

TAMILNADU TEXTBOOK AND EDUCATIONAL SERVICES CORPORATION



Ref. Rc.No:

Name of Work: Housekeeping of TNTB & ESC Office areas and Lobby area in all floors and open to sky area around the Building, up keeping of toilets and Garden by engaging man power at Administrative Office Building (TNTB&ESC)and all Godown areas and vacant areas at Adyar Godown of TNTB&ESC

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| 1. ADVERTISED ON | : 22.01.2021 |
| 2. LAST DATE FOR SUBMISSION OF TENDER | : 09.02.2021 Up to 11.30 A.M. |
| 3. OPENING OF TECHNICAL BIDS | : 09.02.2021 AT 12.00 NOON |
| 4. PRE BID MEETING | : 03.02.2021 AT 11.00 A.M |

TAMILNADU TEXTBOOK AND EDUCATIONAL SERVICES CORPORATION

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No.68, College Road,
CHENNAI – 600 006.
TAMIL NADU, INDIA
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Website: <http://www.textbookcorp.tn.nic.in>

CHECK LIST FOR THE GUIDANCE OF THE TENDERER

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| I | The Tender schedule for the above work consists of 27 pages as detailed below: | |
| (i) | Checklist for the guidance of the Tenderers | Page – 2-6 |
| (ii) | Notice Inviting Tender | Page – 7-8 |
| (iii) | Letter of Tenderer | Page – 9-10 |
| (iv) | Details of Terms and Conditions to be adhered by the tenderer and the Penalty clause | Page –11-17 |
| (v) | Floor Space to be maintained (Annexure I & II) and details of Housekeeping materials (Annexure III). | Page- 18-21 |
| (vi) | Work schedule | Page –22 |
| (vii) | Declaration - Annexure IV to VI | Page –23-25 |
| (vii) | Price Schedule Annexure VII & VIII | Page- 26-27 |
| II | 1. The total number of items in the work schedule – 3 Nos. | |
| | 2. Tenderers are requested to sign all pages in the tender schedule and must sign letter of tender. Tenders which do not have the Signature of the Tenderer in letter of tender will be rejected. | |
| | 3. Tenderers are requested to inspect the site where housekeeping works are to be undertaken before tendering. | |
| | 4. Tenderers are requested to verify the number of pages in the work schedule and number of items in the work schedule. Any clarification and further information required may be obtained from the Office of the TNTB&ESC on any working day. | |

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| | 5. | <p>The present tender document contains work schedule only. The tenderer are requested to quote the rate for each item of work both in words and figures and fill up the amount column. If there is any discrepancy between words and figures, the lower among the words and figures will be taken into account.</p> <p>All entries should be made legibly in ink. Writing the entries first in pencil and later over writing in ink should be avoided and also over writing the corrections may be avoided.</p> <p>Corrections if any should be made by neatly scoring out the unwanted matter and rewriting legibly. Every such correction should be attested by the full signature of the tenderer.</p> |
| | 6 | <p><u>Eligibility :</u></p> <p>a) The tenderers who have registered in other departments and undertakings of the Central or State Government are eligible to tender for this work with current validity and they should furnish Proof for their registration. They should have registration with EPF, ESI and Service Tax and the copy of the same should be enclosed.</p> <p>b) The Tenderer should have executed Housekeeping works in any three years during the period from 01.04.2015 to 31.03.2020 and should also furnish performance certificate from an officer not less than the rank of Assistant Director/Executive Engineer for having executed works of similar nature of same or higher magnitude</p> <p>i. The tender of tenderers who does not fulfill the above will be treated as non-responsive. The tender received from ineligible tenderer will be treated as non-responsive.</p> <p>ii. The tenderer should produce all original certificates/documents for verification if required.</p> <p>iii. If at any circumstances, prior to finalization of the tender, if it is brought to the knowledge of the Board, that the Tenderer is banned / black listed their tender will be treated as non-responsive.</p> <p>c) The Tenderer should have prior experience in carrying out similar maintenance work for a value of minimum Rs.25 Lakhs in any of the previous 3 years in a reputed Govt/Private organization. (Client certificate is to be furnished. The tender will not be considered without the client certificate. The client certificate should indicate the period of work carried out and the value of the work done).</p> |

