

No.3955/DWCD/Estt./B3/2011
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

~ ~ ~

Puducherry dt.21-11-2011

TENDER NOTICE

Sealed tender is invited from eligible persons/firms/Agencies who have experience in the field of Providing personnels for House Keeping/cleaning services/cooking services to the Department of Women and Child Development at different places/building in Puducherry Region. for a period of one year from 01.01 .2012 to 31.12.2012. as detailed below:

Sl. No.	Place of Engagement	No. of Workers required
1.	Directorate of Women and Child Development, No.50, Main Road, Sithankudi, Puducherry.	11
2.	ICDS – I, Moopanar Complex, Padmini Nagar, Villianur.	2
3.	ICDS – III, Sorna Nagar, Ariyankuppam.	2
4.	ICDS – IV, No. 138, Mahatma Gandhi Road, Muthialpet	2
5.	ICDS – V, Near by Jayaram Thirumana Mandapam, Sithankudi	2
6.	Hostel for Working Women, Rajaji Nagar, Lawspet	4 (cook – 2 & SA - 2)
	TOTAL	23

2. The Cleaning work/cooking work in the Department of Women and Child Development, Puducherry has to be carried out by the House Keeping/cooking Agency as detailed below:

Sl. No.	Places where cleaning works/cooking works to be carried out at the place of engagement	Nature of Work	Required no of items cleaning work to be carried out
1.	Floors	Sweeping and Moping	Daily one time in morning before 08.00 AM
2.	Doors, Windows and Glasses	Cleaning	Once in a week
3.	Stair Cases	Cleaning	Daily Twice
4.	All the Toilets	Cleaning	4 Times daily (2 times in the forenoon and 2 times in the afternoon)
5.	Clock and Fans	Cleaning	Once in a fortnight
6.	All the parking area (Car and Two wheelers)	Cleaning and Sweeping	Daily once
7.	Open space in and around the premises	Cleaning and Sweeping	Daily once
8.	Hostel for Working Women, Rajaji Nagar, Lawspet	Cooking and cleaning of utensils & Kitchen maintenance	In two shifts from 5.00 a.m to 1 p.m. & 1.00 p.m to 8.00 p.m

3. The Tender Schedule along with enclosure on terms and conditions can also be downloaded from the official websites.

<http://www.pon.nic.in> & <http://wcd.puducherry.gov.in>

4. The sealed tenders should be addressed to the **Director, Department of Women and Child Development, No.50, Main Road, Sithankudi, Puducherry** duly superscribing on the envelop "**Tender for House Keeping in the Department of Women and Child Development, Puducherry** " and to reach the undersigned, on or before 11.00 A.M. on 05.12.2011. The Tender will be opened at 4.00 P.M. on the same day, in the

presence of the tenders present, in the office of the undersigned, Department of Women and Child Development, Puducherry.

5. 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.,

6. The Clarifications if any shall be had from the office of the undersigned during office hours in person or through Phone Number 0413-2242621, 2244964. Premises can be inspected during Office hours in between 21-11-2011 and 02-12-2011.

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

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

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



(R. VARADARAJAN @ MOHANDASS)
DIRECTOR

**ANNEXURE – I
BID DOCUMENT**

1.	Name of the Tenderer/House Keeping Agency	:	
2.	Status of the Organization	:	Partnership/ Pvt.Ltd.Co./ Public Ltd. Co.
3.	Address of the registered office along with Phone No./Fax No.	:	
4.	Address of the contact office for this Tender along with phone nos. and Fax No.	:	
5.	Year of Commencement of Business in this field	:	
6.	Annual Turnover in the last 3 years (Attach copies of Balance Sheet as proof)	:	
7.	Profit of the company with details of the technical team and the details of work force showing the qualification & experience of the team in this field.	:	
8.	Name of the Bankers	:	
9.	Bid amount for a month (Rupees in Words)	:	
10	Number of Persons to be engaged (including supervisory staff)	:	
11	Whether signed undertaking is enclosed accepting the terms and conditions for House Keeping Agency?	:	
12	Name & Seal of the Agency	:	
13	Registration No.	:	<ul style="list-style-type: none"> ➤ Period of standing in trade ➤ Financial soundness in the trade ➤ Copies of certificates if any, on their past ➤ satisfactory work done with respect to maintenance of any office complex/factory.
14	Whether the following Certificates/documents are enclosed	:	<ul style="list-style-type: none"> ➤ Copies of certificates giving proof of availability of work force on their pay roll. ➤ Copies of PF/ESIC/Registration Certificate ➤ Any other documents available that will confirm the reliability of the firms. ➤ License issued by the competent authority under contract labourers Act.

