



TAMILNADU TRADE PROMOTION ORGANISATION (TNTPO)
CHENNAI TRADE CENTRE, ENGINEERING DIVISION.

No. TNTPO/ENGG-445/2009

DATED: 31.07.2009

NOTICE INVITING TENDER

The Manager (Engineering), Tamilnadu Trade Promotion Organisation (TNTPO), Mount Poonamallee High Road, Nandambakkam, Chennai 600 089 on behalf of the TNTPO invites item rate tender for providing the various three services for Chennai Trade Centre Complex, Nandambakkam, Chennai 600 089 from the eligible contractors of Reputed Private / Public sector under takings and central / state Government Departments upto 3.00 P.M. on 14.08.2009 and the technical bids will be opened on the same day at 3.30 P.M.

Sl No.	Name of the work	Estimate (Rs)	Earnest Money Deposit (Rs)
1	Providing day to day operation and maintenance service of the Electrical equipments installed in the Chennai Trade Centre Complex.	Rs.16.76 lakhs	25,148/-
2	Providing security services for the Chennai Trade Centre Complex.	Rs.25.69 lakhs	38,535/-
3	Providing house keeping services and toilet maintenance for the Chennai Trade Centre Complex.	Rs.18.87 lakhs	28,300/-

Earnest money should be deposited through bank draft favoring “**Tamilnadu Trade Promotion Organisation**”, Chennai. The tender forms can be obtained from the office of the Manager (Engineering) between 11.00 A.M to 3.00 P.M. on all working days from 31.07.2009 to 14.08.2009 on payment of Rs.500/- Five hundred only (Non-refundable) for each work. Tender document can also be downloaded from our website. www.chennai tradecentre.org and it should be attached with Rs.500/- DD towards document cost apart from EMD cost. The tenders with out the EMD in the aforesaid manner shall be summarily rejected.

TNTPO reserves the right to accept or reject any tender without assigning any reason.

Manager (Engineering)

TAMILNADU TRADE PROMOTION ORGANISATION

(A Joint Venture of ITPO (Govt. of India) and TIDCO (Govt. of Tamilnadu)
Chennai Trade Centre Complex, Mount Poonamallee Road,
Nandambakkam, Chennai-600 089.

PART - A (TECHNICAL & COMMERCIAL BID) PART-I: INSTRUCTIONS TO TENDERERS.

1. GENERAL:

- a) The tender should be addressed to the MANAGER Engineering, Tamilnadu Trade Promotion Organisation, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai-600 089.
- b) Any offer made in response to this tender, when accepted by the Tamilnadu Trade Promotion Organisation will constitute a concluded contract between the parties.

2. SUBMISSION OF TENDER:

a) Every tender shall be made out in English. All amounts shall be indicated by tenderer in figures as well as in words. Tender should be free from over-writings. All corrections and alterations should be duly attested by the tenderer. The word 'NOT QUOTED' should be written against items in the schedule for which the tenderer does not wish to tender.

b) Tender is to be sent in DUPLICATE in a sealed envelope in the manner prescribed below:

i) All technical details complete with list of machineries & equipments and laboratory & testing facilities required for manufacture, drawings and catalogues, if any, and commercial terms and conditions along with E.M.D. should be enclosed in a sealed cover and should be super scribed as 'TECHNICAL & COMMERCIAL BID' (PART-A).

ii) The price portion alone should be enclosed in a separate sealed cover and should be super scribed as 'PRICE BID' (PART-B).

iii) Both these sealed covers should be sent in a separate sealed cover, and all the covers shall be marked as below:

- a) OFFERFOR.....
- b) TNTPO TENDER NUMBER.....
- c) DATE OF OPENING OF TENDER.....

iv) The offers should be based on the most suitable equipment/item incorporating the latest technology to ensure smooth and trouble free working of the plant/equipment/materials to be supplied.

v) In the event of the tender being submitted by a firm it must be signed by the authorized proprietor/partner/partners/duly authorized representative of the Company.

vi) Tenders received after the specified time and date will not be entertained.