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| 7 | <p>EMD in the form of Demand Draft drawn from Nationalized Bank in favour of the Tamil Nadu Textbook and Educational Services Corporation should be enclosed in a separate cover superscribed "EMD for Tender No. 13609/M/2020.</p> <p>Cash, cheque and Bank Guarantee will not be accepted towards Earnest Money Deposit.</p> <p>The EMD of the tenderers shall be refunded without interest after execution of agreement by the successful agency.</p> |
| 8 | <p><u>SECURITY DEPOSIT</u></p> <p>Security Deposit will be collected from the successful Tenderer in the following form and manner within 7 days from the date of receipt of work order:</p> <p>a) EMD remitted by such successful bidder shall be adjusted against Security Deposit and the balance shall be remitted by the way of Demand Draft from any Nationalised Bank drawn in favour of Managing Director, TNTB&ESC payable at Chennai.</p> |
| b) | The value of Security Deposit will be 5% of the Contract value for this work |
| 9 | No interest shall be paid on the EMD or Security Deposit |
| 10 | All duties, taxes and other levies payable by the Tenderer under the contract or for any other cause shall be included in the percentage quoted as submitted by the bidder. Any statutory variations in duties/taxes, which take effect from a date subsequent to the due date for receipt of tender, shall be to TNTB&ESC's Account. |
| 11 | <p><u>Tender Validity</u></p> <p>Tenders shall remain valid for a period of not less than ninety days (90 days) after the due date for bid submission. A tender valid for a shorter period shall be rejected by the Employer as non-responsive.</p> |
| 12 | Tenders with conditions are liable for rejection |
| 13 | The tenderer are not permitted to make modifications to any part of this tender schedule including conditions, specifications etc. If any modification / alteration / additions made, the tender shall be treated as non-responsive. |
| 14 | It is the responsibility of the tenderer to take into account all the addendums and corrigendum issued to them / up loaded in the tender portal. |
| 15 | <p>The tenderer may depute a representative to attend tender opening with due authorization for the person attending with the signature of the representative duly attested by the tenderer.</p> <p>The tenderer or his representative (i.e.) only one person will be permitted to attend the tender opening.</p> |
| 16 | Tenders received after the specified date and time shall be summarily |

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| | | rejected. |
| 17 | | The rate quoted shall be firm throughout the contract period and during the extended period. No price escalation shall be allowed if the contract is extended. |
| 18 | | The tender offer should be unconditional. |
| 19 | | The tender can be rejected by the Corporation without assigning any reason. The decision of the Managing Director, TNTB&ESC., in that regard shall be final and binding. |
| 20 | | The Corporation reserves the right to place orders with one or more tenderer. The Corporation also reserves the right not to accept any or all tenders without assigning any reason thereof. |
| 21 | | The tender document is not transferable or assignable. |
| 22 | | If the tenderer withdraw/modify his offer after opening of the tender, the EMD remitted shall be forfeited without any notice. |
| 23 | | If the contract is terminated or prematurely withdrawn by the Tenderer due to any reasons, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the tenderer or by adjusting the amount due to the Tenderer or by any other legal means. |
| 24 | | The Security Deposit amount will be refunded only after 6 months from the date of expiry of the contract, after issuance of a certificate by the Member Secretary that the contract has been executed satisfactorily. |
| 25 | | The successful tenderer shall execute an agreement on a non judicial stamp paper to the value of Rs.100/- within 15 days from the date of acceptance of the tender after remitting the security deposit in the manner prescribed. |
| 26 | | If the agreement is not executed within the stipulated period, the Corporation shall have the right to cancel the order of acceptance of the tender and forfeit the EMD/SD. |
| 27 | | If the tenderer fails to execute the contract satisfactorily the contract will be terminated and the Corporation will be at liberty to make any other alternative arrangements or to call for new tender. The expenditure involved in so doing, shall be recovered from the tenderer. |
| 28 | | Due to the failure of the tenderer to implement any law including the labour laws, if the liability devolves on the Corporation, resulting in expenditure or fine or damages, the same shall be made good by the tenderer to the Corporation. |
| 29 | | In the event of any loss or damages caused to the Corporation by any theft / burglary or pilferage of articles, materials and properties of the Corporation, the tenderer shall pay the loss / damages as assessed by the Corporation. The Corporation is entitled to recover the dues on account of the above from the bills of the tenderer or/ and also adjust the same from the Security Deposit. The balance if any shall be recovered by legal |

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| | | means. |
| | 30 | The Corporation may extend the contract for a period of one more year on the same terms and conditions at the same agreed rates. |
| | 31 | In case of delay in finalization of new contract, the tenderer has to continue the contract at the same rate and same terms and conditions. |
| | 32 | Only service charges should be quoted by the bidders in the price bid. |

