



Government of India

Ministry of Communications and Information Technology

Department of Telecommunications

**Office of the Principal Controller of Communication Accounts,
Tamilnadu Circle, Chennai.**

**R.K.Nagar Telephone Exchange Building, 7th Floor
238, R.K.Mutt Road, Chennai - 600 028.**

BID DOCUMENT

TENDER FOR THE UPKEEPING & HOUSEKEEPING WORKS in the O/o PCCA, TNC, Chennai Department of Telecommunications

(Visit us at : www.ccatn.gov.in)

Not transferable

Price of Bid Document: Rs.200/-

CONTENTS OF TENDER DOCUMENT

<u>SI No.</u>	<u>Description of Contents</u>	<u>Page No.</u>
1	Tender Notice dated	3-4
2	Scope of work and general instructions for tenderer	5-8
3	Technical Requirements for the tendering agencies for participating in the tender	8
4	Terms and Conditions	9-12
5	Tender Application - Technical Bid	13-16
6	Tender Application - Financial Bid	17
7	Model Agreement	18-19
8	Proforma Of Performance Security Bond	20-21



**O/o Principal Controller of Communication Accounts,
Tamilnadu Circle, Chennai
Government of India, Ministry of Communications & IT
Department of Telecommunications
7th Floor, R.K.Nagar Telephone Exchange Building,
238, R.K.Mutt Road, Chennai - 600 028**

No. PCCA/TN/ADMN/HOUSEKEEPING/2014-15

Dated:09.02.2015

LIMITED TENDER NOTICE

1. Sealed Limited tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from registered, reputed, experienced and financially sound Manpower Companies /Firms /Agencies for providing services of **FIVE (5) manpower** in the office of PCCA, TNC, Chennai for a period of one year from the date of issue of contract. **The estimated value of the Limited Tender would be Rs.6 lakhs.**

The number of manpower may be increased or decreased as per the requirement from time to time.

2. Desirous companies/firms/agency may obtain tender documents w.e.f 10.02.15, on request in writing, from Deputy Controller of Communication Accounts, O/o the PCCA, TNC, R.K.Nagar Telephone Exchange Building, 7th Floor, 238, R.K.Mutt Road, Chennai-600 028. (Phone No.044 2495 5809) on all five working days between 10.30 hours and 13.30 hours up to 26.02.15 on payment of the cost of tender form of Rs.200/- (non-refundable and non-transferable) in the form of Cash or a Demand draft drawn in the favour of Accounts Officer, O/o PCCA, Tamilnadu payable at Chennai. The tenderers, who are near relatives of employees working in DoT / BSNL, are not eligible to participate in this tender.

3. Tender documents downloaded from the Office of the Principal Controller of Communication Accounts, Tamilnadu Circle website – www.ccatn.gov.in are also acceptable provided the requisite tender fee/cost i.e. **Rs.200/-** is enclosed in the form of Account Payee Demand Draft from any of the Commercial Bank in favour of Accounts Officer, O/o PCCA,TN payable at Chennai at the time of submission of bid document. Tender submitted without cost of Tender form will be summarily rejected.

4. Schedule -

Date & time of issue of Bid Document	:	10.02.2015, 10.30 hours.
Last date for issue of Bid Document	:	upto 13.30 hrs on 26.02.2015
Last date & time for receipt of tenders	:	03.03.2015, 15.00hrs.
Date & Time for opening of Technical Bid:		03.03.2015, 15.30 hrs.
Date & Time for opening of Financial Bids for technically qualified bidders	} :	To be notified later
Place of opening the Tenders	:	O/o PrCCA, Tamilnadu Circle, Deptt. of Telecommunications, R.K.Nagar Telephone Exchange Building, 7th Floor, 238, R.K.Mutt Road, Chennai - 600 028
Validity of Tenders	:	90 days from the date of Opening of tender

5. The interested Companies/ Firms/ Agencies may put the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.12,000/-** and other requisite documents from **10.30 hrs on 10.02.2015** up to **15.00 hours on 03.03.2015** in the Tender Box kept in Office of Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai, Department of Telecommunications, 7th floor, R.K.Nagar Telephone Exchange Building, Chennai-600 028. OR by Post to reach the addressee well within the stipulated date and time. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

6. **Tender Evaluation** : Technical bid would be evaluated first and then the financial bid of the qualified technical bid would be evaluated. Rates should be quoted for all the items mentioned in the Financial bid. No item should be left blank. The tenderer who has quoted the lowest will be designated as L-1.