Signature of the tenderer with seal:

c) Tenders not submitted in the appropriate form prescribed by TNTPO and if they are not complete in all respects they are liable to be rejected. If no form has been prescribed by TNTPO, the tenderer can be submit its own form.

d) The tender with Terms and Conditions in Part I, II and III duly signed in all pages shall be sent along with the Earnest Money Deposit, if any, with a covering letter as tender documents. Earnest Money Deposit shall not be kept in the Price Bid Cover, but shall be enclosed in the "Technical and Commercial Bid" Cover only.

e) Tenderers are not entitled to claim any costs, charges, expenses, incidentals for or in connection with the preparation and submission of their tenders even though the TNTPO may elect to withdraw the "invitation of Tender" or reject all tenders, without assigning any reason thereof. TNTPO reserve its right to reject all the tenders without assigning any reason. The TNTPO reserves its right to cancel the tender at any stage.

f) Each tenderer must submit:

i) PAN number to be given.

ii) Sales Tax Registration No. of both Central and State with their validity.

3. OPENING OF TENDER:

a) Part 'A' of Tenders will be opened at the specified time & date in the office at the above address by the Managing Director or by an Officer duly authorized in this behalf and in the presence of such of those tenderers who may choose to be present. The representatives of the tenderers will have to establish their identity to the satisfaction of the TNTPO by producing authorization letters from their Principals/Manufacturers etc., otherwise they will not be allowed to be present in the tender opening and participate there of.

b) CLEAR UNDERSTANDING:

When a tenderer submits his tender in response to this tender document, he will be deemed to have understood fully about the requirements, terms and conditions. No extra payment will be made in the pretext that the tenderer did not have a clear idea of any particular point or misunderstood the terms/specifications etc.

4. VALIDITY OF OFFER:

Tenders shall remain in force for 180 days for acceptance from the date of opening. No revision/modification in the tendered rate will be allowed during the period of validity of tender or the extended period.

5. REFERENCE LIST:

The Part-A of the tender should contain the following:

a) The tenderer should submit along with his offer reference list in support of their having supplied/similar equipment/items/materials/similar works carried out to other Companies/customers along with copies of proof there-of. The Contractor should have previous experience in similar work in Central Govt. /State Govt. /Public Sector Undertakings/reputed Companies.

Signature of the tenderer with seal:

b) The tenderer(s) should submit along with their tender(s) the list of unexecuted orders on hand, if any, for same/similar items and period of which such supplies are proposed to be made (Proforma enclosed in Annexure I).

6. AWARD OF CONTRACT:

a) The TNTPO reserves the right:

i) To accept in toto/ partially and it is the sole and unfettered discretion without assigning any reasons thereof.

ii) To award the contract to one or more number of tenderers, either on equal price or on different prices.

iii) To enter into parallel contracts simultaneously or at any time during the currency of contract with one or more tenderer(s) as the TNTPO may think fit and proper. This decision shall not be questioned in any court of law.

iv) To place adhoc order simultaneously or any time during the period of contract with one or more supplier(s) tenderer(s) for such quantity and for such items as the TNTPO may think fit.

b) The TNTPO does not bind itself to accept the lowest tender or assign any reason for non-acceptance of the same.

c) Firms which have failed to fulfil earlier contractual obligations may not be considered.

d) The Purchase Order resulting from this tender and any amendments to be issued subsequently with its terms and conditions and stipulations constitute the entire agreement relating to the tender between the successful tenderer and the TNTPO and both parties are bound by the terms and conditions.

Signature of the tenderer with seal:

TAMILNADU TRADE PROMOTION ORGANISATION

(A Joint Venture of ITPO (Govt. of India) and TIDCO (Govt. of Tamilnadu)
Chennai Trade Centre Complex, Mount Poonamallee Road,
Nandambakkam, Chennai-600 089.

PART II: GENERAL TERMS AND CONDITIONS

1. PRICES:

a) Prices are to be quoted on the basis of F.O.R. destination. Prices shall be inclusive of Sales Tax, Excise Duty and other levies on all bought out items including raw materials which are going into the assembly of the end product/finished goods. Any claim on this account will in no case be claimed by the contractor from the TNTPO.

b) Sales Tax and Excise Duty, if any, on the finished product items ordered however shall be paid by the TNTPO at the rates prevailing on the date of scheduled delivery or at the rates prevailing on the date of supply whichever is lower.

2. SALES TAX:

The Central Sales Tax, if payable, will be paid at concessional rate on the cost of the finished goods being supplied including excise duty thereon at the rates prevailing at the time of scheduled delivery period subject to the supplier's claiming the same as separate item in their bill. The paying authority shall furnish 'C' form at the time of final settlement of the bills.

