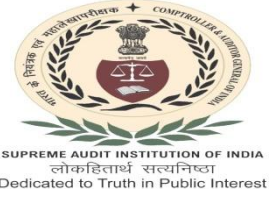




सत्यमेव जयते



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

कार्यालय प्रधानमहालेखाकार (लेखापरीक्षा-I), तमिलनाडु
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I), TAMIL NADU
361, अण्णासालै/ANNA SALAI, तेनामपेट/TEYNAMPET, चेन्नै/CHENNAI -18.

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Email: om.tmn1.au@cag.gov.in

Website: <https://cag.gov.in/ag1/tamil-nadu/>

NOTICE INVITING TENDER

E-Tender Notice (through Gem Portal) for Hiring of Sanitation Services (Composite Contract engaging both House Keeping Manpower and Materials to **O/o. The Principal Accountant General (Audit - I) Tamil Nadu, situated in Chennai and Madurai**

E-tender (through GeM Portal) under two-bid system from eligible Manpower Agencies (**with registered office or branch office in Chennai/Tamil Nadu only**) for providing sanitation services - composite contract including housekeeping manpower and materials to **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I)**, situated in Chennai and Branch Office in Madurai for the period of one year from **01.04.2025 to 31.03.2026** with mutual consent of both parties is invited. Requirement/eligibility criteria, Terms and Conditions of the contract have been clarified in the additional terms and conditions attached in Government e Marketplace (GeM) bid. GeM Tender document (including additional terms and conditions) is available online at GeM portal as well as on the website of **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)** i.e. <https://cag.gov.in/ag1/tamil-nadu/>. However, for any clarification, bidders may contact on om.tmn1.au@cag.gov.in. Bidders are advised to read tender document (uploaded on website and on GeM portal) and check their eligibility before participating in the bid.

TENDER SCHEDULE

Name of the Work	E-Tender (GeM) for Providing sanitation services including manpower and materials as composite contract to the Office of the Principal Accountant General (Audit-I), situated in Chennai and Madurai, Tamil Nadu,
Estimated Cost for one year contract	2025-26 Refer GEM Bid Document
Last Date & submission of E-Tender	As per Bid specification uploaded on GeM portal.
Date & Time of opening of online Tender	As per Bid specification uploaded on GeM portal.
<u>Earnest Money Deposit</u> (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E Tender (Technical bid)	5 % of the contract value
Performance Guarantee/ Security (PBG/ SD) to be deposited by successful bidder	3% of the Contract Value

INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

1. The e-tenders are being invited for providing sanitation services including manpower and materials as composite contract through GeM. All the instructions of GeM bidding and additional terms and conditions (ATC) are applicable. Tender must be submitted through GeM only. The bid received in physical mode shall not be considered at all. Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following <https://cag.gov.in/ag1/tamil-nadu/> or <https://gem.gov.in>.
2. The interested bidders shall submit their tender(s) both technical bid and financial bid through online mode in www.gem.gov.in. The bidders shall upload all the documents as per Eligibility criteria for Bidders through GeM portal only. Bids submitted through any other form will be rejected.
3. Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
4. **The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.**
5. **Manpower Service (Outsourced Personnel)- Number of persons and place of work**

Location	Name of the post	Total No. of persons	Timing	Total no of working days	Hours of duty
Lekha Pariksha Bhavan, 361, Anna Salai, Teynampet, Chennai - 600018	House keeping	13	7.30 AM to 4.30 PM	6 days a week	9 hours
Lekha Pariksha Bhavan, AGs Avenue, Press Colony, Opp to MGR bus stand Madurai - 625007	House keeping	03	7.30 AM to 4.30 PM	6 days a week	9 hours

6. **Bids received without EMD / EMD exemption declaration will not be considered and summarily rejected. (details explained in EMD para below)**
7. **This Gem bid is based on Quality and Cost Based Selection (QCBS) method and evaluation of technical bid will be as per the marks/ranking of QCBS criteria. A detailed explanation of the criteria, evaluation procedure and marks has been listed in Annexure V in this document (ATC).**
8. The bidder shall fill in the required details as per Annexure and enclose all the supporting documents which do not contain any ambiguity. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
9. Any attempt to negotiate directly or indirectly by or on part of the bidder with this office authorities/staff for acceptance of the tender or influence the acceptance of the tender by any means will result in his/her/their tender excluded from consideration.