**TAMIL NADU TEXT BOOK EDUCATIONAL SERVICES
CORPORATION DPI CAMPUS, NO.1, COLLEGE ROAD, CHENNAI -
600 006.**

NOTICE INVITING TENDER

LOCAL COMPETITIVE BIDDING

Sealed Bids are invited from the eligible bidders for the following work. Bidding will be conducted through Local Competitive Bidding procedures under single cover system conforming to the Tamil Nadu Transparency in Tenders Act, 1998 and Rules 2000.

| Sl. No. | Name of Work and Tender No. | E.M.D. in Rs. |
|---------|---|--|
| 1 | Housekeeping of Lobby area in all floors and open to sky area in & around the Building and up keeping of toilets and Garden works by engaging man power at Administrative Office Building TNTB&ESC and Godown at Adyar Cont. No. 13609/M/2020 | 30,000/- |
| 2 | Tender schedule available | On all working days from 25.01.2021 to 08.02.2021 between 10.00 A.M. and 5.00 P.M. |
| 3 | Due Date and time of bid submission | Up to 11.30 A.M. on 9.02.2021 |
| 4 | Date & time for opening of tenders | 9.02.2021 at 12.00 Noon If the due date happens to be a holiday, the bids will be received and opened on the next working day |
| 5 | Contract Period | One year, or till finalisation new contract |
| 6 | Availability of Tender Schedule in the form of CD in person | O/o Tamil Nadu Text Book & Educational Services Corporation, DPI Campus, No. 68, College Road, Chennai-600006 (Telephone: 044-28275851, 28278244) |
| 7 | Through Website | www.textbookcorp.tn.nic.in & www.tenders.tn.gov.in The downloaded document should be properly bounded and submitted for tendering along with necessary enclosures at free of cost. |
| 8 | Cost of Tender Schedule | Rs.1000/- Payable in the form of Demand Draft/Pay Order drawn from a Nationalised /Scheduled Bank in favour of " Tamil Nadu Textbook and Educational Services Corporation " |

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| | | payable at Chennai. |
| 9 | Address for information And clarifications and for receipt of tenders | O/o Tamil Nadu Text Book & Educational Services Corporation, DPI Campus, No.68, College Road, Chennai-600006 Phone No. 044-28278244,28275851 FAX : 044-28224493 Email: mdtntbc07@hotmail.com |

Tender Inviting Authority
Tamil Nadu Text Book & Educational
Services Corporation

LETTER OF TENDERER

To
The Tamil Nadu Text Book & Educational Services Corporation
DPI Campus, College Road,
Chennai- 600 006.

Sir,

I/We the undersigned do hereby tender and undertake to perform, provide and execute all the works, materials matters and things described or mentioned in the Schedule (Bill of quantities) hereto annexed and the specifications thereto and drawings therein referred to (which have been produced to and carefully examined by me/us) in strict accordance with and under and subject to the terms, provisions and conditions set forth or mentioned in the said Schedule (Bills of Quantities) specifications and the drawings therein referred to, at the rates given and as stated in the Bills of quantities.

I/We herewith enclose Demand Draft No..... dated as a guarantee for the due fulfilment of my/our tender, and if successful, undertake and agree to forward to the Board within 7 days after the notification of the acceptance by the Board of this tender has been received by me/us, the sum as demanded in the Form and manner required as security for the due fulfillment of my/our contract.

I/we undertake and agree that I/We will not withdraw this tender during the period that will be required for intimation, acceptance or non/acceptance as stipulated in the Tender or during such extended period as agreed to by me/us, such period to date from the last date by which tenders are due to be submitted to the Board and if I/We do so withdraw, I/We shall forfeit the Earnest Money Deposit to the Board.

I/We further undertake to produce the relevant Tax Certificates, if called upon at any time and agree to execute at my/our cost the agreement attached and to sign the plans therein referred to within 7 days after the notification of the acceptance of my/our tender has been received by me/us. In the event of my/our failing to make the Security Deposit or to execute the agreement in the said manner and sign the plans within the time specified for the purpose, the EMD amount accompanying this tender shall be forfeited to the Board and this concluded contract shall in such case be considered, as having been cancelled or terminated and you may thereupon at such time or times, in such manner and on such terms as you may think fit, arrange either departmentally or by any other person or persons to carry out the works and provide, execute and do all works, materials, matters and things described or mentioned herein and I/We agree to be liable irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

I/We undertake to pay the GST amount in case the GST amount already paid by the Corporation during the previous months are not reflected in the portal of the Corporation.

I/We undertake to assume full responsibility for the stability and soundness of the Works/structures that will be executed by me/us as per this contract.

