

**F.No. 20-69/2011/TOURISM (PF)/
ANDAMAN & NICOBAR ADMINISTRATION
OFFICE OF THE DEPUTY RESIDENT COMMISSIONER
ANNA NAGER, WEST EXTENSION
CHENNAI -600101**

Port Blair dated the June, 2019

TENDER NOTICE

**TENDER FOR PROVIDING MANPOWER FOR HOUSE KEEPING, FRONT
OFFICE MANAGEMENT, GARDENING & HORTICULTURE MAINTENANCE,
SECURITY AND FIRE FIGHTING OF ANDAMAN & NICOBAR BHAWAN, ANNA
NAGAR & K.K.NAGAR GUEST HOUSE AT CHENNAI**

Sealed tenders are invited in two bid system from experienced service Provider/ Agencies/Firms for providing skilled and unskilled manpower in Andaman & Nicobar Bhawan, W-41, North Main Road Extension, Anna Nagar West Extension, Padi Village, Chennai -600 101 & Andaman House, K.K.Nagar, CPWD complex, Chennai.

The Andaman & Nicobar Bhawan is a 52 bedded guest housesituated at W-41, North Main Road Extension, Anna Nagar West Extension, Padi Village, Chennai -600101. The Bhawan at Anna Nagar is also housing 3 VIP suites, which includes the Hon'ble Lt. Governor's accommodation. Two double Bed A/c Rooms (Semi Deluxe), Five Double Bed A/C rooms, 32 Beds in four Dormitory A/c rooms. It has a plot area of approximately 892.66 Sq.mtrs, ground floor 316.915 sq mtrs., Mezzanine Floor 90.690 sq mtrs., First floor 223.763 sq mtrs area second floor area 229.946 sq mtrs, and third floor area 258.444 sq mtrs. It has a stair case head room area of 18.114 sq. mtr. and lift machine room of 15.155 Sq.mtrs.

The Andaman House at K.K.Nagar, Chennai is having 24 double bedded rooms of size 15feet x 15feet each. Apart from 23 A/c rooms, there is also a small room in the entrance for preparation of food for the intimates designated as kitchen area.

It is proposed to engage manpower through reputed, registered outsourcing agencies/societies to upkeep and maintain these guest houses of high standards. Description and scope of work in Andaman Bhawan, Anna Nagar and Andaman House at K.K.Nagar at Chennai is as under:-

I. Description of work:

Andaman Bhawan, Anna Nagar	Andaman House , K.K.Nagar
A. Housekeeping B. Front office management C. Gardening and Horticulture Maintenance D. Security & Fire fighting	A. Housekeeping B. Security & Fire fighting

II. Other Details:

2.1	Period of contract	Three years, extendable for another two years on the same terms & conditions.
2.2	Estimated cost (approx.) for three years	Rs. 50.00 Lakhs (Rupees fifty Lakhs)
2.3	Earnest money deposit (along with application of tender document)	Rs. 1,00,000/- (Rupees One lakhs only)
2.4	Purchase of Tender document	Tender documents can be purchased from the office of the Deputy Resident Commissioner, W-41, North Main Road Extension, Anna Nagar West Extension, Padi Village, Chennai – 600101 on payment of Rs.1000/- (non-refundable). Tender documents can also be downloaded from the Andaman & Nicobar Administration website www.and.nic.in . The downloaded tenders should accompany a demand draft for Rs.1000/- in favour of Accounts Officer, Directorate of Tourism drawn from any of the commercial bank.
2.5	Last date & time for receipt of sealed tender	The tenders may be submitted on or before 3.00 PM on 09.07.2019 in the office of the Deputy Resident Commissioner, Andaman & Nicobar Bhawan W-41 North Main Road Extension, Anna Nagar West Extension, Chennai
2.6	Date & Time of opening of Technical Bid in envelope No.1	3.30 PM on 27.06.2019 in presence of the tenderer
2.7	Date & Time of opening of price bid in envelope No.2	This will be conveyed subsequently
2.8	Tender Document posted on the web site	www.and.nic.in

III. Submission of Tender:

The Tenderer shall submit bids separately in two envelopes namely envelope No.1 (Technical Bid) envelope No.1 (Financial Bid). The envelope No.1 containing technical bid should be superscribed as **“Technical Bid for providing manpower to Andaman House”** and envelope no.2 containing financial bid should be superscribed as **“Financial bid for providing manpower to Andaman House”**. Both technical bids in envelope No.1 and financial bid in envelope no.2 should be placed in a big envelope duly wax sealed and superscribed as **“Tender**

for providing manpower for housekeeping, front office management, gardening & horticulture maintenance, security and fire fighting of Andaman & Nicobar Bhawan, Anna Nagar & K.K. Nagar guest houses at Chennai". The tenders not received in separate sealed covers as per the above procedures shall be summarily rejected.