10. Mere submission of any tender connected with this document shall not constitute any agreement of contract. The tenderer shall have no clause of action or claim, against this office for rejection of this offer. This office shall always be at its liberty to reject or accept any offer or offers at its sole discretion, and any of such action will not be called into question and tenderer shall have no claim in this regard against this office.
11. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
12. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mail at om.tmn1.au@cag.gov.in
13. It requires that this office as well as bidder must observe the highest standard of ethics during the evaluation of bids, procurement and execution of this contract. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder eligible for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question. It will also declare the Agency ineligible for award of contract at any time either indefinitely or for a stated period of time, if it determines that the Agency has engaged in corrupt or fraudulent practices in competing for or in executing a contract
14. Bidders are requested that, before quoting their rates or applying for bid/tender, the tender conditions may please be read out thoroughly (line by line), otherwise this office will not be held responsible for any error/oversight of the bidder. Manpower Service Agencies intending to participate in the tender contract should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions mentioned herein before, otherwise the tender will be summarily rejected.

GENERAL TERMS AND CONDITIONS

1. The Bidder must be registered with the statutory Central and State authorities viz., ESI, EPF, Income Tax, GST Registration etc., and valid Labour License / obtain valid Labour License for supply of manpower as mentioned in the tender document. All existing statutory regulations of both the State as well as the Central Government, shall be adhered to by the bidder and all records maintained thereof shall be available for scrutiny by this Office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
2. The annual turnover of the bidder must be 30 Crores in last three financial years. The copy of PAN, IT returns along the tax/turnover statement should be enclosed.
3. The contract will be in force for a period of one year from the date of award of contract. This office reserves the right to extend the contract further, subject to satisfactory performance of the contractor.
4. The Manpower Agency should have at least a minimum of three years' experience in providing sanitation/housekeeping services to Central/State Government offices. Copies of Agreement / Work Order from previous clients as documentary evidence shall be provided in **Annexure III**.
5. Bank Guarantee from a reputed bank for 3 % (Three) of Annual Value of the contract as performance guarantee must be submitted within one month from award of contract. In case of deficiency of service / loss due to negligence, this guarantee will be invoked in

addition to any other action that may be initiated including termination of contract. The guarantee will be valid during the contract period and also two months after the end of the contract period.

6. The service charges/rates quoted by the agency shall be fixed for the contract period and no request for any change / modification shall be entertained before expiry of contract period.
7. The manpower agency/contractor should pay the outsourced personnel minimum wages at the prevailing rate fixed under the Minimum Wage Act. During the contract period if any statutory increase of wages/ DA, etc is to be adopted based on the Circular/Notifications issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India from time to time. Any breach of this condition will result in the immediate termination of the contract.
8. The manpower agency/Contractor should furnish copies of all remittance challans /receipts of statutory levies paid in respect of EPF, ESI, GST, etc of previous month along with the claim/bill of current month.
9. No wages / remuneration will be paid to any outsourced staff employed for the days of absence from duty.
10. The contractor should ensure that wages are paid before 5th of every month and should submit report – (personnel wise) amount of wages paid by 10th of every month.
11. The house keeping materials required for Chennai and Madurai offices have been listed in **Annexure VI**. Items have been categorized as monthly and quarterly requirement for both Chennai and Madurai separately. Items have also been defined with specified brands.
12. The House keeping materials required on monthly basis must be supplied by 5th every month and items required on quarterly basis must be supplied on 5th day of every quarter (April, July, Oct and Jan).
13. The rates for housekeeping materials must be quoted for the annual requirement (for whole year 2025-26). The annual rates must be separately quoted for Chennai and Madurai as per the items in **Annexure VI**. The rates quoted must be inclusive of GST and Delivery charges. The rates accepted for materials supply within the prescribed limit mentioned in tender is final. Changes in rates of any item will not be accepted during the period of contract.
14. Payment to the manpower agency/contractor will be made by NEFT/RTGS/ECS only, on presentation of the bill. Other deductions like TDS on income tax and TDS on GST will be as applicable as per income tax and GST rules against the bills drawn towards the vendors. Any other service charges levied by Government or GeM portal will be borne by the vendors only.
15. The housekeeping personnel engaged shall not be below the age of 18 years or above the age of 58 years.
16. The transportation, food, medical and other statutory requirement under the various Acts / Government Regulations in respect of each outsourced personnel engaged will be the sole responsibility of the bidder/ manpower agency. This office will not offer any of the above to the outsourced personnel under any circumstance.
17. The character of antecedents of each personnel of the Manpower Agency shall be verified by the manpower agency before their deployment. The Police Verification Certificate of each individual to be engaged by the Manpower Agency along with their Profiles &

photos should be submitted by the manpower agency. The Manpower Agency shall be responsible for any act of indiscipline on the part of persons deployed by them.