I/We also undertake to do all extra or varied works which may be ordered as part of this contract upon the terms provided for in the conditions and specifications. The tenders shall be valid for a period of 90 days from the next day of last date fixed for receipt of tenders. In case my/our tender for the work of **Housekeeping of Lobby area in all floors and open to sky area in and around the Building, up keeping of toilets and Gardening works by engaging man power at Administrative Office Building and Adyar Godown of TNTB&ESC** is accepted, I/We agree and guarantee to commence the said works within a period of seven days from the date and complete the entire work within the stipulated period of one year from the date on which the work order received by me/us. I/We also agree that time is the essence of contract. I/We have actually inspected the site of works and have tendered for the works after such inspection.

As witness my/our hand this.....day
of.....2021.

Signature of the tenderer with seal
Name and Address of tenderer

SCOPE OF WORK AND TERMS AND CONDITIONS FOR HOUSE KEEPING OF OFFICE BUILDING OF TNTB&ESC and ADYAR GODOWN, CHENNAI

1. Scope of Work

A. The nature of work involved in this tender is detailed below:

- 1) Daily four times between 08.00 A.M. to 06.00 P.M. washing/mopping of toilets with Soap liquids and keeping office Areas in Block-'A' in good condition by engaging specified Man Power.
- 2) Cleaning of parking area, open to Sky area, Stair case in Block-'A', Stair case in Block 'B' and Lobbies of 1 to 10 Floors.
- 3) Removal of Garbage and disposing the Garbage and other collections to the nearby Corporation dust bins daily, up-keeping the surroundings clean condition.
- 4) Regular watering and pruning the garden, lawn and plants in and around the building.
- 5) Dust the racks, Grills, Windows Glass panes, partitions, Carpets.
- 6) Cleaning of M.V. Panel Board room, Generator room, Lift, lift landing of 'A' Block.
- 7) Cleaning of all fans in the 'A' Block.
- 8) Acid cleaning of all the wash basins and urinals once in a week. Cleaning of underground sump and overhead tank once in a month.
 - i. Cleaning of underground sump of 3 Nos (metro water -2 Nos and Bore well water-1) of 101.51m³/83.16 m³ capacity respectively including dewatering the dead storage below the foot valve.
 - ii. Cleaning of 2 nos. of overhead tanks of 199.10m³ capacity in the open terrace.
- 9) All blockages in washbasin, urinals, floors etc. Should be removed and all chokes in the inspection chamber traps up to Metro sewer lines should be removed as and when required.
- 10) Cleaning of the Godown Terrace once in a fortnightly.
- 11) Cleaning of Cob – Webs in Godown area once in a week.
- 12) Cutting of tree branches laying in the Godown roofs.
- 13) Cleaning the vacant land by removing the Bushes other Debris once in a week in rotation.
 - A. The approximate floor space to be maintained is furnished in Annexure I and II.
 - B. The materials required for carrying out the above work is furnished in Annexure III which are to be supplied by the tenderer.

2. Terms and Conditions for Tenderer:

- 2.1. The tenderer shall provide sufficient person as per work order to work inside the TNTB&ESC, Chennai-6 and Adyar Godown, Chennai during the tenure of the agreement and capable to supply additional employees in case necessary.
- 2.2. (a) The tenderer should engage employees for House Keeping and such employees should be of sound health and they should not be below the age of 18 years.
(b) List of the House Keeping employees with their bio-data or particulars regarding previous employment with other organization and languages known should be furnished by the Successful Tenderer.
- 2.3. The house keeping works involves supply of required sanitary materials.
- 2.4. The successful Tenderer shall be responsible to obtain licenses, if any, necessary for compliance of the applicable statutory regulations such as ESI, EPF etc. For all liabilities arising out of these regulations, during the term of the contract, the Successful Tenderer shall be responsible, without any cost to TNTB&ESC. The rate to be paid to the workers by the successful tenderer should not be less than the statutory minimum wages payable as fixed by **Collector of Chennai** under daily wages. The tenderer shall be exclusively responsible for the payment of wages, allowances etc., and comply with the statutory obligations, under all applicable statutes, including ESI Act, EPF Act, payment of Gratuity Act, Payment of Bonus Act, Contract Labour (Regulation and Abolition) Act etc. in respect of House Keeping employees employed by them, if they are covered by the respective law. The Code Number of ESI & EPF and PAN shall be intimated to the Corporation.
- 2.5. The contractor would take necessary insurance coverage for accidents and towards any other dues that would be payable by him under "Workmen's Compensation Act" or any other statute that would be applicable and TNTB&ESC will not become liable under this account.
- 2.6. The tenderer shall comply with all safety rules and regulations. In case TNTB&ESC incurs any loss due to violation of rules of labourer the same will be debited to tenderer's account. The Tenderer would be held responsible for any violation of Labour Acts / Laws.
- 2.7. In case Housekeeping employee is not found on duty or not available at the earmarked place of duty spot he should be replaced immediately.

- 2.8. The contract shall abide by the requirements of the security system from time to time and shall strictly follow the obligations required by them.
- 2.9. If any lapse is found in the maintenance work or in the use of materials or labour, he may impose suitable monetary penalties which will be recovered in the monthly payments due to the contractor and no representation will be entertained in this regard.
- 2.10 The tenderer shall provide identity cards with name, color photo, date of birth, Temporary or permanent, address and Phone / Mobile No. to call him / her.
- 2.11 The tenderer shall supply necessary uniform with the name or emblem of their company.
- 2.12 The tenderer should provide sufficient persons as per work order of Housekeeping employees on all working days and Saturdays and Public Holidays, excepting Sundays from 7.30 A.M. to 6.00 P.M. including lunch break, in two shifts allocation of work should be made in such a way that at least two person should be available up to 7.00 P.M. daily for House Keeping.
- 2.13. Adequate supervision should be provided by the tenderer with the help of the Supervisor.
- 2.14. All payments towards wages and other benefits to the labourers would be made by the Successful Agency before 10th of every month, without fail irrespective of receipt of payment against bills from TNTB&ESC. TNTB&ESC has fixed the monthly wages for the sweepers and supervisor as 30 day per month basis and indicated the amount eligible per month in the price schedule based on the Collector rate fixed for 2020-21. This amount will be revised in case the Collector wages also revised during currency of the contract. This amount will be funded by the TNTB&ESC to the successful agency every month which inturn paid to the employees by the agency on time.
- 2.15 In addition to the above, the TNTB&ESC will also pay the Employee contribution of EPF and ESI to the successful agency every month upon receipt of proof of remittance of ESI and EPF into the relevant account.
- 2.16. The agency is responsible for deducting Employee Contribution of EPF and ESI and remit the same to the authorities concerned. The TNTB & ESC will pay the Employee Contribution of EPF and ESI to the successful agency, only on submission of proof of remittance of the same.
- 2.17. The minimum statutory bonus as applicable will be paid by the TNTB&ESC on annual basis to the agency which in turn be paid by the agency immediately to the respect employee.

- 2.18. The successful Tenderer would also ensure that adequate personnel as mentioned in the tender would be provided to ensure quality of service. It is the responsibility of the tenderer to keep the entire area indicated (Housekeeping) in the tender clean and tidy by employing the requisite manpower and implement for working.
- 2.19. The tenderer shall abide by the statutory obligation with respect to deployment of labour from time to time.
- 2.20. The successful Tenderer shall be held responsible for all breakages or loss of any property (movable, immovable in the building) attributable to the successful Tenderer's negligence and the cost of such damages/replacement shall be borne by the Successful Tenderer or the same will be recovered from their monthly bill or from the security deposit available.
- 2.21. The successful Tenderer shall also ensure that due care is taken in employing proper persons to ensure smooth execution of the works covered under this contract.
- 2.22. The successful Tenderer shall remove his workers, who are found to be negligent in their duties or whose presence in the premises is otherwise objectionable to TNTB&ESC.
- 2.23. The successful Tenderer shall render such help as may be required from time to time and rearranging furniture for conferences, meetings, functions, etc. as and when instructed without affecting the normal maintenance work and at no extra cost.
- 2.24. The successful Tenderer shall maintain daily record of the work done in a Log book and duly get the entries/records certified by the Maintenance Engineer-in-charge.
- 2.25. House cleaning materials required may be increased or decreased as per the requirement of that particular month.

3. Duties and Responsibilities of the Staff of the tenderer:

3.1 Supervisor

1. The Supervisor shall monitor the work allocated to the Field workers both at the Administrative Office Building at College Road and Adyar Godown. He should inform about the daily activities to the officer concerned and get the instructions for implementation.

2. He should maintain the attendance registers for both the locations separately.
3. He should get the instructions from the officer appointed by the Corporation on all matters relating to the House Keeping arrangement procedures and manner of doing the work and implement the same with the Field staff.
4. Stock register should be maintained for the toilet cleaning materials for both the locations separately. Opening and Closing stock of cleaning materials should be entered and to be submitted at the end of every month.
5. In front of the toilet a small board with white paper should be fixed and daily cleaning (no. of times) should be marked. Every day evening the paper should be submitted to the Officer concerned.
6. Any other work as may be instructed from time to time by the Officer concerned on behalf of TNTB&ESC.