The financial bids of only those qualifying tenderer whose technical bids are accepted by the tender committee shall be opened. Financial bids of tenderer whose technical bids are not accepted shall not be opened and returned to the tenderer immediately.

IV. Earnest money Deposit:

The EMD of Rs.1,00,000/- (Rupees one lakhs only) shall be in the form of **"Demand Draft, Fixed Deposit receipt, Banker's cheque or Bank Guarantee from any of the commercial banks"** in an acceptable form drawn in favour of Dy. Resident Commissioner payable at Chennai which shall be submitted along with technical bid in envelope No.1

V. Eligibility criteria for Technical qualification:

- a. The tenderers are required to submit documentary proof of satisfactorily having undertaken at least one similar work costing more than the annual estimated cost during the last 03 years or two similar works costing not less than 50% of the annual estimated cost during the last 03 years or three similar works of providing manpower for Housekeeping or Front office or Security & Fire fighting or Gardening & Horticulture maintenance or all of these work together of value costing not less than 30% of the annual estimated cost during the last 03 years ending on 31st March of previous financial year in any Pvt. Ltd./PSUs & Govt. departments.
- b. **The average annual financial turnover of the tenderer firm during the last 03 years ending 31st March of the previous financial year should not be less than annual estimated cost of the work.** A declaration to this effect should be submitted along with the Technical Bid in the Affidavit format in Form - 4 annexed herewith.
- c. The Tenderer firm should also submit a copy of the PAN CARD.
- d. The Tenderer should have the capacity of providing manpower for above work of the Andaman Bhawans/Andaman House as per the requirement stipulated in the tender documents, and the firm should not have been black listed or disqualified or suspended from empanelment or participation in any tender by any of the Private Sector Agencies or Government Sector Agencies.
- e. **Technical Bid** : The Envelope No. 1, i.e. Technical Bid should contain the following duly indexed:-

Sl. No.	Documents to be submitted	Details
1.	The EMD of Rs. 1,00,000/- (Rupees One lakh only) shall be in the form of “ Account Payee, Demand Draft, Fixed Deposit receipt, Banker’s cheque or Bank Guarantee from any of the commercial banks ” in an acceptable form in favour of Accounts Officer, Directorate of Tourism payable at Port Blair which shall be submitted along with technical bid expects those who are registered with the Central Purchase Organization, National Small Industries Corporation (NISC) or the concerned Ministry or Department.	EMD No.& Date
2.	Details of cost of Tender documents (Rs.1,000/-) paid. Demand draft for Rs.1000/- in case of downloaded tender documents.	Demand Draft No.& Date
3.	The documentary support to establish that the firm is having sufficient experience of having provided manpower for carrying out Housekeeping or Front office or Security & Fire fighting or Gardening & Horticulture maintenance or all of these work together as at para V(a) above) during the last 03 years ending on 31 st March of previous financial year in any Pvt. Ltd. or PSUs or Govt. departments minimum 10-15 personal in a single order.	Copies of the work order or award letter or agreement to be enclosed.
4.	Declaration-I& II and certification of minimum wages.	Seal & signed declaration to be enclosed in the format
5.	Audited Balance Sheet/financial statement for the last 03 years, i.e. 2016-2017, 2017-2018& 2018-2019.	Enclose attested documents in the same order.
6.	EPF Registration Certificate	
7.	Service Tax Registration Certificate	
8.	Copy of PAN Card	
9.	Experience certificates from the Clients (on their letter Heads), as per Para V(a) above	
10.	Declaration to the effect that Tenderer is not a loss making firm, in the Affidavit, as per Para V(b) above	
11.	Duly filled up proposal submission form in Form -I	
12.	Bank details with IFSC code.	
13.	The Contractor should furnish documents mentioned at Annexure -I	

VI. **Financial Bid** :The tenderer must submit their financial bid duly sealed and signed in the format of Financial Bid enclosed herewith this Tender Document as **(Annexure -II)**.

VII. **Criteria for evaluation of financial bids** - The criteria for evaluation of L1 bidder will be total of the wages quoted for 22 workers for 30 days

+Administrative charges for 22 workers for 30 days + total of cost of materials for one month.