3. PACKING & MARKING:

a) All machines and equipments, items/materials shall be adequately packed to protect them against all damages, pilferage, rust etc. during transit and from atmosphere. Packing shall be adequate and suitable for transport by rail, road, and air as required. Each package shall contain order No. and date.

b) Each consignment must relate to one Purchase Order only. Where dispatch of material against more than one order in a single consignment/case is warranted the material against each order should be packed separately. Order number should be visibly marked outside all packages for easy identification.

c) Any loss, damage or pilferage in transit will be to the account of the contractor and the contractor is responsible and shall make good the loss sustained by the TNTPO.

d) All packing and forwarding charges are to be borne by the tenderer.

4. DELIVERY:

a) Liquidated damages for delay in delivery shall be levied per day at the rate of 1/2 % (half percent) of the contract value per week or part thereof. The liquidated damages however shall be subject to a ceiling 5% for the undelivered/finished work portion of the contract. The TNTPO will however not be bound to prove that it has suffered to the extent of the liquidated damages claimed.

Signature of the tendered with seal:

b) The time and date of delivery are the essence of the contract and the goods must be dispatched within the time and subject to the conditions specified. Otherwise the TNTPO will have the option to cancel the whole or any other part of order and or purchase the material from other alternative sources at the risk, responsibility and cost of the supplier.

c) Extension of delivery period of valid reasons based on the request in writing well in advance from the contractor may be allowed by the intending officer which will be considered as extended delivery period for all purpose.

5. FREIGHT:

a) Stores ordered for, must be dispatched in such a way that the total freight charges whether based on cubic measurement or weight should be minimum keeping in view that the under load consignment are to be avoided.

b) The supplier shall obtain clear and unconditional Parcel Way Bill/Lorry Receipt from the carrier.

6. INVOICING:

a) Four copies of invoice, packing list/delivery challan along with Lorry Receipt/Parcel Way Bill or similar other documents should be sent to the TNTPO. The documents as above should be sent within three days of despatch of the consignments to avoid payment of demurrage/wharfage. If there is any defect and even then TNTPO will clear the goods on payment of demurrage/wharf age and the same will be deducted from the bills/EMD.

b) A telegraphic intimation giving details of Lorry Receipt/Parcel Way Bill, consignment details, such as No. of packages, weights and values shall be sent to the TNTPO in advance three days.

c) Four copies of invoices of which one shall be original duly pre-receipted, along with packing list/delivery challan shall be sent to the Paying Authority. In case the despatch documents are to be sent through Bank, advance copy of the invoice shall be sent to the Paying Authority within three days of the despatch of the consignment.

d) One copy of the invoice along with a copy of packing list/delivery challan shall be sent to the Manager (Electrical), Tamilnadu Trade Promotion Organisation, Chennai Trade Centre, Mount Poonamallee Road, Nandambakkam, Chennai-600 089.

e) If any extra charges including wharfage or demurrage are incurred in taking delivery of the consignment due to supplier's failure to observe the conditions mentioned above, the same will be recovered from the contractor from HMD/Bills.

Signature of the tenderer with seal:

7. INSPECTION:

- a) The equipment/critical items shall be inspected at the manufacturer's works or the purchaser's site by the TNTPO at its discretion or its consultants' representatives. For this purpose, the supplier shall inform TNTPO office/works 21 days in advance of the readiness of the stores for inspection. However, this inspection shall in no way absolve the supplier of his over-all responsibility of workmanship, quality and performance guarantee offered by the supplier. All despatch documents shall accompany Inspection Certificates, if any, issued by the Inspecting Authority.
- b) The material on receipt of the factory/project will be inspected. The contractor shall have to replace the materials, if any, found defective at site on free of cost basis.

8. WARRANTY REGARDING QUALITY OF MATERIAL SUPPLIED:

- a) Contractor shall guarantee that all the equipment/materials supplied by them whether manufactured by them or their sub-contractor or purchased from any other source and supplied to the TNTPO, shall be new and free from all defects arising due to defective material or manufacturing defects. The equipment supplied shall be of first class workmanship with effective design.
- b) The Contractor shall warranty to replace, rectify or repair free of cost at the TNTPO site, the component or part of machinery/material proved to have become unserviceable due to any of the above defects within a period of 12 months from the date of installation. In the event of the supplier's not complying with the above within a reasonable time, TNTPO will have to option to rectify, repair or replace the defective parts/machinery after giving one week notice to the contractor and recover the cost from the contractor. The contractor shall not dispute the liability in any form.

9. EARNEST MONEY DEPOSIT:

- a) All tenderers should furnish earnest money deposit, if any, as specified by way of bank draft in favour of Tamilnadu Trade Promotion Organisation payable at Chennai. Tenders received without the earnest money deposit will be rejected.