7. This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the PCCA, Tamilnadu Circle, Chennai, Department of Telecommunications, Govt of India, in this regard shall be final and binding on all.

8. The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

Deputy Controller of Communication Accounts (Admn.)
O/o Principal Controller of Communication Accounts,
Tamilnadu Circle, Chennai. Dept. of Telecommunications,
7th Floor, R.K.Nagar Telephone Exchange Building,
238, R.K.Mutt Road, Chennai - 600 028.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Office of Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai, Ministry of Communications & IT, Department of Telecommunications located at 7th Floor, R.K.Nagar Telephone Exchange Building, 238, R.K.Mutt Road, Chennai-600 028 requires the services of registered, reputed, well established and financially sound Manpower Companies / Firms / Agency to provide services of manpower for House-keeping and up keep of the office.
2. The contract is for a period of 1 year from the date of issue of order likely to be extended up to one year with the mutual consent of both the parties. This office shall determine the requirement of this office for the above manpower at any time and may curtail / terminate before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm /Agency. This office, however, reserves right to terminate the initial contract at any time after giving one week notice to the selected service providing Company / Firm / Agency.
3. In exceptional situation where the requirement is of an emergent nature and is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat order upto 25% of the quantities of goods and services contained in the running tender / contract within a period of twelve months from the earliest date of acceptance of offer at the same rate or a rate negotiated (downwardly) with the existing vendors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc.
4. This office has initial requirement for **Five (5) manpower which include 5 males to be operated at two sites namely R.K.Nagar Office and Ethiraj Salai TNT Building office.** The number of manpower may be increased or decreased by the Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai based on the actual requirements and administrative convenience. The manpower should be literate and able to communicate in the local language.
5. The nature of duties / service is as follows :
 - a. Opening and Closing of the office.
 - b. Regular cleaning, sweeping and mopping of the office rooms / toilets in the building, dusting of furniture etc. so as to maintain general cleanliness and hygiene in office.
 - c. Cleaning of the electrical appliances like fans and lights.
 - d. Making arrangements for tea, coffee, water etc. during the meetings and routinely to the officers of O/o PCCA, TNC, Chennai and other official visitors/representatives.
 - e. Assisting in photocopying & carrying files within the office.
 - f. Any other miscellaneous type of work assigned by the officer-in-charge.

The requirement of this office may increase or decrease during the initial period of contract also. The manpower to be engaged should be above 18 years in age. His / her antecedents should have been got verified by the agency from the local police authorities.

6 The interested Companies/Firms/Agencies may put the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.12,000** in the form of Demand Draft / Pay order drawn in favour of Accounts Officer (Cash), O/o PCCA, Tamilnadu, payable at Chennai and other requisite documents **up to 15.00 hrs on 03.03.2015** in the Tender Box kept in Office of Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai. Department of Telecommunications, 7th Floor R.K.Nagar Telephone Exchange Building, 238, R.K.Mutt Road, Chennai-600 028. **OR** by speed post so as to reach this office within the stipulated date and time.

7. The various crucial information & dates relating to "**Tender for the up keeping & housekeeping works for the O/o Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai** " are cited as under:

i) Tender No.	PCCA/TN/ADMN/HOUSEKEEPING/ 2015-16 Dated 09.02.2015
ii) Name of the Work	Providing of Housekeeping Services
iii) Date of issue of Tender Document :	From 10.02.2015 To 26.02.2015 (All working days Mon to Friday 10-30 hrs to 13.30 hours.)
iv) Cost of Tender Form	` 200/-
v) Last date & time for receipt of tenders	03.03.2015 Time 15.00 hrs. (Technical and Financial bids)
vi) Date & time for opening of Technical bid :	Technical bid Time 15.30 Hrs on <u>03.03.2015</u>
vii) Date & Time for opening of : financial Bids	To be notified later.
viii) Office address :	O/o Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai. Dept. of Telecommunications, 7th Floor, R.K.Nagar Telephone Exchange Building, 238, R.K.Mutt Road, Chennai - 600 028.
ix) Estimated cost of the tender	Rs.6,00,000/-
x) Validity of Tender:	90 days from the date of Opening of tenders.
xi) Likely date for deployment of Manpower:	After finalization of Tender.

