

ARMED FORCES TRIBUNAL, REGIONAL BENCH, CHENNAI

File No. H.11016/AFTRBC/Admin/2011

Dated 29 December 2011

TENDER NOTIFICATION

Sub: Tenders invited for providing services of Conservancy / House Keeping, Security and Gardening to the Armed Forces Tribunal, Regional Bench, Chennai –Regarding

Dear Sirs,

1. Sealed tenders are hereby invited for awarding contract on yearly basis for outsourcing of the following services in the Armed Forces Tribunal, Regional Bench, Chennai, Ministry of Defence, 1A Rudhra Road, (Old M.H Complex), St. Thomas Mount, Chennai – 600 016.

- (a) Conservancy / House Keeping - 07 Persons
- (b) Mali (Gardener) - 02 Persons
- (c) Security Guards - 03 Persons

2. The contract is proposed to be awarded to suitable registered agency with sound financial position and having adequate infrastructure and experience and experienced/qualified persons on terms and conditions given in the Annexure A. Agency should have local offices at Chennai to ensure satisfactory fulfilment of contractual obligations. The Agency / Firm having good track record, manpower capacity and relevant experience are eligible to apply.

3. Prior to the submission of tender, the authorised representative of the Agency/Firm may make a visit to this office under prior permission of the Registrar on any working day ie. from Monday to Friday from 10 a.m to 5.30 p.m., if considered necessary. The telephone Number for contact is 044-22332003.

4. The tenders should be submitted in two sealed covers:-

(a) The first sealed cover should be superscribed "Technical Bid" and should contain

- (i) The Proforma at Annexure-B, duly filled in.
- (ii) Agency profile including previous experience of manpower supply to Government / semi Government / autonomous agencies.
- (iii) Acceptance of terms and conditions thereunder.
- (iv) All other required documents.

(b) The second sealed envelope superscribed "Financial Bid" should contain only rates for per person in each category of the above mentioned services and the same should be quoted on monthly basis.

5. Tender shall accompany Earnest Money Deposit of Rs. 30,000/- through a bank draft drawn on any nationalised Bank in favour of "The Registrar, Armed Forces Tribunal, Regional Bench, Chennai.

6. Both the above sealed covers should be placed in the main sealed envelope superscribed 'Tender for Outsourcing of House Keeping, Security and Gardening Services'. This should be addressed to The Registrar, Armed Forces Tribunal Regional Bench, Chennai, 1A Rudhra Road, (Old M.H Complex), St. Thomas Mount, Chennai – 600 016 and sent by post or hand delivered by 5 p.m. of 16th January 2012 and shall be opened on 20th January 2012 at 4 p.m by the Committee in the presence of the tenderers or their authorised representatives. Tenders, if any, received after 16th January 2012 will be rejected. The tender once submitted is final and no negotiation is permissible / admissible. The tenders submitted without Demand Draft of Rs.30,000/- (Earnest Money Deposit) will not be accepted.

Thanking you,

Yours faithfully,

Encl : As above (Annexure A & B)

Date: Dec 2011

Registrar
Armed Forces Tribunal,
Regional Bench, Chennai

ANNEXURE-'D'

TERMS AND CONDITIONS

The Outsourcing Contract will be awarded to the Agency found to be the most suitable for providing Conservancy / House Keeping, Security and Gardening Services subject to the acceptance of the following terms and conditions.

General Conditions

- (a) The contract is valid for a period of one year only.
- (b) Rates quoted shall be inclusive of all material all Wages, PF, ESI, Service Tax, Service charge etc fulfilling all laws, Rules, requirement and statutory obligations required under Minimum Wages Act, Workmen's Compensation Act and other labour laws in force from time to time. All welfare measures in respect of the personnel provided by you will have to be taken care of by your firm only.
- (c) All the personnel provided by you shall discharge the duties assigned to them obediently and conduct themselves responsibly. Any staff may be asked to be replaced immediately from site without assigning any reason whatsoever. Non compliance may lead to suitable action against the firm.
- (d) The rates shall not be revised till the end of the contract period unless the same is statutorily mandated.
- (e) Either party can terminate the contract at any time by giving three months notice in writing.
- (f) Attendance Register will be maintained in this office for your staff and they should sign the same before commencement of work.
- (g) The personnel employed should not be changed except during the emergencies or under compelling circumstances during which time suitable replacement should be provided in consultation with the Registrar. Appropriate penalty/deductions will be levied for absence of your staff.
- (h) No staff deployed by you should smoke, chew pan/Gutkha or be in inebriated condition etc within the campus. Non compliance may lead to suitable penalty/termination of contract.
- (i) Your firm shall only raise the wage bill every month after making payment of wages to the personnel employed and payment of wages to the personnel should be made through bank only. The wage bill should be accompanied with the receipt of the

payment of wages made to the employees and the payment will be made in the following month before 10th, after deducting TDS (Tax Deducted from Source) norms.