18. The manpower agency shall be bound to ensure a) proper conduct of the persons in office premises, b) to enforce prohibition of consumption of alcoholic drinks, paan, and smoking, loitering either individually or in groups while on duty and c) trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In-charge of this office upon any matter arising under this clause shall be final and binding on the manpower agency.
19. The outsourced personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential /secret nature.
20. The outsourced personnel should be polite, cordial, positive and efficient, while handling the assigned work and they shall not interfere with the duties of the employees of this office.
21. The manpower agency shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.
22. All damages caused by the outsourced personnel to the property of this office shall be recovered from the manpower agency / contractor.
23. There is no Master and Servant relationship between the outsourced employees and this office. Further the outsourced employees of the manpower agency shall not claim any absorption in this office or the Government of India stating this contract service.
24. The outsourced personnel shall not claim any benefit / compensation / absorption / regularization of services from / in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the manpower agency to this office.
25. The Office of the Principal Accountant General (Audit-I), Chennai may at its discretion at any point of time during the validity of the contract, require the manpower agency to dismiss or remove from the site of work, any person or persons, as employed by the Manpower Agency, who may be incompetent or for his/her/their misconduct and the manpower agency shall forthwith comply with such requirements immediately.
26. This office may increase or decrease in the no. of persons employed for outsourced services as per the needs of the office during the period of contract. The manpower agency shall provide additional persons if desired by the Office, during the period of this agreement at the rates/service charges already agreed in this contract
27. This Office reserves the right to terminate the contract at any time without giving any notice or reasons whatsoever.
28. The manpower agency shall not assign, transfer, pledge or sub contract the performance of such services without the prior written consent of this office.
29. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to courts of Chennai jurisdiction only.

EMD:

1. Bidders have to submit EMD @ 5% on the contract value drawn in favour of PAO/IAD, Chennai (DD, Banker's cheque, Bank Guarantee) along with technical bid.
2. EMD is to be submitted by all the bidders except Micro, Small and Medium Enterprises or bidders registered with Central Purchase Organization (CPO) or start-ups as recognized by the Department of Industrial Policy and Promotion (DIPP) as prescribed in GFR 170(i) of GFR, 2017. Apart from the above, no other bidder is exempted from payment of EMD. However, the bidders seeking exemption from EMD shall have to submit the requisite document in support of the claim for exemption
3. **Bids received without EMD / EMD exemption declaration with supporting documents will not be considered and summarily rejected**

PERFORMANCE GUARANTEE/SECURITY:

1. The successful bidder should provide Bank Guarantee from a reputed bank for **3% (Three)** of value of the contract as specified in the bid document.
2. In case of deficiency of service/loss due to negligence, this guarantee will be invoked in addition to any other action that may be initiated including termination of contract.
3. The guarantee will be valid during the contract period and sixty days beyond the date of completion of contract period. (01.04.2025 to 31.05.2026).

BID EVALUATION

1. Bids enclosed with the following essential details will only be considered for technical evaluation as per QCBS criteria. (Annexure V)
 - a) EMD or EMD exemption with proof for claiming exemption as per GOVT norms
 - b) Registered corporate office or branch office in Chennai/Tamil Nadu
 - c) 30 crores turnover and three years of previous experience with Government offices
 - d) All statutory documents viz ESI, EPF, GST, PAN, registration/incorporation certificate, labour licence, etc
 - e) Furnish acceptance to supply housekeeping materials monthly & quarterly and all terms and conditions and
 - f) Fill details in Annexure I to IV as called for in ATC.
2. Financial bids of technically qualified bidders will be considered for financial evaluation.
3. Bidder/Tenderer should quote the rate in Percentage (%) for administrative charges/ service charges in the Financial Bid only. (Service charges do not attract GST)
4. Subject to satisfaction of all terms and conditions of this tender, the bidder qualifying in technical bid and quoting the lowest service charge shall be awarded the contract in financial bid. If more than one bidder quotes the lowest service charge, as per guidelines in GeM portal this office shall opt for random auto run/select feature in GeM for finalizing the L1 bidder.