The Earnest money deposit can also be furnished by way of bank guarantee equal to the amount specified above with validity for six months from the date of opening of the tender. Inadequate value/validity period will be treated as non-compliance of tender conditions and tender is liable for rejection.

- b) Earnest money deposit will be forfeited if the rates are revised, modified during currency of the contract or extended period, or if the order is not executed after acceptance of the tender.
- c) The Earnest money deposit will be refunded to the unsuccessful tenderers as early as possible after the tender is finalized.
- d) The Earnest money deposit will not bear any interest. The EMD is Rs.28, 300/-.

Signature of the tendered with seal:

10. SECURITY DEPOSIT:

a) 5% of the value of the contract shall be deposited by the successful tenderers on demand for successful execution/completion of the work.

b) Failure to furnish Security Deposit in accordance with the conditions of the tender within 15 days of the award of the contract, it will be considered as the breach of the contract which would give the TNTPO the right to terminate the contract and forfeit the EMD amount in addition to the right of enforcing risk to get the work done/purchase at the cost of contractor.

c) The security deposit may be made either by bank draft, banker's cheque or irrevocable bank guarantee in prescribed form or bank scheduled bank in the prescribed form and all shall be valid for a period of three months beyond the date of completion of supply of entire quantity of the materials under contract. The Earnest money deposit in the form of cash/bank draft can be adjusted towards portion of S.D.

d) In the event of any upward revision in the value of the contract arising on account of increase in the materials to be supplied, the successful tenderer should on receiving intimation from the TNTPO increase the security deposit by such as specified by the TNTPO on the total revised amount contract.

e) The Security Deposit shall be liable to be forfeited wholly or partially at the sole discretion of the TNTPO, should the successful tenderer either fail to deliver supplies as per delivery schedule or to fulfill his contractual obligations in time or to settle in full his dues to the TNTPO. This will be in addition to the TNTPO's right to make risk purchases from the open market by tender or by any other mode of purchase at the risk and cost of the contractor in respect of such quantities that the contractor fails to deliver.

f) The TNTPO is empowered to deduct from the Security Deposit or from any other outstanding amount any sum that may be fixed by the TNTPO as being the amount of loss or losses or damages suffered by it due to delay in performance or non-performance of any of the conditions of the tender/contract.

g) The TNTPO shall have a lien over all or any money that may become due and payable to the contractor under this contract or any other contract or transaction of any other nature either all alone or jointly with other contractor and unless the supplier pays, and clears the claim of the TNTPO immediately on demand, the TNTPO shall be entitled at all times to deduct the said sum or debt due by the contractor from any money/Security Deposit which may have become due or become payable to the contractor under this contract or any other contract or transaction whatsoever between the contractor and the TNTPO, without prejudice and in addition to the other rights of the TNTPO to recover the amount of any such claim by other remedies legally available.

11. MEMBERS OF THE TNTPO NOT INDIVIDUALLY LIABLE:

No Director or official or employee of the TNTPO shall in any way be personally bound or liable for the acts of obligations of the TNTPO under the contract or answerable for any default or omission in the observance or performance of any of the acts, matters or things which are herein contained.

Signature of the tendered with seal:

12. CORPORATION NOT BOUND BY PERSONAL REPRESENTATIONS:

The contractor shall not be entitled to any increase in the rates or any other right or claim whatsoever by reason of any representation, explanation or statement or alleged representation, promise or guarantee given or alleged to representation, promise or guarantee given or alleged to have been given to him by any person of the TNTPO.

13. NON-PERFORMANCE OF CONTRACT/CANCELLATION OF CONTRACT / RIGHTS OF THE TNTPO:

a) The TNTPO reserves the right to cancel the contract if the quality of material delivered falls below the required specifications and also if the deliveries are not made in accordance with the delivery schedule as indicated by the TNTPO since time is the essence of the contract.

b) Any bribe, commission, gift advance given, promised or offered by or on behalf of the tenderers, their partners, agents or servants to any officer, servant or representative of the TNTPO for obtaining or for the execution of this or any other contract or for receiving payments under the contract shall, in addition to the criminal liability he may incur, subject the tenderer to cancellation of this or any other contracts and also to payment of any loss resulting from any such cancellation to the like extent as is provided in the case of rejection on the ground of bad quality supply and the TNTPO shall be entitled to deduct the amount so payable from any moneys otherwise due to the tenderers under this or any other contracts. Any question or dispute as to whether the tenderers have incurred any liability under this clause shall be decided by the TNTPO in such manner and on such evidence or information as they may think fit and sufficient and their decision shall be final and conclusive and binding on the contractor.

