



Dr. B. R. AMBEDKAR POLYTECHNIC COLLEGE
YANAM - 533 464

No.1018/Dr.BRAPTCY/Estt/2013-14/18
dated.08.04.2013.

TENDER NOTICE – PROVISION OF HOUSEKEEPING

The Dr. B.R. Ambedkar Polytechnic College, Yanam has proposed to entrust the work of maintenance and House Keeping i.e., cleaning of Office rooms, Class rooms, Halls, Laboratories, Workshop, Staff rooms, Parking areas, Corridors, Toilets, Ground area, Garden, etc. of Dr. B.R. Ambedkar Polytechnic College, Yanam to an agency/society

2. The Dr. B.R. Ambedkar Polytechnic College, Yanam consists of Office block, Class rooms block, corridors, toilets, garden etc., as follows:-

<u>BLOCK</u>	<u>DETAILS</u>
Office Block	1. Principal Chamber -1 2. Office of the Principal -1 3. Library -1 4. Toilets -5 5. HOD rooms -2 6. Computer's Lab -2 7. Chemistry Lab -1 8. ECE Lab -1 9.English Communications Lab -1 10.Parking Area
Class Room Block	1. Class rooms -5 2. Physics Lab -1 3. Physical Director room -1 4. Examination Hall -1 5. Workshop -1 6. Staff room -1 7. LRUC -1 8. Toilets

3. The cleaning work in the premise of Dr. B.R. Ambedkar Polytechnic College, Yanam has to be carried out by the House Keeping Agency as detailed below:

Sl. No	Place Where cleaning works to be carried out	Nature of work	Required No. of times cleaning work to be carried out
1	Class rooms/Staff rooms/Office/Laboratories/Workshop	Sweeping & Moping	Daily, Moping twice per week
2	Toilets & Urinals	Cleaning	2 times daily (FN & AN)
3	Open space – campus	Cleaning & sweeping	Daily

4. The Tender Schedule along with enclosure on terms and conditions can also be downloaded from the official website <http://www.dhte.puducherry.gov.in>

5. The sealed tenders should be addressed to The Principal, Dr. B.R. Ambedkar Polytechnic College, Yanam duly super scribing on the envelop “Tender for maintenance and House Keeping in Dr. B. R. Ambedkar Polytechnic College, Yanam” and to reach to the undersigned, on or before 30.04.2013 @03.00pm. The tender will be opened at 4.00 P.M on the same day, in the presence of the tenderers present , in the office of the Undersigned. Dr. B.R. Ambedkar Polytechnic College, Yanam.

6. Tenders received late, incomplete tenders and those not in conformity with our prescribed specifications, terms and conditions will not be entertained. The Government will not be responsible for postal delay, non receipt/non- delivery of tender documents in transit etc.

7. The clarifications if any shall be had from the office of the undersigned during office hours in person or through Phone Number 0884-2321790.

8. Filled in tender forms shall be submitted with requisite enclosures to the office of the undersigned as per schedule. Incomplete tender forms and unsigned undertaking in regard to terms and conditions will be summarily rejected.

9. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

10. In case, if any dispute, the decision of the undersigned will be final.

(G. RANI)
PRINCIPAL



**Dr. B. R. AMBEDKAR POLYTECHNIC COLLEGE
YANAM - 533 464**

No.1018/Dr.BRAPTCY/Estt/2013-14/18
dated.08.04.2013.

TERMS AND CONDITIONS - MAINTENANCE AND HOUSEKEEPING OF
Dr. B.R. AMBEDKAR POLYTECHNIC COLLEGE, YANAM

Sealed tenders are invited for maintenance and housekeeping of Dr. B.R. Ambedkar Polytechnic College, Yanam.

1. GENERAL CONDITIONS:

- Ø The terms and conditions (i.e., all the pages of tender documents), in original, must be signed with date and seal affixed on each page in the space provided at the bottom.
- Ø There should be no overwriting in the tenderer's offer. If required, the corrections can be made by scoring out entries and writing a fresh one. The initials of the tenderer's authorized person and the seal of the tenderer's House keeping agency must verify each correction. All tenders must be expressed both in words and figures and where there is a difference between the two, the rates expressed in words or the sum expressed in words will be taken as correct as per Schedule-II.
- Ø The undersigned reserves the right to reject any or all tenders without assigning any reason. Any other officer as may be authorized by him/her also reserves the right to accept or reject any tender in whole or in part.
- Ø No revision of terms or increase in rates will be allowed during the consideration of this tender. (for a period of one year)
- Ø The undersigned is not bound to accept the lower quotation.
- Ø The particulars of the tenders organizations should be provided in the bid document as per Schedule-I.
- Ø Conditional offers, offers not conforming to the terms and conditions and the ones not submitted in the prescribed format(s) will be rejected.
- Ø The tenderer shall sign all the documents to be submitted, invariably.