(j) All the materials required for the housekeeping and gardening works like broomsticks, mopping sticks, washing powder, phenyl, naphthalene balls, thalwar, kurpi etc will be provided by the Armed Forces Tribunal, Regional Bench, Chennai. However, the other requirements like uniform, footwear, caps, (torch light and lathi for security) etc for your personnel will have to be provided by you only.

(k) In the event of any dispute regarding contract the decision of the Armed Forces Tribunal, Regional Bench, Chennai will be final and binding.

(l) The verification of character and medical fitness certificate in respect of each employee should be furnished.

(m) The firm shall not engage any sub-contractor or transfer the contract to any other person.

(n) The firm's staff will work under the overall supervision and direction of the Armed Forces Tribunal, Regional Bench, Chennai or any other officer authorised by this Tribunal.

(o) No wage/remuneration will be paid to personnel employed for the days of absence from duty.

(p) The successful bidder shall have to give Performance Bank Guarantee to the tune of 10% (Ten per cent) of the bid amount in addition to EMD of Rs. 30,000/-

For Conservancy / Housekeeping

(a) Job Description.

(i) To maintain cleanliness of all rooms, Court Room, bathrooms, toilets,

Wash basins, corridors, staircase etc.

(ii) Daily cleaning/dusting of writing tables, working tables, chairs, computers and other accessories and sweeping and mopping the floors.

(iii) Daily cleaning of window panes.

(iv) Periodic cleaning of ceilings to remove cobwebs.

(v) Regular maintenance of cleanliness of electric fans, ACs and light fittings of the building.

- (vi) Moving of articles like tables, chairs, almirahs, display boards, etc as and when such shifting is necessary.
 - (vii) Keeping the drains around the building clean and clear from choking.
 - (viii) Maintain cleanliness around the Armed Forces Tribunal premises.
 - (ix) Cleaning should be completed in office premises prior to commencement of office hours so that work in office does not get interrupted in the middle for cleaning purpose.
- (b) Working Hours. The working hours for staff employed is generally eight hours from Monday to Friday. However, in case the circumstances so warrant they will have to attend duty by coming early or by leaving office late as and when necessary. Further they will have to attend duty on holidays in the event of administrative exigencies.

For Security

(a) Job Description.

- (i) The firm will provide "ROUND THE CLOCK" Security arrangement by supplying trained security guards. The shift/change will be after proper handing and taking over formalities in the register provided for this purpose.
 - (ii) The guards supplied by you should be trained, young, smart, well with proper uniform and able to safe guard the entire premises.
 - (iii) To prevent all thefts, pilferage, damage, encroachment etc at Armed Forces Tribunal, Chennai.
 - (iv) The guards deployed should also be trained in fire fighting in case of fire mishaps.
- (b) The night duty guards especially will be equipped with lathi, torches etc.

For Gardening

(a) Job Description.

- (i) Development, maintenance and upkeep of lawn in the Armed Forces Tribunal Premises.
- (ii) Proper watering to lawn, flower pots etc daily.
- (iii) Personnel provided should be expert in maintenance of lawn implanted with high variety grass.
- (iv) Area cleanliness around the premises.

- (b) The working hours for staff employed is generally eight hours from Monday to Friday. However, in case the circumstances so warrant they will have to attend duty by coming early or by leaving office late as and when necessary. Further they will have to attend duty on holidays in the event of administrative exigencies.
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PROFORMA FOR TECHNICAL BID

Ser No	Particulars	To be filled in by the tenderer
1.	Name of the Firm	
2.	Date of establishment of the Firm	
3.	Detailed office address of the Firm with Office Telephone Number, Fax Number and Mobile Number and the name of the contact person	
4.	Whether registered with and holding licence from all concerned Government Authorities including registration under Contract Labour (Regulation and Abolition) Act 1970 (Copies of all certificates of registration to be enclosed)	
5.	PAN/TAN Number (Copy to be enclosed)	
6.	Labour Licence Number (Copy to be enclosed)	
7.	Service Tax Registration Number (Copy to be enclosed)	
8.	EPF Registration Number (Copy to be enclosed)	
9.	ESI Registration Number (Copy to be enclosed)	
10.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard)	
11.	Length of experience in the field.	
12.	Experience in dealing with Govt. Departments (indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the Firm).	
13.	Whether a copy of the terms and conditions (Annexure-A), duly signed, in token of acceptance of the same, is attached	
14.	Whether firm profile is attached?	
15.	List of other clients	

ARMED FORCES TRIBUNAL, REGIONAL BENCH, CHENNAI

TENDER NOTICE

Tender No.H .11016/AFTRBC/Admin/2011

Dated : Dec2011

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(c) Security

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6. The complete details of the Tender Notification, Terms and Conditions and Proforma for Technical Bid are available in the website of <http://aftdelhi.nic.in/> and in this Office.

Registrar,
Armed Forces Tribunal,
Regional Bench, Chennai