14. SUB-LETTING OF CONTRACT:

The Successful tenderer shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the TNTPO. In the event of the successful tenderers sub-letting or assigning the contract or any part thereof without such permission, the TNTPO shall have the right to cancel the contract and to purchase the goods elsewhere and the successful tenderer shall be liable to the TNTPO for any loss or damage which the TNTPO may sustain in consequence or arising out of such purchase. Even in case sub-letting is permitted by the TNTPO, it will not recognize any contractual obligations with the person or Party to whom the contract has been sub-let and the successful tenderer will be held responsible for the satisfactory due and proper fulfillment of the contract.

15. CHANGE IN CONSTITUTION:

a) Where the contractor is a partnership firm, a new partner shall not be introduced in the firm, except with the previous consent in writing of the TNTPO which may be granted only upon furnishing of a written undertaking by the new partner to perform the contract and accept all liabilities incurred by the firm under the contract prior to the date of such undertakings.

b) On the death or retirement of any partner of the contractor/firm before completing the performance of the contract, the TNTPO may at its option cancel the contract and in such case the supplier shall have no claim whatsoever to compensation against the TNTPO.

c) Without prejudice to any of the rights or remedies under this contract if the supplier is a proprietorship concern and the proprietor dies during the performance of this contract the TNTPO shall have the option to terminate the contract without compensation.

Signature of the tendered with seal:

16. FORCE MAJEURE CONDITIONS:-

- a) If at any time during the continuance of the agreement/contract it becomes impossible by reasons of war or war like operations, strikes, lockouts, riots, civil commotions, epidemical sickness pestilence, earthquake, fire, and storm or floods the contractor shall during the continuance of such contingencies not be bound to execute the contract as per agreement/contract. The work shall be resumed immediately the contingency (ies) has ceased or otherwise determined and the contractors' obligations shall continue to be in force for correspondingly extended period after the resumption of execution. The contractor shall, however, inform the TNTPO by Regd. Post about acts duly certified by Local Chamber of commerce, the beginning and end of the above causes of delay within ten (10) days of occurrence and cessation of such force majeure conditions.
- b) In the event of delay lasting over one month if arising out of causes of force majeure, the TNTPO reserves the right to cancel the contract without any compensation.
- c) Only events of force majeure which affects the order progressing at the time of its occurrence shall be taken into cognizance. The TNTPO shall not be liable to pay extra costs due to delayed contractor made under force Majeure.
- d) Delays due to non-availability of wagons/lorries/containers etc. will not be considered as a cause of Force Majeure or for the extension of the contract period as well as for escaping the liability under the contract.

17. NOTICES

Any notices hereunder may be served on the supplier/contractor by Registered mail at his last known address. Proof of issue of any such notice should be conclusive on the supplier having been duly informed.

18. DISPUTES:

a) All matters relating to any dispute which may arise during the execution of the contract shall be referred to Arbitration of an arbitrator to be mutually agreed upon between the successful tenderer and the Tamilnadu Trade Promotion Organisation. In case of failure, the dispute shall be referred to the award of two arbitrators one to be appointed by the Tamilnadu Trade Promotion Organisation and the other by the tenderer. The two arbitrators shall appoint an umpire in advance of their consideration of any point of dispute. The decision of the Arbitrator in the case of former and that of the umpire in the case of latter shall be final and conclusive and binding on both parties. The provision of the Indian Arbitration & Conciliation Act 1996 (Central Act 26 of 1996) and the rules made there under and any Statutory modification thereof shall be deemed to form a part of the contract.

19. JURISDICTION:

Subject to clause 19 above, it is hereby agreed that Courts at Chennai City alone shall have jurisdiction to decide or adjudicate upon any disputes which may arise out of or be in connection with this Agreement irrespective of the fact that the contractor is outside Chennai or the supply was made from place outside the Chennai.