8. The tenders have been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes superscribing
1. "**Technical Bids for Tender for the upkeeping & housekeeping works for the O/o Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai**" and
2. "**Financial Bids for Tender for the up keeping & housekeeping works for the O/o Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for the Upkeeping & Housekeeping works for the O/o PCCA, TNC, Chennai**".

9. The **Earnest Money Deposit (EMD) of Rs. 12,000/- (Rupees Twelve Thousand only)**, refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order from any of the Commercial Bank drawn in favour of Accounts Officer (Cash), O/o PCCA, Tamilnadu payable at Chennai valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.

10. The successful tenderer will have to deposit an amount equal to 10% of the estimated cost as Performance Security Deposit at the time of placing the work order or a Bank Guarantee from a scheduled bank drawn in favour of Accounts Officer (Cash), O/o PCCA, Tamilnadu payable at Chennai, Department of Telecommunications. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the tenderer.

11. The proceeds of the performance security shall be payable to the DoT as compensation for any loss resulting from the contractor's failure to complete its obligations under the contract.

12. The Performance Security deposit of the contractor shall be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work and / or violation of any terms and conditions of the contract as stipulated in the bid document. Refund of SD is subject to full and final settlement of the final payment for the work contracted / executed under the contract. No interest will be paid to the contractor on the security deposit.

13. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents (Duly self attested), along with the Technical Bid as indicated at **Annexure-I**, failing which their bids shall be summarily/out rightly rejected and will not be considered any further :

- (a) Registration certificate with Labour Department.
- (b) Copy of PAN / GIR card;
- (c) Copy of the IT return filed for the last two financial years;
- (d) Copies of EPF and ESI certificates;
- (e) Copy of the Service Tax registration certificate;
- (f) Work experience of similar work during the past 2 years.

14. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

15. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid application must be initialed by the person authorized to sign the tender bids.

16. The envelope containing Technical Bid shall be opened first on the scheduled date and time at **1530 hrs on 03.03.2015** at the office of PCCA, Tamilnadu Circle, Department of Telecommunications, 7th Floor, R.K. Nagar Telephone Exchange Building, 238 R.K.Mutt Road, Chennai - 600 028 in the presence of the representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time. Performance on Technical Bids shall be evaluated by the competent authority. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.

17. The competent authority of O/o PCCA, Tamilnadu Circle, Chennai, Department of Telecommunications reserves the right to annul any or all bids without assigning any reason.

18. The bidder shall submit the Technical & financial bids as per the format enclosed at Annexure I & II.

TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY / FIRM / AGENCY

1. The tendering manpower Company / Firm / Agency should fulfill the following technical specifications:

(a) The Registered Office or one of the Branch Office's of the manpower Company / Firm / Agency should be located in Chennai;

(b) The manpower Company / Firm / Agency should be registered with the appropriate registration authority;

(c) The Company / Firm / Agency should have at least two years experience in providing manpower to Public Sector Companies / Banks and Government Departments etc;

(d) The Company / Firm / Agency should have its own Bank Account;

(e) The Company / Firm / Agency should be registered with Income Tax and Service Tax departments;

(f) The Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

TERMS AND CONDITIONS

General

1. The contracting firm / agency / company should be registered with appropriate authorities.
2. The contract shall commence from the date of award of contract and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.
3. The contract shall be valid for one year from commencement of the contract and can be extended further by this office, for one more year.
4. The contract may be extended, on the same terms and conditions, for a further period Up to one year.
5. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
6. The contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law/Acts. The contract will remain valid for one year or the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the PCCA, Tamilnadu Circle, Chennai.
7. This office, at present, has requirement of workload equivalent to **Five(5)** persons which includes 5 male manpower. The requirement of this office may further increase or decrease during the period of initial contract also and the tenderer would have to provide additional manpower, if required on the same terms and conditions.
8. The tenderer will be bound by the details furnished by him / her to this Department, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
9. Financial bids of only those tenderers who are technically responsive shall be evaluated. This office reserves the right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
10. In case the date fixed for opening of bids is subsequently declared as holiday by the Government the bids will be opened on next working day, time and venue remaining unaltered.