2. SPECIFIC CONDITIONS

- Ø The Cleaning/sanitation work has to be carried out according to details of work in the tender notice.
- Ø There shall be a minimum of 2 workers engaged, (preferably one male & one female).

Ø The Agency/Society shall comply with provisions of minimum wages Act, rules and notifications issued from time to time.

Ø The House Keeping Agency/Society shall be provided with a Log Book to obtain signature from the incharge after every day cleaning.

Ø The maintenance and house keeping of Dr. B.R. Ambedkar Polytechnic College is liable for cancellation, if there is any adverse remarks noticed regarding cleaning works.

Ø The Maintenance of Dr. B.R. Ambedkar Polytechnic College, Yanam shall be for a period of one year from the date of commencement of contract.

Ø All the staff engaged in House Keeping must be compulsory in uniform and wear I.D Card supplied by the Agency/society.

Ø The Character and antecedent of the workers and supervisors will be got verified by the Police authorities before they are engaged by the agency/society.

3. VALIDITY OF THE OFFER:

The rates quoted will have to be valid for the contract period and no additional costs for whatsoever reason shall be charged.

4. NON-PERFORMANCE PENALTY:

In the event that the work awarded is not executed to the specified standards, the undersigned or his authorized representative reports that the performance is below the specified criteria, a recovery will be made proportionate to the extent of shortfall.

5. CANCELLATION OF CONTRACT:

The undersigned reserves the right to cancel the work order placed on the successful tenderer if ;

- a) The tenderer commits a breach of any of the terms and conditions of the tender/work order.
- b) The tenderer goes into liquidation voluntarily or otherwise.
- c) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the tender/work order.

6. PAYMENT TERMS

Payment shall be made to the agency in the first week of succeeding month on certificates that the assigned works have been executed in accordance with the work order.

7. THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES / DOCUMENTS ALONG WITH THEIR BID:

- a) Period of standing in trade
- b) Financial soundness in the trade
- c) Copies of certificates if any, on their past satisfactory work done with respect to maintenance of any office complex/factory.
- d) Copies of certificates given proof of availability of work force on their pay roll.
- e) Copies of PF/ESIC Registration Certificate.
- f) Any other documents available that will confirm the reliability of the firms.

g) License issued by the competent authority under contract labours Act.

Note: Failure to produce any of the documents would entail rejection of their quotation.

8. Nature of duties

- i. Mopping and sweeping of the Office Block and Class room Block of Dr. B.R. Ambedkar Polytechnic College.
- ii. Cleaning of all toilets and sanitation with disinfectant twice in each session of Forenoon (8:30am to 12.30pm) and Afternoon (2.30pm to 5.30pm)
- iii. Cleaning of entire ground in each session of Forenoon (8:30am to 12.30pm) and afternoon (2.30pm to 5.30pm)
- iv. Maintenance of garden every day.
- v. Dusting of windows and cleaning of the interior partition.
- vi. Dusting the entire building(ceiling, electrical fittings etc.)
- vii. Washing of staircases etc.

Beside the above, the tenderer should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

“I/We _____ the undersigned certify that the terms and conditions of agreement are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into”.

The tenderer should also enclose a declaration in the following form.

“I/We _____ do hereby declare that the workers engaged by my agency/firm shall be paid the statutory minimum wages and they will be covered under the statutory provisions of EPF, ESI, etc., and they will comply with all the Labour Laws in force.”

SIGNATURE OF THE TENDERER WITH SEAL

(G. RANI)
PRINCIPAL

Schedule – I
Particulars of the Service Provider

1. Name of the Service Provider :
2. Status of the organization : Partnership / Pvt.Co. Ltd/Public. Co. Ltd
3. Registration No :
4. Address of the contract :
office for this tender along
with phone Nos. and Fax No.
5. Year of commencement and no. of years :
of experience in this field
6. Name of the Bankers :
7. Total number of Man powers presently in :
the roll of the company

Signature
Name & Address of the
Service Provider (with Seal)

Place :

Date:

Check List:

1. Copy of the currently issued Registration Certificate by Labour Department.
2. Copies of PF/ESIC Registration Certificate.
3. Profile of Man Power likely to be engaged
4. Tax clearance certificates.
5. Evidence for having Man Power services provided at various departments.

Schedule – II
Particulars of the Wage Rate

Name of the Service Provider :

Sl. No	No. of Man Power that could be provided	Rate per Man Power per month (Rs.)	Total amount per month (Rs.)

Signature
Name & Address of the
Service Provider (with Seal)

Place:

Date: