

ARMED FORCES TRIBUNAL
REGIONAL BENCH, KOCHI

BRISTOW HOUSE,
K.J.HERSCHELL ROAD,
Kochi – 682 001.
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No. AFT/RBK/E-41/2010

Date: 22-12-2011

QUOTATION

Separate sealed quotations are invited from reputed agencies for providing the under mentioned services to the Armed Forces Tribunal, Regional Bench, Bristow House, K.J.Herschell Road, Fort Kochi for a period of one year.


Quotation No.1: HOUSE KEEPING, SANITATION AND CLEANING WORKS.

Quotation No.2: ONE PHOTOCOPIER ATTENDANT AND ONE MALI/GARDENER

Details of the quotations will be available from the office of the Tribunal on all working days during office hours. The same is also available in the website "aftdelhi.nic.in". The quotations addressed to the Registrar must reach the office on or before 20-01-2012, 5:00 PM. The quotations will be opened on 23-01-2012 at 11:00 AM.

The office reserves the right to cancel the quotations at any time without assigning any reasons.

The specification and details of the services to be provided is given in Appendix-1 and Appendix-2..


K.R.JAYAPRAKASH NARAYANAN
REGISTRAR

To

Website of AFT
The Notice Board, AFT, Kochi.
The file.

Appendix-1

1. Manpower required is
 Photocopier Attendant - one.
 Mali (Gardener) - one.
2. The service is to be provided for a period of one year.
3. The rates quoted shall include contribution to ESI, PF, Education Cess, Agency Commission, Service Tax or any other charges.
4. The amount charged for the services provided and the amount towards statutory contributions and taxes, shall be specified separately in the quotation.
5. The service provider shall undertake the responsibility of providing services of Photocopier Attendant for operating the photocopier machines in the AFT and for providing the service of Mali for maintenance of the lawn and garden in the AFT.
6. The Service provider shall ensure that the persons deputed as Photocopier Attendant and Mali are well trained and experienced for the efficient and lively execution of the work and also that their character and antecedents are good.
7. The Service Provider should issue suitable identity cards and uniform dress to the personnels deployed by them, to be worn by the personnels during their work.
8. The deployed personnels shall maintain office discipline and shall report for duty in time before the Officer in charge of the Tribunal on every day.
9. The Service Provider shall provide suitable substitutes in the case of leave or absence of any worker.
10. The Photocopier attendant should be available in the office throughout the day during office hours on all working days. In case of necessity he will be available during holidays and out of office hours. No extra charge will be demanded for the same.
11. Mali should be available on all days including Saturdays and Sundays and holidays from 8 A.M. to 6 P.M for attending the lawn and garden (watering/maintenance). Mali should do all works relating to maintenance of the garden and lawn in the Armed Forces Tribunal .
12. Tools or any accessories, and similar items that may be required for the maintenance and betterment of the Lawn and garden is to be provided at the expense of the Service Provider.
13. Lawn Mover, water and hoses available in the AFT can be utilised by the Mali for providing the service.
14. The Service Provider should take the responsibility for any loss, damage etc. caused by his workers deputed as Photocopier Attendant and Mali to the equipments and property of AFT handled by them.
15. All statutory payments like esi, epf, service tax etc. in respect of the persons deputed has to be paid by the Service Provider.

16. The payment towards service charge will be made monthly on production of the bills for the same by the service provider. These bills will be paid only after ascertaining that the service provider has paid all statutory payments to be paid in respect of the personnels deputed and that the personnels deputed has received the wages for the concerned month and that services has been received satisfactorily during the month.
17. The selected Service Provider shall have to enter into a contract with the AFT by executing an agreement regarding the rates, services, penalties and other conditions.
18. The charges shall be unchangeable and no representation for the enhancement of rates will be considered during the contract period.
19. Service Provider shall be liable for the loss incurred by the First Party if they withdraws from the contract before the expiry of the contract period.
20. The quotation shall accompany earnest money deposit of ₹.8000/- (Rupees Eight thousand only) through a Bank Draft/Fixed Deposit receipt, Bankers Check or a Bank Guarantee in favour of the Registrar, Armed Forces Tribunal, Regional Bench, Kochi.
21. The selected Service Provider will have to deposit an amount towards performance guarantee , the amount and the manner of deposit will be decided by the AFT.