11. The contracting agency shall ensure that the manpower deployed in the Office of Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai, Department of Telecommunications conforms to the technical specifications of age prescribed at page No.6 of the Tender Document.

12. Services shall be from 0900 to 1800 Hrs on Monday to Saturday, with a lunch break . The contractor may be called upon for the services on Sunday or Gazetted holidays also, if required, without any extra charge.

13. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Attendants who will be deployed by it in this Department before the Commencement of work:

List of Attendants short listed by agency for deployment at the O/o Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai, containing full details i.e. date of birth, marital status, address etc;

14. In case, the person employed by the successful Company / Firm / Agency commits any act of omission / commission that amounts to misconduct /Indiscipline/ incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this office within 2 days of being brought to their notice.

15. The tendering company shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.

16. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.

17. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

18. The contractor shall be responsible for any theft of the items from the rooms or any other area of the office by his personnel. The details of the stolen materials/ stores, will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of theft. The decision of DoT authorities on this will be final and binding on the contractor.

19. The person deployed shall be required to report for work at 0900 hrs. to O/o the Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai and would leave at 1800 hrs. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 14 will be applicable.

20. The agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with this office, so that optimal services of the persons deployed by the agency could be availed without any disruption.

21. The selected agency shall immediately provide a substitute in the event of any person leaving

the job due to his / her personal reasons. The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @ Rs.200 per day (per such case) on the service providing agency, besides deduction in payment on pro-rata basis.

22. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this office and this office will have no liabilities in this regard at any stage.

23. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this office. The persons deployed by the agency in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against O/o Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai, Department of Telecommunications.

24. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

25. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the currency or after expiry of the contract.

26. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this office. Contractor should make it known the above to the manpower of the contractor.

27. The payment shall be made only to the contractor and on monthly lump sum basis as per actual service.

LEGAL

28. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office. The payment particulars of Service Tax, EPF, ESI etc of previous month may be submitted along with the current month bill.

29. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to Ministry of Communications & IT to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

30. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.

31. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.

32. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, This office will be entitled to get itself reimbursed out of the outstanding bills or the

Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

FINANCIAL

33. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of **Rs.12,000/- (Rupees Twelve Thousand only)** in the form of Demand Draft / Pay Order drawn in favour of Accounts Officer (Cash), O/o PCCA, Tamilnadu payable at Chennai **failing which the tender shall be rejected out rightly.**

34. The EMD in respect of the agencies which do not qualify the technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. **Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD/SD shall stand forfeited without giving any further notice.**

35. The successful tenderer will have to deposit an amount equal to 10 % of the tender value as Performance Security Deposit at the time of placing the work order within 15 days of the receipt of the formal order. E.M.D. in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. The performance security will be furnished in the form of a Bank Guarantee from a scheduled Bank. Made in the name of the O/o PrCCA, TNC, DoT, Chennai but **hypothecated to the Accounts officer (Cash), O/o PCCA Tamilnadu.** The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier. The security deposit will not bear any interest.

36. The successful tenderer will have to execute an agreement, after remitting the performance security deposit, in a stamp paper worth Rs. 100/- (Rupees One Hundred only) at his own expenses. After executing the agreement, the approved rate and contract shall be valid upto ONE year from the date of execution of the agreement.

37. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.

38. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by CAO (Admin) in respect of the persons deployed and submit the same to O/o Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

39. The claims in bills regarding Employees State Insurance, Provident Fund, and service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill.

40. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Department of Telecommunications, Ministry of Communications & IT.

41. The Principal Controller of Communication Accounts, Tamilnadu Circle, Chennai, Department of Telecommunications, Ministry of Communications & IT reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Annexure-I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

**For the tender for Upkeeping & Housekeeping works in the O/o PCCA, TNC, Chennai,
Department of Telecommunications.**

1.	Name of Tendering Company/ Firm / Agency (Attach a copy of certificate of registration)	
2.	Name of proprietor / Director of Company/Firm/agency	
3	Full Address of Reg. Office	
	Telephone No. :	
	FAX No. :	
	E-Mail Address :	
4	Full address of Operating / Branch Office :	
	Telephone No. :	
	FAX No. :	
	E-Mail Address	
5.	Banker of Company/ Firm/ agency with full address _____ (Attach certified copy of statement of A/c for the last two years) Telephone Number: _____ Of Banker	
6.	6. PAN / GIR No. : _____ (Attach self attested copy)	

