

**HOUSE KEEPING / GARDENING / OFFICE ASSISTANCE - TENDER NOTICE**

**TERMS AND CONDITIONS**

**Last Date for submission 30<sup>th</sup> March 2017**

Terms and conditions for providing “**Housekeeping services**”, “**Gardening Services**” and “**Office Assistance**” for a period of one year from the date of commencement of the tender awarded.

Services required: **HOUSE KEEPING – THREE PERSONS**  
**GARDENING – ONE PERSON**  
**OFFICE ASSISTANCE – THREE PERSONS**

**QUALIFICATION CRITERIA: -**

- (A) Bidder should have at least five years of experience in the field of housekeeping services including cleaning and maintenance of office premises, sanitation, floors, grounds, providing a gardener, office assistants, etc. for institutions or offices having built up area in excess of 20,000 sq ft. This experience should be in Chennai.
- (B) Experience certificate should be obtained from the previous institutions/ offices where services were provided and where the bidder has provided more than 10 workers at a time for housekeeping or office assistance services.
- (C) Bidders should have Certificate of Registration under various Statutory Acts like ESI Act, Service Tax registration, bank account etc. The bidder shall take up the responsibility arising out of any Statutory Acts.
- (D) Annual turnover of the bidding Company should not be less than Rs. 5.00 lakhs. Testimonials to show the Annual turnover should be obtained from the Chartered Accountant or Income Tax Return should be produced.
- (E) EMD amount of Rs.1,000/- taken within 15 days before the date of submission of tender, should be enclosed along with the bid. The EMD should be paid by way of Demand Draft drawn on any nationalised bank payable at Chennai drawn on “Madras Institute of Development Studies, Chennai-60020”
- (F) The bid should have 2 parts: (1) describing the experience of the bidder in the relevant field and other documents as indicated under (A)-(D) above and (2) the EMD as indicated in item (E) above and the fee amount required to provide the services indicated under Annex 1 with specific detail in terms of rates for the services on monthly basis for a period of one year inclusive of all applicable taxes.

## **Annex 1. FUNCTIONS AND RESPONSIBILITIES:**

### **I Areas covered under House Keeping Services**

- [1] Sweeping the corridors, staircase, office rooms, library, auditorium, committee room, scholars' rooms, computer room, campus ground etc, in the Main Building and Annexe Building of the institute on daily basis.
- [2] Mopping the office areas indicated under [1] above on daily basis.
- [3] Cleaning the toilets and all the fittings fixtures [both men and women] three times a day.
- [4] Cleaning all the dust bins and waste paper baskets on daily basis.
- [5] Cleaning all the equipment, materials, table, chairs, etc., on daily basis.
- [6] Wiping all main doors, windows, partitions, cupboards, Almirah's, fans, once in two weeks.
- [7] The garbage/waste materials shall be removed out of the campus daily.
- [8] The Gully/Sewage chambers have to be cleaned regularly and blockage at sewer line has to be cleared immediately and to be maintained properly.
- [9] Lifting, carrying and disposing of the dead birds, animals, rats, insects, etc., if found in and around the campus.
- [10] Sweeping and cleaning the entire open areas in the morning and as and when required.
- [11] Cleaning the overhead tanks once in three months.
- [12] Cleaning the sumps once in six months.
- [13] Cleaning the book shelves in the library every day in the after-noon.
- [14] Cleaning the cups, plates, etc., before and after the meetings/events.
- [15] Three housekeeping persons will be required to carry out these services.

### **II Gardening.**

- [1] Watering and maintenance of the garden daily.
- [2] Digging of pits, refilling with manure mixture, planting of saplings wherever required.

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- [3] Timely pruning of shrubs, hedges and ground covers.
  - [4] Periodical spraying of pesticides and fungicides.
  - [5] Removal of weeds, bushes, thorny plants and other material, removal of dried, infected parts of the plants.
  - [6] One gardening worker will be required.

### III Office Assistance Services

- [1] Assistance in the sections such as Administration, Finance, Computer, Library, Director's and Chairman's Office, for handing over of files, tapals, filing, etc.
- [2] Assistance in despatch of letters, franking the covers, taking it to the Post Office, Courier Office, deliver the letters / packages to various offices or persons by hand, etc.,
- [3] Assistance for making seating arrangements for the meetings, seminars, events, etc.
- [4] Working knowledge in Computer will be helpful.
- [5] Providing snacks, tea, refreshment, etc. for the participants of the meetings, seminars, etc.
- [6] Depositing of the money, cheque, demand draft in bank.
- [7] Three persons will be required for office assistance functions.

### CONDITIONS OF THE TENDER:

- [1] Cleaning equipment and materials for housekeeping and gardening will be provided by the Institute.
- [2] The Contractor should not sublet the work to any other agencies
- [3] The Contract for Housekeeping, Gardening, Office Assistance activities are subject to the supervision of the Official or a designated person of the institute.
- [4] The Contractor should deploy medically and physically fit persons and provide uniform, identification card for the personnel deputed for Housekeeping, Gardening and Office Assistance at his own cost and he shall on his own responsibility to appoint all the necessary staff and employees who should be proficient in respective fields.
- [5] The Contractor shall engage the staff with prior police verification and shall provide a list of such staff along with their permanent address and photograph to the Institute.
- [6] No Child Labour should be employed.