TERMS AND CONDITIONS FOR HOUSE KEEPING SERVICE STAFF

1. The House keeping personnel must report to the Designated Officer / Care taker of this office and follow his/her instructions. The personnel should be punctual and should report for duty before duty commencing time daily. If a particular person is absent on any day, a substitute should be deployed in his/her place by the manpower agency.
2. Outsourced Personnel deployed shall not be below 18 years and not above 58 years of age. They shall perform their duties to the satisfaction of this office. The personnel deployed should be well experienced, trained adequately and of sound health.
3. The working hours will be 7.30 AM to 4.30 PM - 9 hours daily with half-an-hour break for lunch/food in between. No food or beverages will be offered by this office.
4. The persons employed should work on Monday to Saturday with one day off on Sundays. In any exigency of work, housekeeping staff must be available to work after office hours, or Sunday or closed holidays also. The workers must suitably adjust their working time to cater to any emergency work that may arise.
5. The house keeping personnel must be provided with proper uniform and identity card. They should be disciplined and well mannered. They should have knowledge of local language (Tamil).
6. The House Keeping shall perform their duties diligently to maintain neat and clean atmosphere of the entire premises of the offices that includes the open areas & the built up areas, its movable and immovable properties apart from attending to such other duties as may be assigned by officers concerned from time to time.
7. In case the house keeping staff provided by the manpower agency to this office are found to indulge in any undesirable or unfair activities in the premises of the office, the Manpower Agency will be solely responsible for all the consequences and this office shall be at liberty to lodge complaints before appropriate authorities and demand the manpower agency to remove such person from duty which shall be complied with forthwith.

TERMS AND CONDITIONS FOR SUPPLY OF HOUSE KEEPING MATERIALS

1. The house keeping materials required for Chennai and Madurai offices have been listed in **Annexure VI**. Items have been categorized as monthly and quarterly requirement for both Chennai and Madurai separately. Items have also been defined with specified brands.
2. The House keeping materials required on monthly basis must be supplied by 5th every month and items required on quarterly basis must be supplied on 5th day of every quarter (April, July, Oct and Jan).
3. The rates for housekeeping materials must be quoted for the annual requirement (for whole year 2025-26). The annual rates must be separately quoted for Chennai and Madurai as per the items in **Annexure VI**. The rates quoted must be inclusive of GST and Delivery charges. The rates accepted for materials supply within the prescribed limit mentioned in tender is final. Changes in rates of any item will not be accepted during the period of contract.
4. All the items mentioned must be supplied to Chennai and Madurai separately as per the terms, failing which proportionate value of the items not supplied will be deducted in monthly bills.
5. The items for which brand preferred by this office have been quoted in tender. The same brands only will be accepted by this office in the supplies. Failing the supply the specified brands will also attract deduction in monthly bills.
6. For items for which brand is not mentioned a good quality products must be supplied. In case of any dissatisfaction or poor quality in the product supplied for non-branded items, immediate replacement with good quality products must be made at the cost of the manpower agency/contractor. Else cost value of the items for which the quality is not satisfactory will be deducted in monthly bills.
7. With regard to quality and brand of the products to be supplied this office decision is final.
8. There may be increase or decrease in any item in the list as per the discretion of this office. The changes will be informed to the manpower agency/contractor accordingly. The addition of new item or deletion or change in quantity based on this office needs must be accepted by the contractor and supply accordingly without any disagreement.

-SD-

Sr. Deputy Accountant General/Admn.
Office of the Principal Accountant General (Audit-I)
Tamil Nadu, Chennai - 600 018.

Encl:

- Declaration of Authorized Signatory (Annexure - I)
- Profile of Bidder (Annexure - II)
- Details of existing contracts (experience) (Annexure - III)
- Declaration (Annexure – IV)
- QCBS – methodology (Annexure V)
- List housekeeping materials required (Annexure VI)

ANNEXURE – I
(To be submitted with technical bid)

DECLARATION of Authorized signatory

1. I, _____ Son/ Daughter /wife
of Shri _____, authorized signatory of the Agency 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 (GeM
and additional terms and conditions (ATC) attached) and I submit the tender related
documents and quote accordingly.
3. The information/ documents furnished along with the tender 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.