7.	Service Tax Registration No. : (Attach self attested copy)		
8.	E.P.F. Registration No. : (Attach self attested copy)		
9.	E.S.I. Registration No. (Attach self attested copy)		
10.	Give details of the major similar contracts handled by the tendering Company / Firm / Agency on behalf of PSUs and Government Departments during the last two years in the following format. Attested copies of work orders may also be attached.		
S.No	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs.lacs)	Duration of Contract From To
(if the space provided is insufficient, a separate sheet may be attached)			
11.	Details of Labour Registration Certificate issued by Labour Department of Tamilnadu State		
12.	Details of Earnest Money Deposited (Rupees, DD/PO No. & Date, Drawn on Bank)		
13.	Additional information, if any (Attach separate sheet, if required)		

Date:
Place:

Signature of authorized person

Name:

Seal :

DECLARATION

1. I, _____ Son / Daughter / Wife of
Shri _____ Proprietor / Director/authorized signatory of the
agency/Firm, mentioned above, is competent to sign this declaration and execute this tender
document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake
to abide by them;

3. The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of my tender at
any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Full Name:

Seal :

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application - TECHNICAL Bid and declaration;
2. Self Attested copy of registration of agency;
3. Self Certified copy of the statement of bank account of agency for the last two years;
4. Self Attested copy of PAN / GIR Card;
5. Self Attested copy of the latest IT return filed by agency;
6. Self Attested copy of Service Tax registration certificate;
7. Self Attested copy of the P.F. registration letter / certificate;
8. Self Attested copy of the E.S.I. registration letter / certificate;
9. Certified documents in support of entries in column 11 of Technical Bid
10. Copy of the terms and conditions at pages 9-12 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

FINANCIAL BID

(To be enclosed in separate sealed envelope)

For Providing of House Keeping services to the O/o the Pr. CCA, Tamilnadu Circle, Chennai.

1. Name of tendering Company / Firm / Agency :

2. Details of Earnest Money Deposit : Rs.

D.D. / P.O. No. & Date : _____

Drawn on Bank : _____

Sl No.	Component of Rate	Conditions	Amount for one Manpower per month	
			Rs. (In figures)	Rs. (In words)
1	Monthly rate	Subject to the minimum wages as per GoI Minimum Wages Act, 1948 as fixed by Labour Commissioner (Central) from time to time		
2	Employer's share of Provident Fund @% of (1) above	As applicable under relevant rules		
3	Employer's State Insurance @% of (1) above	As applicable under relevant rules		
4	Other charges if any @% of (1) above (Details & rates are to be furnished)	As applicable under relevant rules		
5	Sub Total			
6	Contractor's Administrative/Service charges @% of (5) above			
7	Total (5 + 6)			
8	Service Tax Liability @ % of (7) above	As applicable under relevant rules		
9	Grand Total (7 + 8)			

3. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable to Chennai for **Unskilled Daily Wage Workers on per month basis** and other bylaws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.).

Date:

Place:

Notes:

1. The rates quoted by the bidder should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.

2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each manpower during the month.

Signature of authorized person

Full Name:

Seal :

AGREEMENT

The agreement made on this..... day of (month) (year)..... between M/S herein after called “The Contractor” (which expression shall unless excluded by or repugnant to the context, include its successors, heir, executors, administrative representative and assignee) of the one part & the Pr. Controller of Communication Accounts, Tamilnadu Circle, R.K.Nagar Telephone Exchange Building, 7th Floor, 238, R.K.Mutt Road, Chennai-600 028, herein after referred to as the DoT, of other part.

Whereas the contractor has offered to enter into contract with the said DoT for (i) providing of House Keeping Services in the O/o Pr. CCA Tamilnadu Circle on the terms and conditions herein contained and the rates approved by the Pr. CCA Tamilnadu Circle (At the rates Rs. -- ----- per month inclusive of all taxes, levies, duties and cess etc. for services of each Man power) have been duly accepted and where as the necessary security deposits have been furnished in accordance with the provisions of the Bid document and whereas no interest will be claimed on the security deposits.

Now these presents witness, it is hereby agreed and declared by and between the parties to these presents as follows.

