, customer lists, customers and the like.

16 In case of any dispute or difference arising out of or under this agreement, the same shall be referred to the arbitrator appointed by the SAMEER-CEM.

ADDRESS FOR THE PURPOSE OF SERVICE: All communications between SAMEER-CEM and Successful Bidder shall be deemed to have effectively served if addressed to the following Address:

ADDRESS OF SAMEER-CEM

ADDRESS OF SUCCESSFUL BIDDER

17 Any change in the above address of either of the party shall be intimated to the other party in writing within seven days of such change either by Hand Delivery or by Reg. A.D. If no such change is intimated, service at the above address will be deemed as proper service

IN WITNESS WHEREOF THE PARTIES HERETO HAVE HERE UNTO SET AND SUBSCRIBED THEIR HANDS AND SEALS THE DAY AND YEAR ABOVE WRITTEN.

Signed, sealed and delivered by the within **FOR SAMEER-CEM.** named

(_____)