

## TERMS AND CONDITIONS

**Scope of work:** Annual Service Contract for providing House Keeping services in the Regional Office, 143, Sterling Road, Nungambakkam, Chennai - 600 034 and its various Branch Offices situated in Chennai.

Sealed tenders in the prescribed forms are invited from Registered/Reputed Firms for providing Annual Service Contract for House Keeping services to the Offices given in Annexure `C` of the terms and conditions.

1. Tenders should be submitted in the name of Additional Commissioner, Regional Office, 143, Sterling Road, Nungambakkam, Chennai – 34, and superscribed on the top of Sealed Envelops “Tender for housekeeping”. Tender Schedules can be obtained from 10.10.2011 to 10.11.2009.
2. Tenders will be received up to 5.45 p.m. on 10.11.2011 and will be opened in this office at 3.00 p.m. on 11.11.2011.
3. The details of work to be done are given in Annexure `A` and for supply of materials in Annexure `B`. The area to be covered under House Keeping in given in Annexure `C`.The monthly rates (lump sum) should be quoted in figures and words for whole work inclusive of cost of materials and labour in Annexure `D`.
4. A demand draft for Rs. 60,000/- (Rupees Sixty thousand only), towards EMD drawn in favour of ESI Corporation payable at Chennai should accompany the tender document. The DD towards EMD will be returned to all unsuccessful bidders after finalising the Tender. The EMD of successful bidder will be adjusted towards the security deposit.
5. Any attempt to negotiate directly or indirectly on the part of the Tenderer with the authority competent to finally accept the tender, or influence the acceptance of the tender by any means will result his tender being excluded from consideration.

6. The Additional Commissioner/RD or any other authorised officer of the ESI Corporation reserve the right to reject any or all the Tenders without assigning any reason. Any conditional tenders will be rejected.
  7. The tenderer, whose tender is accepted, will be required to furnish the security deposit at the rate of 10% (ten percent) of the amount quoted by the successful tenderer. No interest will be paid on the security deposit. This amount will be refunded after satisfactory fulfillment of the contract by him and all accounts are settled thereafter.
  8. The security deposit should be furnished within one week from the date of receipt of work order/acceptance of his Tender, in the form of Bank Guarantee obtained from a Nationalized bank failing which the ESI Corporation reserves the right to cancel the Tender.
  9. In the event of any breach of terms and conditions of contract, delay, default, any other type of lapse on the part of the contractor, the contract will be terminated without assigning any reason and the security deposit forfeited to the ESI Corporation.
  10. The Tenderer will have to pay an amount equal to the loss sustained by the ESI Corporation or any other amount as decided will be recovered on account of the negligence on the part of the Contractor.
  11. In case of any dispute and differences of opinion arising out of this contract, the decision of the Additional Commissioner, ESIC RO, Chennai – 34, will be final.
  12. The accepted tender will be in currency for a period of one year.
  13. The following documents should be enclosed with the tenders:
    - a) D.D. for EMD Rs. 60,000/-
    - b) Latest I.T. clearance Certificate.
    - c) Registration documents.
    - d) Labour Commissioner's approval/Licence.
    - e) Latest service certificate from a reputed Firm/Govt. Organization/Public Sector Undertaking.
    - f) ESIC Registration document.
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- g) P.F. Registration document.
- h) Works contract permit.
- i) The Contractor shall produce copies of the licence obtained under the Contract Labour (Regulations & Abolition) Act 1970. The Contractor shall also produce copies of the professional tax, income tax number & Service Tax besides the name and registration of all workers deployed every month alongwith monthly bill.

14. The contractor has to quote the in Annexure 'D' rates for the labour deployed at places mentioned in the Annexure 'C'.

15. Minimum wages as fixed by State Govt. for the category of workers is paid to the persons deployed which may be continuously watched by ESIC to bring to the notice of the contractor, besides implementing offices of State and Central Government.

16. The agency should furnish Minimum Wages Payment Certificate from Labour Enforcement Office.

17. The cleaning materials as listed in the enclosed sheet should be supplied by the contractor and handed over to user/Care Taker/Branch Manager well in advance and displayed before the User/Care Taker/Branch Manager for verification. If any short fall is noticed a penalty of Rs. 1000/- per day will be levied and deducted from the payment.

18. If any short fall of the manpower is noticed a penalty of Rs. 300 per worker per day will be imposed.