3.2. Field Staff

| SI.No | Cleaning area | Periodicity |
|-------|--|---------------------------|
| 1 | Areas frequently used during office hours and Sensitive areas | 4 times a day |
| 2 | Conference Hall | Daily cleaning |
| 3 | Inside office area of the building | Daily cleaning |
| 4 | Vacant land of TNTB & ESC campus | Daily cleaning |
| 5 | open terrace of 'A' and 'B' block | Once in a week |
| 6 | Water wash the toilets and mopping | 6 times a day |
| 7 | Cleaning of furnitures, Fans, Doors, Windows, Sunshade and removal of spider web | Twice in a week |
| 8 | Blockages in inspection chamber, pipe lines up to Metro Sewer System, urinals, wash basins | Should be cleaned weekly. |
| 9 | Watering of plants in and around office building, potted plants, trees,etc., | Daily watering |
| 10 | Underground sump and overhead tank | Once in a month |

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| 11 | Panel Board room, Generator room and lift | Daily cleaning |
| 12 | Maintenance of park, periodical weeding, planting new varieties | Whenever necessary |

4. Payment Terms:

- 1) The Tenderer shall submit their monthly bill on 2nd of every month along with advance stamped receipt, Photo copies of the EPF & ESI paid challans and attendance particulars of their employees for the services rendered during the previous month and the Corporation shall pay the bill within 10th of every month on the submission of receipt of the bill, if the same is found to be in order.
- 2) After the award of Contract to the successful tenderer, for the first month, ESI and EPF for the employees should be paid by the Contractor and Reimbursement towards ESI and EPF remittance shall be made on submission of photo copies of the receipts.
- 3) No claim for increase of rate will be entertained on any ground during the contract period or during the extended contract period, except statutory increase.
- 4) Income Tax at the applicable rate will be deducted from the monthly bills of the successful Tenderer and the same will be remitted to the Income Tax Department.
- 5) Payment will be with reference to the number of persons engaged for the work by the tenderer each day.
- 6) The Successful Tenderer shall raise monthly bills which shall be duly certified by the Officer-in-charge and the payment shall be effected as follows
- 7) 2 months payment shall be paid by the successful agency as Security Deposit in the form of DD from a Nationalised bank towards retention money and shall be released after satisfactory completion period.
- 8) The contractor shall indemnify against all liabilities and any amount that may become payable due to lapse or non compliance of any statutory obligation.

5. PENALTY:

- (i) If the successful Tenderer fails to provide the required man power ie. If the absentees is more than 3 person continuously for 3 days unless alternate person is deployed, penalty of **Rs.50/- per day per person** of the wages of the particular category will be recovered. If the same is repeated more than fifteen

times during the contract period, the Tamil Nadu Textbook and Educational Services Corporation may cancel the contract and will be at liberty to enter into a new contract with alternate Agencies and the additional cost of such new contract shall be recovered from the Agency.

(ii) If the successful Tenderer fails to adhere the House keeping and up keeping jobs satisfactorily or non – supply of required sanitation materials in time which may affect the House keeping work, then a liquidated damage of Rs.1500/-per day will be imposed.

6. LEGAL CONSEQUENCE OF THE CONTRACTUAL WORK:

- 1) There is no Employer – Employee relationship between the Corporation and the Employees of the successful Tenderer, engaged for this House Keeping work. For all Contractual obligation, the successful agency is the employer of the persons engaged and the liabilities arising of this contract shall be paid to TNTB & ESC.
- 2) The tenderer shall not transfer or assign the contract or any part thereof on any interest therein directly or indirectly to any person or persons whomsoever without the written consent of the Corporation.
- 3) The staff provided under this contract by the successful Tenderer shall be employees of the tenderer and they will not be construed as employees of the Corporation and any dispute between the successful Tenderer and the staffs shall have no bearing on the Corporation.
- 4) The tenderer shall maintain muster roll, wage register and other statutory records. The official of the Corporation may verify or check such records.

7. JURISDICTION IN CASE OF LITIGATION :

- 1) In case of dispute either party has the right to raise, a dispute by way of Arbitration under the Arbitration and Conciliation Act 1996. The Arbitrator shall be nominated by the Managing Director of the Corporation and the Arbitration's decision shall be nominated by both the parties as final and binding. The appellate authority is Board of Governors of TNTB&ESC.
- 2) In case of litigation only the Court at Chennai shall have the jurisdiction.

ANNEXURE – I

APPROXIMATE FLOOR SPACE AND THE NUMBER OF TOILETS TO BE MAINTAINED AT ADMINISTRATIVE OFFICE AT TAMIL NADU TEXTBOOK AND EDUCATIONAL SERVICES CORPORATION

| CLEANING AREA | AREA in sq.m. |
|--|---------------|
| "A" BLOCK | |
| Ground Floor | 284 |
| First Floor | 563 |
| Second Floor | 563 |
| Third Floor | 563 |
| Front portion of Stair case area from Ground floor to 10 th floor (11 x 26) | 286 |
| Vacant land | 5571 |
| 'A' block open Terrace | 563 |
| 'B' Block 11 th Floor | 237 |
| 'B' Block Open Terrace | 696 |
| Generator Room | 56 |
| Pump Room | 19 |
| H.T. Building | 169 |
| H.T. Building Open Terrace | 169 |
| 'B' Block Rear Stair case Ground Floor to 10 th Floor 11x23 Sq.mtr. | 253 |
| Block Storage building Ground Floor and 1 st Floor 2x72 | 144 |
| b) Mopping 'A' Block Ground Floor | 284 |
| First Floor | 563 |
| Second Floor | 563 |
| Third Floor | 563 |
| 'B' Block Ground passage portion lift area | 11x164 |
| Block 'B' 7 th floor-LF Audit | 32 |
| Publication wing & Purchase 'B' Block 1st floor | 690 |
| 'B' Block G.F. Library | 144 |
| Total | 14779 |

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| "A" BLOCK TOILET CLEANING: | |
| toilet - G+3 floors | 15 Nos |
| Wash Basin- G+3 floors | 14 Nos |
| Urinals- G+3 floors | 7 Nos |
| "B" BLOCK TOILET CLEANING: | |
| toilet - G+10 floors | 54 Nos |
| Wash Basin- G+10 floors | 42 Nos |
| Urinals - G+10 floors | 31 Nos |

ANNEXURE – II**ADYAR GODOWN, CHENNAI-600 041**

| CLEANING AREA | | Area in Sq.Mtr. |
|---------------|--|--------------------|
| a) | All Godowns inside 6 x 64.5 x 30.00 | 10033 |
| | Vacant Land (149.9 x 98.5 – 10033) | 4732 |
| b) | Toilet cleaning in Books Godowns, Paper Godown and Regional Officer Room (daily three times). | 6 toilet blocks |
| c) | Cleaning of 6 Nos. Godown Terrace Once in a fortnightly | 10033 |
| d) | Cleaning of Cob – Webs once in a week in the Godown area | |
| e) | Cleaning the vacant land by removing the Bushes and other Debris periodically once in week in rotation | |

Signature of the Tenderer :

Address for Correspondence :

Seal :

ANNEXURE-III**TAMILNADU TEXTBOOK AND EDUCATIONAL SERVICES CORPORATION****HOUSE KEEPING MATERIALS PER MONTH**

| Sl.No. | Description | Admin Office | Adyar Godown | Total Qty. per month |
|--------|---|--------------|--------------|----------------------|
| 1 | White phenol Compound (perfumed) | 100 Litres | 25 Litres | 125 Litres |
| 2 | Toilet cleaning liquid | 10 litres | 4 Litres | 14 Litres |
| 3 | Naphthalene Balls | 5.00 Kg | 1.00 kg | 6 kg |
| 4 | Nice/Bombay Broom | 20 Nos | 10 Nos | 30 Nos |
| 5 | Coconut Broom | 40 Nos | 20 Nos | 60 Nos |
| 6 | Bathroom/Toilet Brush | 25 Nos | 10 Nos | 35 Nos |
| 7 | Floor mat | 40 Nos | - | 40 Nos |
| 8 | Floor cleaning mop | 20 Nos | - | 20 Nos |
| 9 | Web cleaning stick | 10 Nos | 5 Nos | 15 Nos |
| 10 | Mop Buckets | 10 Nos | 2 Nos | 12 Nos |
| 11 | Iron Plates (Scraper) of size 4 | 8 Nos | 2 Nos | 10 Nos |
| 12 | Soap Oil | 20 Litres | 5 Litres | 25 Litres |
| 13 | Garbage basket 1 No each toilet | 20 Nos | 5 Nos | 25 Nos |
| 14 | Vim powder | 5 Kg | - | 5 kg |
| 15 | Bleaching powder | 25 Kg | 5 kg | 30 kg |
| 16 | Odonil (for Toilet) | 40 Nos | 10 Nos | 50 Nos |
| 17 | Urinal cubes | 20 pkts | 5 pkts | 25 pkts |
| 18 | Room spray | 15 Nos | - | 15 Nos |
| 19 | Floor cleaning liquid | 15 litres | - | 15 Litres |
| 20 | Duster cloth 1X1 | 20 Nos | 6 Nos | 26 Nos |
| 21 | Window cleaning Brush /Mop | 5 Nos | 3 Nos | 8 Nos |
| 22 | Bathroom Mops 1 No in each floor in A&B block | 8 Nos | 2 Nos | 10 Nos |
| 23 | Sanitizer | 10 litres | 2 litres | 12 litres |
| 24 | Hand wash | 5 litres | 1 litre | 6 litres |