Signature of Authorized Signatory

Name and Seal of Agency

Date:
Place:

ANNEXURE – II
(To be submitted with technical bid)

PROFILE OF THE BIDDER / TENDERER

Sl. No	Particulars	To be filled in by the Tenderer
1.	Name of the Agency	
2.	Date of establishment	
3.	Detailed office address with office telephone number, Fax number and Mobile number and email ID	
4.	Contact Person with mobile no.	
5.	Whether registered with all concerned Government authorities (EPF/ESI/Labour etc.) (Copies of all certificate of registration to be enclosed.)	
6.	PAN Number (Copy to be enclosed)	
7.	GST Number (Copy to be enclosed)	
8.	Whether the agency is blacklisted by any Govt. Department or any criminal case is registered against the agency or its owner anywhere in India. Please attached an Affidavit stating that the agency is / has not been black listed by Centre/ State Government/ PSU etc.	
9.	Length of experience in the field	
10.	Agency profile (to be attached)	

Signature of Authorized Signatory

Name and Seal of Agency

Date:
Place:

ANNEXURE – III
(To be submitted with technical bid)

Details of the existing contracts

<u>Sl. No</u>	Name and Address of the Organization, Name, Designation and Telephone / Fax No. of the officer concerned	Govt. sector / Private Sector	Details regarding the contract including manpower deployed	Value of Contract in (₹)	Duration of the Contract	
					From	To
1.						
2.						
3.						
4.						
5.						

Signature of Authorized Signatory

Name and Seal of Agency

Date:
Place:

-

ANNEXURE – IV
(To be submitted with technical bid)

DECLARATION FOR ACCEPTING ALL TERMS AND CONDITIONS

- 1) I/We hereby accept that we are submitting the EMD for 5% of contract value of contract as per terms and conditions to participate in the tender or I/We hereby are eligible from exemption of EMD as we are a MSME registered Agency and I/We are submitting necessary documents for the exemption.
- 2) **I/We accept to supply the house keeping materials as per the brand and quantity as listed in the Annexure VI every month and quarter within the prescribed rates accepted in the contract.**
- 3) I/We read all the terms and conditions in ATC and accept evaluation of bid as per the QCBS methodology mentioned in ATC.
- 4) I/We have registered with all Government authorities for statutory requirements - ESI, EPF, GST, PAN, Registration/incorporation certificate, Valid labour licence.
- 5) I/We have a registered corporate office or branch office in Chennai/Tamil Nadu.
- 6) I/We will not withdraw or modify the bid during the period of validity of contract.
- 7) I/We have not been blacklisted by any Government or private office in the past seven years.
- 8) I/We will submit performance security for 3% of contract value before the deadline defined in the terms of contract if we are selected for the contract.
- 9) I/We will pay the wages (as per min. wages act) to outsourced employees before 5th of every month as mentioned in the conditions.
- 10) I/We will abide with all the terms and conditions as per GeM and as per additional terms and conditions (ATC of tender) called for by the principal employer Office of the Principal Accountant General (Audit I), Tamil Nadu, Chennai.

I/We accept to all the conditions above failing which our contract shall be terminated by the buyer/Office of the Principal Accountant General (Audit-I), Tamil Nadu Chennai 18 and suspended for a period of one year from being eligible to submit Bids/Proposals for contracts with the Offices of Indian Audit and Accounts Department.

Signature of Authorized Signatory
Name and Seal of Agency

Date:
Place:

Annexure V

Quality and Cost Based Selection (QCBS)

Total marks - 100 & cutoff marks - 80 for qualification in technical bid

Criteria 1: Registered corporate office in Chennai – 25 marks

1. The bidder must have registered corporate office or branch office in Chennai/Tamil Nadu. Valid proof (telephone bills, EB bills, GST registration or any other Govt Proof) for the same is mandatory, failing which the bid will not be considered for evaluation. **Rental agreement will not be considered as valid proof.**