- [7] An attendance should be maintained to record the presence of the Workers, which will be duly attested by the Administrative Officer.
- [8] The Contractor and his employees should coordinate with the designated staff of the Institute.
- [9] The Contractor should maintain personnel in reserve and in the event of weekly off, or leave, reserve persons should be deputed to offset the deficiency in the number of persons deputed for a particular work. No separate payments shall be made for such arrangements. On account of shortage of personnel, no work shall be left unattended and any complaints regarding the above will be viewed with displeasure and payments will be deducted proportionately.
- [10] For carrying away the waste materials out of the campus regularly. No extra payment on any account will be made.
- [11] The working hours will be as follows: - Weekdays from Monday to Saturday: 8.00 a.m. to 5.00 p.m. [with an hour of lunch break] - Sundays and National Holidays – are Holidays. In case of Office Assistants, the office timings may be staggered depending on the requirement.
- [12] The rates shall be quoted separately for (I) Man power inclusive of appropriate PF, insurance and (2) Service charges, levies, and taxes etc. The rates should be quoted for supplying the services mentioned in this document for a period of 12 months.
- [13] The Contractor should ensure that the wages, salaries and bonus paid to his staff shall not be less than the minimum wages as notified from time to time by the Government. The Contractor shall be responsible for effecting recovery and remittance to the concerned authorities towards provident fund [employee and employer share] and ESI etc., to the personnel so appointed by him. The contractor should submit the proof of all statutory payment before submitting the next month's bill. The Contractor should ensure that the wages are paid to his employees on a day fixed by him and non-payment of wages will lead to termination of contract without assigning any reason.
- [14] Any compensation claims for injury/accident to the contractor or his team members while engaged in the work will be of his own responsibility. The Contractor should agree to indemnify the Institute against all claims arising out of action under the employees' state insurance act or the workmen compensation act in force in so far as they relate to him or claims arising out of such employment.
- [15] The Contractor shall compensate the institute for any damage.

- [16] The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protections of persons and property of MIDS.
- [17] The Contractor and his personnel shall at all-time obey the lawful instruction given to him by the Director/Administrative Officer or by their staff who is designated to supervise. The personnel appointed by the Contractor has no direct relationship of Employer-Employee with the MIDS and they cannot claim permanency with the MIDS
- [18] These terms and conditions will be reviewed / amended with mutual discussion between both the parties. The Director, MIDS may at his discretion and at any time demand the contractor to reduce or add number of contractor labourers without assigning any reason.
- [19] The Contract can be terminated by the Institute for unsatisfactory service after giving an opportunity to the Contractor.
- [20] The Contract will be awarded not only on the basis of lowest rate quoted, but also based on the other factors like experience, quality of service, etc.
- [21] The EMD of the unsuccessful tenderer will be returned after the acceptance of the tender by the successful tender and the EMD of the successful tenderer will be adjusted towards Security Deposit to be paid by the successful tenderer and will be returned only after the successful completion of the tender period.
- [22] The Successful tenderer should execute an agreement for the fulfilment of the contract in a Rs.100/- stamp paper within fifteen days from the date of acceptance of the Tender. The rates quoted the tenderer should be kept firm for 30 days from the date of opening of the tender for acceptance.
- [23] Tenders should be addressed to “The Director, Madras Institute of Development Studies, 79, Second Main Road, Gandhi Nagar, Adyar, Chennai 600 020” and shall be delivered in sealed covers in person / or through post one day before the date of opening the tender indicated under item [24] below. The Institute will not be responsible for any postal delay/any other delay for submission of tender.
- [24] The tender will be opened at 10.30 am on 31<sup>st</sup> March 2017 by the Director or by an Officer authorized by the Director, in presence of such of those tenderers OR their representative (one person for each tenderer only) who may be present at the time of opening.
- [25] The successful tenderer will be required to remit the Security Deposit equivalent to 5% of the total value of the Contract, after adjusting the EMD amount within 15 days from

the date receipt of the communication intimating to them of the acceptance of the tender. The Security Deposit will be returned at the end of the contract period. The EMD amount paid may be adjusted towards Security Deposit for the successful tenderer. If the tenderer fails to act to the Tender or backs out when his tender is accepted his deposit amount will also be forfeited.

- [26] The final acceptance or the tender is entirely vested with the Director, MIDS, who reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. There is no obligation on the part of the Institute to communicate to the rejected tenderer. After acceptance of the tender by the Institute, the tenderer shall have no right to withdraw his tender or claim higher rate in future.
- [27] All payment to be made to the contractor by the Institute will be subject to the applicable TDS in force.

**Date:**

**SIGNATURE OF THE DIRECTOR**

**SIGNATURE OF THE TENDERER WITH SEAL**