Signature of the tenderer with seal:

I. ADDITIONAL CONDITIONS

1. CONTRACTOR will have to make his own arrangements for tools & tackles required for the work and the TNTPO will not supply any tools and tackles unless otherwise specified.
2. The Contractor must see the proposed site for the work and study specifications and conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions or ignorance of specifications and conditions.
3. The site is available, tendered should see the approaches and conditions of the site. In case any approaches for main road is required at site or existing approach is to be improved and maintained for cartage of materials by the contractors the same shall be provided, improved and maintained by the contractor for stacking materials erection of go down, site office, erection of his plant and machinery etc. is indicated in the site/layout plan. The contractor should plan the procurement of materials according to the space available. No claim of account of inadequacy of space shall be entertained.
4. The contractor shall consult the Engineer in writing, regarding collection and stacking of materials in any place other than those approved by the Engineer. No excavated earth or building materials shall be stacked on areas where other building roads, services or compound wall are to be constructed.
5. Royalty, Tax, surcharge, fee, penalty shall have to be paid by the contractor what-so-ever applicable, directly to the concerned authorities. No claim for the extra payment on this account will be admissible.
6. The contractor must take all precautions to avoid all accidents by exhibition day and night necessary caution boards, speed limit boards, red flags and red lights and providing barriers. He shall be responsible for all damages and accidents caused due to the negligence on his part. No hindrance shall be caused to traffic during execution of work.
7. Any change done by the contractor to any existing work during the course of execution of the work, tendered for, shall be made good by him at his own cost and risk.
8. The contractor shall maintain in good condition all work executed till the completion of the entire work allotted to the contractor.
9. No compensation shall be payable to the contractor for any damage caused by rains wind streamer floods during execution of work. He will make good all such damages at his own cost and no claim on this account will be entertained. The contractor shall bail out rain water collected during execution of the excavated trenches at his own cost. Nothing extra will be payable on this account.
10. Contractor shall clear the site thoroughly of all rubbish etc. lift out of his materials immediately on completion of the work and properly clean the site around the building to the satisfaction of the engineer in charge, otherwise the site will be cleared by the department at his risk and cost after giving him two days notice if he fails to remove and clean the site.
11. The work shall be carried out in a manner complying in all respect with the requirement of the relevant by law of TNTPO.
12. At least one authorized representative should always be available at site of work to take instructions from departmental office and ensure proper execution of work. This will apply specially for works exceeding more than one lakh.

13. The contractor shall have to work as per programme of the department. No claim what-so-ever will be entertained on his account.
14. If the tender withdraws his option before award of the work or make any modification in the conditions of the tender which or not acceptable to TNTPO, shall without prejudice to any other right, or remedy, be at liberty to forfeit of the said earnest money absolutely.
15. Exhibition hall No.1, 2, 3 & Convention Centre should be cleaned as when the exhibition/events conducted in the exhibition hall and Convention Centre.
16. Minimum House keeping personnel in general shift in a day should be posted during the event/exhibition days for the Hall No.1, 2, 3 and Convention Centre. No Extra payment will be made for the weekly off, extra hours work. The contractor has to quote suitably.
17. The contractor should have the PAN Number, Service Tax Number, EPF Number, ESI Number.
18. ESI & PF payment for the operators has to be paid regularly and on production of the documentary evidence and the monthly payment will be paid to the contractors.
19. The tenderer should have minimum of two year relevant experience in this field and produce documentary evidence for the same.
20. Uniform to be provided for the House keeping services.
21. As this is a two part tender system, the bidder has to provide the following in the Sealed cover.

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Cover No: 1 (PART A)
Super scribing "Technical bid for Housekeeping Service & Toilet Maintenance".</p> | <p>: Technical bid covering the company Profile, Balance sheet, Work experience, Company Organization chart & Company EPF/ESI, PAN Number etc and the EMD in the form of DD.</p> |
| <p>Cover No: 2 (PART B)
Super scribing "Price schedule for Housekeeping Service & Toilet Maintenance".</p> | <p>: Price Schedule duly filled in.</p> |
| <p>Cover No: 3 (PART A & B)
Super scribing "Technical bid"
"Price list" for Housekeeping Service & Toilet Maintenance".</p> | <p>: Sealed cover 1 & 2 to be kept in the 3rd sealed cover.</p> |

Manager (Engineering)

Signature of the tenderer with seal:

SCOPE OF WORK

HOUSE KEEPING:

1.1 CORE SERVICE ON ALL DAYS:

On all days, duties and activities shall be on the following aspects.