WORK SCHEDULE- INSTRUCTIONS

1. This tender has been invited under item wise tender system. In the work schedule, detailed items of works involved in the work with specifications along with the quantity are furnished.
2. The staff who have been employed by the successful Tenderer should also have ESI & EPF number in their names. The successful Tenderer has to remit ESI & EPF contributions towards the staff every month. The copies of the remittance challans of the ESI & EPF contributions should be submitted along with the bill for reimbursement and for claiming the subsequent monthly payment. Further payment will not be made in case of failure in adhering the procedure. Similarly, the contribution/premium/tax etc., payable to any other statutory authorities should be remitted by the successful Tenderer directly, after registering with the respective departments.
3. The tax payable to the statutory body has to be remitted by the successful Tenderer regularly and the same will be reimbursed only on submission of the receipt at the time of claiming the monthly bill. If any failure is noticed further payment will not be paid and the contract will be terminated.
4. It is clearly understood by the successful Tenderer and TNTB & ESC that to the workmen employed by the successful Tenderer, only the successful Tenderer will be sole employer and there will be no employer – employee relationship between TNTB&ESC and the successful Tenderer's workmen.
5. For the performance of the contractual work, TNTB&ESC will hold only the successful Tenderer liable and accountable and would not deal with the employees of the successful Tenderer directly.
6. For the implementation of any new law including Labour laws like ESI Act, EPF Act etc, only the successful Tenderer is responsible.
7. By chance, if the liability arising out of implementation of any such Law to the contract workmen devolves on TNTB&ESC, the successful Tenderer shall compensate the same fully to the TNTB&ESC.

ANNEXURE - IV

DECLARATION

I / We having the registered office at
..... hereby declare that the Firm / Company
or its Partners / Shareholders have not been blacklisted by Central / any State
Government and its Public Sector Undertakings / Corporations.

ANNEXURE - V

DECLARATION

I/We having the registered office at..... declare that I/we have carefully read and accept all the terms and conditions of Tender floated by the Tamil Nadu Textbook and Educational Services Corporation, Chennai vide Tender Ref. No..... for **Housekeeping TNTB & ESC Head Office and Adyar Godown of TAMIL NADU TEXTBOOK AND EDUCATIONAL SERVICES CORPORATION** confirming to the specifications as stipulated in the Tender Document and I / we shall abide by all the terms and conditions set forth therein. I/we also undertake to offer services to TNTB & ESC to the fullest satisfaction of the organization.

ANNEXURE - VI

CERTIFICATE

I/we having office at declare that the tender forms downloaded from the website www.tenders.tn.gov.in / www.textbookcorp.tn.gov.in have not been tampered with / modified in any manner. In case, if the same is found to be tampered with or modified, the Tender Document submitted by me/us shall be summarily rejected.

ANNEXURE - VII

Tamil Nadu Textbook and Educational Services Corporation
Name of the Work: Housekeeping at Administrative office of TNTB&ESC
and Adyar Godown for a period of One Year (12 months)

PRICE SCHEDULE

| S.No | Categories | As per daily wages rate fixed by Collector Chennai | Employer | | Employee | | Total CTC per month | Service Charge (in %) Excluding GST | GST | Total Service charge including GST |
|------|------------|--|-----------|--------|-----------|--------|---------------------|-------------------------------------|-----|------------------------------------|
| | | | ESI 3.25% | PF 12% | ESI 0.75% | PF 12% | | | | |
| 1 | Supervisor | | | | | | | | | |
| 2 | Sweepers | | | | | | | | | |

Note:

- Bidder offering Security deposit less than 0.5% will not be considered.
- The service charge shall not be less than 0.5% of the total value excluding GST.
- The rate quoted should be firm during the contract period and Applicable GST will be borne by CONTRACTOR.

I / We have confirm that we will remit salary / wage to employees on or before 5th of every month.

ANNEXURE - VIII

Name of the Work: Housekeeping at Administrative office of TNTB&ESC and Adyar Godown for a period of One Year (12 months)

PRICE SCHEDULE FOR HOUSE KEEPING MATERIAL

| S.No | Item Nos 1 to 24 as per Annexure III | Rate in Rs. |
|------|--------------------------------------|-------------|
| 1 | | |