Bidders having registered office in Chennai will be awarded 25 marks. Bidders with corporate office in Tamil Nadu (other than Chennai) or branch office in Chennai/Tamil Nadu will be awarded 20 marks. Bidders without corporate or branch office in Chennai or Tamil Nadu bidders will not be awarded any marks. Cutoff marks - 20

Criteria 2: Turnover and past contract experience – 25 marks

1. The annual turnover of the bidder must be 30 crores in last three financial years. The copy of IT returns along with the bank records/turnover statement should be enclosed.
2. The Manpower Agency should have at least a minimum of three years' experience in providing sanitation/housekeeping services to Central/State Government offices. Copies of Agreement / Work Order from previous clients as documentary evidence shall be provided in Annexure III in ATC.
3. Bidder should have executed 1 Nos of 100 % of contract value or 2 Nos of 50% of contract value or 4 Nos of 25% of contract value in the past three years.
4. Bidder must have employed 100% of manpower as called for in this contract in previous three years. (Enclose proof)

Bidders having turnover 30 crores and experience proof as above will be awarded 25 marks. Bidders with turnover less than 30 crores, lesser experience and claiming MSE exemption will be awarded 20 marks only. Cutoff marks - 20

Criteria 3: All statutory documents - 25 marks

1. Copies of ESI, EPF, GST, PAN, Registration/incorporation certificate, labour licence, IT returns, self-attested Affidavit for not blacklisted, company profile, escalation matrix.

Total 10 documents. (2.5 marks each) Bidder submitting all the above documents will be awarded 25 marks. 2.5 marks will be deducted for non-submission of each document accordingly. Bidders claiming MSE exemption for any of the above documents will be awarded flat 15 marks. Cutoff marks – 15

Criteria 4: Supply of housekeeping material acceptance certificate and all terms and conditions – 25 marks

1. The contractor should ensure that wages are paid before 5th of every month and should submit report– (personnel wise) for the amount of wages paid by 10th of every month.
2. The house keeping materials required for Chennai and Madurai offices have been listed in Annexure VI. Items have been categorized as monthly and quarterly requirement for both Chennai and Madurai separately. Items have also been defined with specified brands.
3. The House keeping materials required on monthly basis must be supplied by 5th every month and items required on quarterly basis must be supplied on 5th day of every quarter (April, July, Oct and Jan).
4. The rates for housekeeping materials must be quoted for the annual requirement (for whole year 2025-26). The annual rates must be separately quoted for Chennai and Madurai as per the items in Annexure VI. The rates quoted must be inclusive of GST and Delivery charges. The rates accepted for materials supply within the prescribed limit mentioned in tender is final. Changes in rates of any item will not be accepted during the period of contract.
5. There is no Master and Servant relationship between the outsourced employees and this office. Further the outsourced employees of the Manpower Agency shall not claim any absorption in this office or the Government of India stating this contract service.
6. The Manpower Agency's person shall not claim any benefit / compensation / absorption / regularization of services from / in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the Manpower Agency to this office.

All bidders have to mandatorily submit Annexure IV accepting all the terms and conditions including supply of housekeeping materials listed in Annexure VI (monthly and quarterly) at tender approved rates for the year 2025-26. Bidders submitting the acceptance as in Annexure IV will be awarded 25 marks and failing which no marks will be awarded Cutoff marks - 25

Annexure VI

Details of housekeeping materials to be supplied by bidder

Chennai - Monthly Requirement - 31 items – 2025-26				
sl. No.	Name of the Material	Measurement	Requirement for one month	Annual Requirement
1	Hand wash-Lifebuoy	5000 ML CAN	3	36
2	Toilet Cleaners Liquid (Harpic)	5000 ML CAN	5	60
3	Floor Cleaner-Lizol	5000 ML CAN	3	36
4	Urinal Cubes	3 PIECE PACK	15	180
5	Soap Oil	5000 ML CAN	3	36
6	Mop / Steel Stick	1 UNIT	4	48
7	Coconut Broom	1 UNIT	11	132
8	Soft Broom	1 UNIT	6	72
9	Bleaching Powder	1 KG	5	60
10	Scotch Brite Scrubber	1 UNIT	10	120
11	Steel Scrubber	1 UNIT	9	108
12	Dettol Bottle	1 LITRE CAN	2	24
13	Phenyl Additive(Scent)	5000 ML CAN	3	36
14	Mop Refill Big	1 UNIT	8	96
15	Castaic Soda	1 KG	1	12
16	Godrej Air Freshener	5 PER PACK	10	120
17	Naphthalene Balls	1 KG PACK 50 PIECE	1	12
18	Tissue Paper	1 UNIT	8	96
19	Glass Cleaner	500 ML BOTTLE	1	12
20	Toilet Brush	1 UNIT	1	12
21	Scent Lime Fresh	200 ML BOTTLE	4	48
22	Wiper with Stick	1 UNIT	1	12
23	Vim Liquid	125 ML	20	240