- a) Sweeping of floor areas, mopping with perfumed disinfectants cleaning, clearing of waste bins and disposal of waste in designated areas.
- b) Sweeping/Mopping of stair landing and other common areas.
- c) Cleaning of hand rails, wall skirting, glazed tiles, mirrors, pelments etc.
- d) Cleaning of furniture, glass and other partitions/screens etc.
- e) Cleaning of switches, switch plates, lamp holders, fans and steel fittings.
- f) Cleaning of doors and kicking plates.
- g) Cleaning of floor.
- h) Cleaning / Polishing of S.S / Brass sanitary fittings like taps, mixes etc.
- i) Cleaning of all artificial plants.
- j) Removal of cob web from all areas.
- k) Clearing of louvers and ventilators.
- l) Clearing of all roadways, parking areas, common areas, road and surroundings of entire Chennai Trade Centre and Convention Centre.
- m) External cleaning of water coolers/fountains in all areas.
- n) Reporting of faults/leaks/breakages of any property to representative of the employer.
- o) Maintaining of fountains nozzles pumps, water lines, sprinklers, planter box, lawns, flag posts etc. connected with the landscaping of the entire premises.
- p) To arrange to remove and transport the debris from the dumping yard to outside the premises without any extra cost.
- q) Providing House keeping personnel per shift two shifts in a day for the house keeping services for Hall No.1, 2, 3 and CCC only during event days as required.
- r) Attendance register to be maintained for the house keeper and to be produced on demand.
- s) Uniform to be provided for the House keeping services
- t) Exhibition hall No.1, 2, 3 and Convention Centre should be cleaned as when the exhibition/events conducted in the exhibition hall No.1, 2, 3 and CCC.
- u) The house keeping personnel should register their finger print while coming for duty & closure of the shift during the event days, if the finger printing is not accessing the finger print then they have to sign the attendance kept near the finger printing machine.
- v) To sign the attendance register kept at the Admin office when ever reporting / leaving the work spot.
- w) To remove the unwanted materials around hall No 1, 2, 3 and Convention Centre.

1.2 SUPPLEMENTARY SERVICE ON DAYS OF EVENTS/EXHIBITION:

In addition to the duties and activities on all days, during Event/Exhibition days the presence of large number of visitors leads to increase in quantum of work in the above aspects in order to maintain state of the art quality in Housekeeping Chennai Trade Centre / Chennai Convention Centre.

Signature of the tenderer with seal:

TOILET MAINTENANCE

- 1.1 Wash Room Cleaning / Disinfecting / Maintaining.
- 1.2 Floor Scrubbing and Maintaining.
- 1.3 Vertical Surface cleaning and maintaining.
 - a) High Level Dusting
 - b) Copwob Cleaning
- 1.4 W.C Bowl Descaling.
- 1.5 Urinal Bowl Descaling.
- 1.6 Wash basin Tap & W.C. Taps Descaling.
- 1.7 Urinal flush pipe descaling.
- 1.8 Drain Chanel descaling.
- 1.9 Glass / Mirror / Doors / Panels Cleaning.
- 1.10 Cleaning disjoints & Transfer of garbage to disposal site.
- 1.11 Pantry Cleaning / Scrubbing.
- 1.12 All conditioning / Exhaust fan & Grill cleaning degreasing.
- 1.13 Light / Fixtures / Coffers cleaning.
- 1.14 Machine Scraping of floors.
- 1.15 Periodically spar cleaning of the cloak 100MS. As per schedule and standard requirement.
- 1.16 Scheduling super cleaning for the cloak rooms. As per schedule and standard requirement.
- 1.17 Scheduling all special cleaning tasks / getting the schedules approved maintaining relevant records.
- 1.18 Cleaning of toilets in car parking area.

Signature of the tenderer with seal:

TAMILNADU TRADE PROMOTION ORGANISATION
ENGINEERING DIVISION

PRICE SCHEDULE

Name of the work: Providing Housekeeping Services for CTC Complex.

Est. cost: Rs.18.87 lakhs

EMD: Rs.28,300/-

Period: 8 Months

Sl. No	Description	Unit	Qty	Unit Rate	Total
1.	Rendering Housekeeping services as per tentative man power chart as given in the Annexure 'A' for exhibition area in regular service (core service) including uniformed manpower, trolley, tools & tackles, dust pins and other complete for the housekeeping service.	Month	8		
2.	Rendering House keeping services as per tentative man power chart as given in the Annexure 'A' for exhibition area in exhibition days (supplementary service) including uniformed manpower, trolley, tools & tackles, dust pins and other complete for the housekeeping services.	Day	125		
3.	Rendering Housekeeping services as per tentative man power chart as given in the Annexure 'A' for convention hall area in regular service (core service) including uniformed manpower, trolley, tools & tackles, dust pins and other complete for the housekeeping service.	Month	8		
4.	Rendering House keeping services as per tentative man power chart as given in the Annexure 'A' for convention hall area in event days (supplementary service) including uniformed manpower, trolley, tools & tackles, dust pins and other complete for the housekeeping services.	Day	90		
	Sub Total				
	Service Tax @ 10.30%				
	Total				

(Rupees _____)

Authorized signature

TAMILNADU TRADE PROMOTION ORGANISATION
ENGINEERING DIVISION

PRICE SCHEDULE

Name of the work: Providing toilet maintenance in the exhibition halls and convention centre during event days.