SIGNATURE OF THE TENDERER

No.3955/DWCD/Estt./B.3/2011
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

Date:21.11.2011

TERMS AND CONDITIONS-MAINTENANCE AND HOUSE-KEEPING/COOKING OF
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

Sealed tenders are invited to provide House Keeping/cooking services of Department of Women and Child Development, Puducherry

1. GENERAL CONDITIONS:

- a. The terms and conditions (i.e., all the pages of tender document), in original, must be signed with date and seal affixed on each page in the space provided at the bottom.
- b. There should be no overwriting in the tender's offer. If required, the corrections can be made by scoring out entries and writing a fresh one. The initials of the tender's authorized person and seal of the tender'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.
- c. The undersigned reserves the right to any or all tenders without assigning any reason. Any other officer as may be authorized by him also reserves the right to accept or reject any tender in whole or in part.
- d. No revision of terms or increase in rates will be allowed during the consideration of this tender (for a period of one year)
- e. The undersigned is not bound to accept the lower quotation.
- f. The particulars of the tender's organizations should be provided in the bid document as per Annexure-I.
- g. Conditional offers, offers not conforming to the terms and conditions and the ones not submitted in the prescribed format (s) will be rejected.
- h. The tenderer shall sign all the documents to be submitted invariably.

2. SPECIFIC CONDITIONS

- a. The Cleaning/sanitation/cooking work has to be carried out according to details of work in the tender notice.
- b. The Agency shall comply with provisions of minimum wages Act, rules and notifications issued from time to time.
- c. The cleaning materials/cooking ration shall be supplied to the House Keeping/cooking agency by the Respective Officer
- d. They should also attend duty on all Saturdays in all the offices except Hostel for Working Women. The House keeping personnel and the cook deployed in the Hostel for working Women shall attend the work on all the 7 days in a week.
- e. The House Keeping/cooking Agency shall be provided with a Log Book to obtain signature from the Officer in-charge after every day cleaning/cooking

- f. The engagement of House Keeping/cooking is liable for cancellation, if there is any adverse remarks noticed regarding cleaning works.
- g. The engagement of House Keeping/cooking work in the Department of Women and Child Development, shall be for a period of one year from the date of commencement of contract.
- h. All the staff engaged in House Keeping/cooking must be compulsorily in uniform and wear I.D. Card supplied by the Agency.
- i. Segregation and disposal of waste shall be specified.
- j. The Character and antecedent of the workers and supervisors will be got verified by the police authorities before they are engaged by the agency.

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. EARNEST MONEY DEPOSIT:

The participating tenders should remit an amount of Rs.5000/- (Rupees five thousand only) as earnest money deposit, which will be refunded after finalizing the tender to the successful tenderer.

5. PERFORMANCE GUARANTEE:

The successful tenderer should remit an amount of 5% of the total value of the contract amount or should produce Bank Guarantee not less than the above value as Performance Guarantee.

6. NON-PERFORMANCE PENALTY:

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

7. 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 continuous to be levied for a period of 7 days upon the effects of the tender/work order.

8. PAYMENT TERMS:

Payment shall be made to the agency at the end of every month after verification of Log Book, on certification that the assigned works have been executed in accordance with the work order.

9. 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 giving 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 labourers Act.

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

10. NATURE OF DUTIES

House keeping:

- i) Sweeping and Mopping of Office Rooms in all floors.
- ii) Cleaning all toilets and sanitation with disinfectant twice in each session of Forenoon (7.30 am to 12.00 am) and Afternoon (2:00 pm to 5.00 pm)
- iii) Dusting of windows and cleaning Doors
- iv) Dusting the entire building (ceiling, Electrical fittings etc.)
- v) Washing of staircases etc.
- vi) Sweeping of all the open space in and around the Office Premises including Parking areas.

Cooking:

- i) Preparation of food for 40 inmates three times a day
- ii) Cooking personnels shall attend the work in two shifts i.e. from 5.00p.m. to 1.00 p.m. & 1.00 p.m. to 8.00p.m.
- iii) Maintenance of Kitchen in hygienic manner
- iv) Cleaning of Utensils after cooking and dining

Besides 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 even of selection of my/our rates, the contract in the prescribed form will be entered into”



DIRECTOR