24	Scrub Pad-big	1 UNIT	2	24
25	Scotch Brite Scrub Pad-big	15 PIECE PER PACK	2	24
26	Garbage Bag (Small)	30 PIECE PER PACK	14	168
27	Wiper Plastic Floor	1 UNIT	1	12
28	Aala Liquid	1 LITRE CAN	1	12
29	Glass Cleaning Cloth	1 UNIT	1	12
30	Godrej Room freshener spray can	1 UNIT	3	36
31	Surf excel	1 KG	2	24

Chennai - Quarterly Requirement - 08 items – 2025-26				
sl. No.	Name of the Material	Measurement	Requirement for one quarter	Annual Requirement
32	mug small for bathroom	1 UNIT	10	40
33	bucket big for floor cleaning	1 UNIT	10	40
34	Sanitizer	1 LITRE CAN	1	4
35	Hand Glovers	1 UNIT	8	32
36	cob web flower with stick	1 UNIT	3	12
37	Urinal Screen	1 UNIT	14	56
38	Dustbin small	1 UNIT	10	40
39	Dustpan	1 UNIT	1	4

Madurai - Monthly Requirement - 25 items - 2025-26

sl. No.	Name of the Material	Measurement	Requirement for one month	Annual Requirement
1	Hand wash-Lifebuoy	1 LITRE CAN	1	12
2	Toilet Cleaners Liquid (Harpic)	1.5 LITRE CAN	1	12
3	Floor Cleaner-Lizol	1 LITRE CAN	1	12
4	Urinal Cubes	3 PIECE PACK	5	60
5	Soap Oil	1 LITRE CAN	1	12
6	Mop / Steel Stick	1 UNIT	1	12
7	Coconut Broom	1 UNIT	1	12
8	Soft Broom	1 UNIT	1	12
9	Bleaching Powder	250 gm	4	48
10	Scotch Brite Scrubber	1 UNIT	1	12
11	Steel Scrubber	1 UNIT	1	12
12	Dettol Bottle	500 ML BOTTLE	1	12
13	Phenyl Additive(Scent)	1 LITRE CAN	1	12
14	Mop Refill Big	1 UNIT	1	12
15	Godrej Air Freshener	5 PER PACK	1	12
16	Naphthalene Balls	250 gram pack	1	12
17	Tissue Paper	1 UNIT	2	24
18	Scent Lime Fresh	200 ML BOTTLE	1	12
19	Vim Liquid	125 ML	4	48
20	Scotch Brite Scrub Pad-big	1 UNIT	1	12
21	Garbage Bag (Big)	15 PIECE PER PACK	1	12
22	Garbage Bag (Small)	30 PIECE PER PACK	1	12
23	Glass Cleaning Cloth	1 UNIT	1	12
24	Godrej Room freshener spray can	1 UNIT	1	12
25	Surf excel	500 gm	1	12

Madurai - Quarterly Requirement - 14 items - 2025-26

sl. No.	Name of the Material	Measurement	Requirement for one quarter	Annual Requirement
26	Urinal Screen	1 UNIT	6	24
27	Castaic Soda	1 KG	1	4
28	Toilet Brush	1 UNIT	1	4
29	Wiper Plastic Floor	1 UNIT	1	4
30	Dustpan	1 UNIT	1	4
31	bucket small for bathroom	1 UNIT	1	4
32	mug small for bathroom	1 UNIT	1	4
33	bucket big for floor cleaning	1 unit	1	4
34	Sanitizer	250 ml	1	4
35	Hand Glovers	1 UNIT	2	8
36	Aala Liquid	500 ML BOTTLE	1	4
37	cob web flower with stick	1 UNIT	3	12
38	Glass Cleaner	500 ML BOTTLE	1	4
39	Dustbin small	1 UNIT	2	8