Sl. No.	Description	Amount in Rs
1.	Providing for toilet maintenance personnel in the exhibition halls and convention centre during event days per person per 8 Hrs shift per day. (Rate to be quoted per person per day of 8 Hrs shift)	(Rupees _____) _____)
2.	Providing two toilet maintenance personnel one in the Administrative building and another in the convention centre in all days. (Rate to be quoted for two persons for all the days per month of 8 Hrs duty each day including taxes if any)	(Rupees _____) _____)

Authorized signature

Signature of the tenderer with seal:

ANNEXURE 'A'

TAMILNADU TRADE PROMOTION ORGANISATION

TENTATIVE MANPOWER CHART FOR HOUSEKEEPING SERVICES:

DURING REGULAR DAYS:

Name of the post	Exhibition area G	Convention centre G
Supervisor	1	-
Helpers	10	8

DURING EXHIBITION / EVENT DAYS:

Name of the post	Exhibition area			Convention centre		
	A	B	C	A	B	C
Supervisor	-	1	-	-	-	-
Helpers*	8	8	-	5	5	-

G- 09.00 Hrs to 18.00 Hrs

A- 06.00 Hrs to 14.00 Hrs

B- 14.00 Hrs to 22.00 Hrs

C- 22.00 Hrs to 06.00 Hrs

*Helpers for Event days:

Hall I (or) II (or) III = 3

Hall I & II (or) II & III (or) I & III = 5

Hall I & II & III = 8

Signature of the tenderer with seal:

ANNEXURE 'B'

TAMILNADU TRADE PROMOTION ORGANISATION

TENTATIVE MANPOWER CHART FOR TOILET MAINTENANCE SERVICES:

DURING REGULAR DAYS:

Sl. No	Name of the post	G
1	Supervisor	-
2	Helper for Hall 1	-
3	Helper for Hall 2	-
4	Helper for VIP	-
5	Helper for Hall 3	-
6	Helper for cc,admin&od	2

DURING EXHIBITION / EVENT DAYS:

Sl. No	Name of the post	A	B
1	Supervisor	-	-
2	Helper for Hall 1	2	2
3	Helper for Hall 2 and 3	2	2
4	Helper for VIP	1	1
6	Helper for CCC	2	2

G 09.00 Hrs to 18.00 Hrs

A 06.00 Hrs to 14.00 Hrs

B 14.00 Hrs to 22.00 Hrs

C 22.00 Hrs to 06.00 Hrs

Signature of the tenderer with seal:

TAMILNADU TRADE PROMOTION ORGANISATION
(A Joint Venture of ITPO (Govt. of India) and TIDCO (Govt. of Tamilnadu))
Chennai Trade Centre Complex, Mount Poonamallee Road,
Nandambakkam, Chennai-600 089.

To

The Manager (Engg.),
Tamilnadu Trade Promotion Organisation,
Chennai Trade Centre Complex,
Mount Poonamallee Road,
Nandambakkam, Chennai-600 089.

Sir,

1. I/We representing..... Company have received your tender form

(Capacity of the person signing this document, status of the signing authority and necessary authorization by the Coy. /Partnership to be produced)

2 I/We have read all the term and conditions stipulated therein and subsequent'

Amendments and satisfied myself/ourselves before quoting and agree to abide by all the terms and conditions in toto.

3. I/We have enclosed herewith registered partnership deed Coy. Documents duly attested.

4. I/We are registered suppliers/contractors to Directorate General of suppliers/ contractors and disposals and our Register No. is

5. I/We guarantee to supply the contracted quantity of the materials as per the specifications indicated in the tender.

6. I/We enclose herewith Bank Draft / Bank guarantee for an amount of Rs.....

towards Earnest Money Deposit.

7. I/We have duly and properly filled Tender.

8. I/We have enclosed herewith the position of pending orders as per Annexure-I

9. I/We enclosed herewith a copy of Income Tax clearance certificate of the last year assessment.

10. I/We hereby declare that I am/we are in all respects eligible in accordance with the provision of the Indian Contracts Act to enter into contracts.

Date:

Signature with company seal.
Proprietor/Partnership.