Sd/-

REGISTRAR

Appendix-2

1. Manpower required is: Two female employees and One male employee.
2. The service is to be provided for a period of one year.
3. The rates quoted shall include contribution to the ESI, EPF, Education Cess, Agency Commission, Service Tax or any other charges.
4. The amount charges for the services provided and the amount towards statutory contributions and taxes shall be specified separately in the quotation.
5. The service provider shall undertake the responsibility of providing House Keeping, Cleaning and Sanitation services in the office and compound of AFT. Approximate area is:- courtyard : 8250 sq ft, office area : 5250 sq ft, toilets : 500 sq ft, lawn area : 1400 sq ft. The dias, furniture etc in the court hall and office rooms are to be cleaned neatly every day well before the court sitting begins. Toilets attached to the cabins/ chambers and other toilets to be cleaned twice and left dry in the morning and afternoon. Chairs, tables, counter tops etc to be dusted. Air-freshners and urinal cakes shall be provided at regular intervals in the toilets. Lamp shades, Fans and other electrical fixtures shall be cleaned at periodic intervals.
6. The Service Provider shall use suitable equipments and accessories such as High Pressure Water Jet Machine, Automatic Wet Vacuum Cleaner Automatic Dry Vacuum Cleaner, Garbage Collection Trolley, Mope Trolley with squeeze, Easy Mope, Telescopic Pole and Nifty Nabber, soaps, detergents, room-freshners, urinal cakes etc. for the cleaning works in AFT. All equipments and materials required for proper cleaning/sanitation/ housekeeping work should be provided at the expense of the Service Provider.
7. The cleaning works should be carried out on all days including holidays. During working days the service personnels should be present in the office from 8.AM to 6.PM.
8. The Service provider shall ensure that the persons deputed are well trained and experienced for the efficient and lively execution of the work and also that their character and antecedents are good.
9. The Service Provider should issue suitable identity cards and uniform dress to the personnels deployed by them, to be worn by the personnels during their work.
10. The deployed personnels shall maintain office discipline and shall report for duty in time before the officer in charge on every day.
11. The Service Provider shall provide suitable substitutes in the case of leave or absence of any worker.
12. The Service Provider should take the responsibility for any loss or damage caused to the equipments and property of AFT handled by the workers deputed to the AFT.
13. All statutory payments like ESI, EPF, service tax etc. in respect of the persons deputed has to be paid by the Service Provider.

14. The payment towards service charge will be made monthly on production of the bills for the same by the service provider. These bills will be paid only after ascertaining that the service provider has paid all statutory payments to be paid in respect of the personnels deputed and that the personnels deputed has received the wages for the concerned month and that services has been received satisfactorily during the month.
15. The selected Service Provider shall have to enter into a contract with the AFT by executing an agreement regarding the rates, services, penalties and other conditions.
16. The charges shall be unchangeable and no representation for the enhancement of rates will be considered during the contract period.
17. Service Provider shall be liable for the loss incurred by the AFT if they withdraws from the contract before the expiry of the contract period.
18. The quotation shall accompany earnest money deposit of ₹.8000/- (Rupees Eight thousand only) through a Bank Draft/Fixed Deposit receipt, Bankers Check or a Bank Guarantee in favour of the Registrar, Armed Forces Tribunal, Regional Bench, Kochi.
19. The selected Service Provider will have to deposit an amount towards performance guarantee , the amount and the manner of deposit will be decided by the AFT.

Sd/-

REGISTRAR