1. The contractor shall, during the period of this contact that is to say from (Date) to (Date)..... or completion of work for Rs..... (In words) whichever is earlier or until this contract shall be determined by such notice as is hereinafter mentioned, safely carryout, by means of staff employed at his own expenses and by means of tools, implements and equipment etc. to be supplied by him to his staff at his own expense, all other associated works as described in Bid documents, when the Pr. CCA Tamilnadu Circle or any other person authorized by the Pr. CCA Tamilnadu Circle in that behalf require. It is understood by the contractor that the quantity of work mentioned on the schedule is likely to change as per actual requirements as demanded by exigencies of service.
2. The NIT (Notice Inviting Tender), Bid documents (Qualifying and Financial), letter of intent, approved rates and such other additional particulars, instructions,

drawings, work orders as may be found requisite to be given during execution of the work shall be deemed to be included in the expression “The Agreement” or “The Contract” wherever herein used.

3. The contractor shall also supply the requisite number of employees with means & materials as well as tools, appliances, machines, implements, vehicles for transportation, cartage etc. required for the proper execution of work within the time prescribed in the work orders.
4. The contractor hereby declares that nobody connected with or in the employment of the O/o Pr. CCA Department of Telecommunications Tamilnadu Circle is not/shall not ever be admitted as partner in the contract.
5. The contractor shall abide by the terms and conditions, rules, guidelines, construction practices, safety precautions etc, stipulated in the Bid document including any correspondence between the contractor and the DoT having bearing on execution of work and payments of work to be done under the contract.

In witness whereof the parties present have here into set their respective hands and seals the day, year in.....

Above written:

()
Signature on behalf of DoT

()
Signature on behalf of Contractor

Name:

Name:

Designation:

Designation:

Seal:

Seal:

Agreement signed in the presence of

Witness 1:

Witness 1:

Signature:

Signature:

Name:

Name:

Witness 2:

Witness 2:

Signature:

Signature:

Name:

Name:

PROFORMA OF PERFORMANCE SECURITY BOND

(In case of Bank Guarantee)

1. In consideration of Pr. CCA , DoT, Tamilnadu Circle, Chennai (hereinafter called Pr.CCA, TNC having agreed to exempt _____ (hereinafter called the said approved tenderer(s) from the demand of security deposit/earnest money of Rs._____ on production of Bank Guarantee for Rs. _____ for the due fulfillment by the said approved tenderer of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____ we, (name of the bank) _____ (hereinafter referred to as “the bank”) at the request of _____ approved tenderer’s do hereby undertake to pay to CAO (Cash) O/o Pr. CCA Tamilnadu Circle, Chennai, an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the Pr.CCA, TNC, by reason of any breach by the said tenderer’s of any terms & conditions contained in the said agreement.
2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Pr.CCA, TNC stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Pr.CCA, TNC, reason of breach by the said approved tenderer’s of any of the terms & conditions contained in the said agreement or by reason of the approved tenderers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Pr.CCA, TNC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.
3. We undertake to pay to the CAO (Cash) O/o Pr.CCA, Tamilnadu Circle, Chennai, any money so demanded notwithstanding any disputes raised by the approved tenderer(s)/suppliers in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the approved tenderer(s) /supplier(s) shall have no claims against us for making such payment.
4. We (name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of 15 months from date herein. Notwithstanding the aforesaid, this bank Guarantee shall be for a sum of not exceeding Rs. and for a period of 15 months from the date of issue i.e. We are liable to pay the guaranteed amount or part thereof under this bank guarantee if we are served upon written claim or demand on or beforeand thereafter bank will not be liable for any claim or demand whatsoever.
5. We (name of the bank) _____ further agree with the Pr.CCA, TNC that the Pr.CCA, TNC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the

said approved tenderer(s) from time to time or to postpone for any time to time any of the powers exercisable by the Pr.CCA, TNC, against the said approved tenderer(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said approved tenderer(s) or for any forbearance, and or any omission on the part of Pr.CCA, TNC, or any indulgence by the Pr.CCA, TNC , to the said approved tenderer(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the approved tenderer(s).
7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the Pr.CCA, TNC.
8. We, the Bank agree that this guarantee may be invoked on a number of occasions for part amounts, with the balance standing in favour of the PCCA/CCA, but so that the total amount payable hereunder shall not exceed Rs._____.

Dated: _____

For _____
(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.