- VIII. An agreement between Administration and the successful bidder shall be executed before awarding the work to the successful bidder. The Schedule of work, Schedule of quantities, Schedule of materials, terms and conditions as detailed in the tender document and correspondence if any made with the successful tenderer before awarding the work shall form the basis of agreement.
- IX. The Tender Documents can be obtained from the office of the Deputy Resident Commissioner, Anna Nagar west Extn., W-41, North Main Road, Padi Village, Chennai – 600101 on submission of Demand Draft for an amount of Rs. 1000/- (Rupees One Thousand only) drawn in favour of the Accounts Officer, Directorate of Tourism, A & N Administration payable at Port Blair. The Tender Document can also be downloaded from the official website of A & N Administration www.and.nic.in and the same may be submitted along with the Demand draft for Rs.1000/- (Rupees One Thousand Only.) being the cost of Tender Document, drawn in favour of Accounts Officer, Directorate of Tourism, A & N Administration payable at Port Blair.
- VII. The Director of Tourism, Andaman & Nicobar Administration reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

Deputy Resident Commissioner (Chennai)

Copy to:

1. The Senior Information Officer, NIC, Port Blair along with Soft Copy for placing the tender notice in the website [www. and.nic. in](http://www.and.nic.in) after placing the matter on website it may please be confirmed in writing to this Directorate.
2. The Chief Editor (DT) for publishing the same in “The Daily Telegrams.”
3. The Chief Editor (DS) for publishing the same in “ The Dweep Samachar”
4. The Senior Correspondent, Directorate of IP&T, Port Blair with three spare copies for advertisement along with Hindi copy of tender notice.
5. The Director, India Trade Journal, Director General of Commercial Intelligence & Statistics, Council House street, Kolkata -700001 for publishing the above tender notice in ITJ, Kolkata.
6. PA to Secretary (Tourism) for kind information of Secretary (Tourism).
7. PA to Director (Tourism) for kind information of Director (Tourism).
8. Notice Board.

Deputy Resident Commissioner (Chennai)

**GENERAL TERMS & CONDITIONS FOR OUTSOURCING MANPOWER FOR
HOUSEKEEPING, FRONT OFFICE, GARDENING & HORTICULTURE AND
SECURITY & FIREFIGHTING WORKS**

Andaman Bhawan at Anna Nagar:

The Andaman & Nicobar Bhawan, W-41, North Main Road Extension, Anna Nagar west Extension, Padi village, Chennai – 600 101 is a 52 bedded Guest House at Chennai. The Plot area and floor wise details are as follows:

- Plot Area : 892.66 Sq. Mtrs.
 - Ground Floor : 316.915 Sq. Mtrs.
 - Mezzanine Floor : 90.609 Sq. Mtrs.
 - First Floor Area : 223.763 Sq. Mtrs.
 - Second Floor Area : 229.946 Sq. Mtrs.
 - Third Floor Area : 258.444 Sq. Mtrs.
- 1119.677 Sq. Mtrs.

- Stair case Head Room Area : 18.114 Sq.Mtrs.
 - Lift Machine Room : 15.155 Sq. Mtrs.

Details of buildings/rooms		
a.	VIP Suites including Hon'ble L.G's accommodation	3
b.	Double Bed A/C Rooms (Semi Deluxe)	2
c.	Double Bed A/C	5
d.	Dormitory A/C with attached Toilets (total bed) (1 Ladies – 10 beds, 1 Gents -10 Beds, 2 Family Dor - 12 Beds)	32
e.	Kitchen	1
f.	Reception Hall	1
g.	Office of the Dy. Resident Commissioner	1
h.	Dining Hall	1
i.	Mezzanine Floor – Office of the DRC & AE, APWD	1
j.	Store Room	1

Andaman House at K.K Nagar:

Andaman & Nicobar Administration is running a guest house namely “Andaman House” at K.K Nagar, 2nd Floor of CPWD Complex. This guest house is mainly meant for local residence of the islands visiting Chennai for different purposes. The number of rooms and other details of the “Andaman House” at K.K. Nagar are as under:

- Location : 1st&2nd Floor
 - Size of the room : 15 Feet X 15 Feet each floor
 - Total No. of Rooms: 24 Nos.
- a. AC Rooms - 23 Nos.
b. Kitchen - 01 No.

To maintain these guest houses with high standards it is proposed to engage manpower through outsource agencies for rendering following services of Andaman Bhawan, Anna Nagar and Andaman House at K.K. Nagar, Chennai:

Andaman Bhawan at Anna Nagar	Andaman House at K.K Nagar
A. Housekeeping B. Front office C. Gardening / Horticultural Maintenance D. Security & Fire fighting	A. Housekeeping B. Security & Fire fighting

1. The manpower provided by the contractor shall work under overall supervision and direction of the Deputy Resident Commissioner, Andaman & Nicobar Administration, Chennai or any representative authorized by him/ her.
2. The Contractor shall be fully responsible and accountable for above services (A, B, C & D) in the building of Andaman & Nicobar Bhawan, rooms, common areas and the Garden area etc. and for the services (A&B) pertaining to Andaman House at K.K Nagar in Chennai.
3. The Schedule of quantities, schedule of work, schedule of materials, terms & conditions including the tender documents issued by the Department and correspondence if any made with the successful tenderer leading to award of work will form the basis of any agreement, which shall be signed between successful tenderer and the Andaman & Nicobar Administration.
4. The decision of the Deputy Resident Commissioner in respect of dispute as to material and quality of service shall be final and binding on the contractor.
5. All disputes arising out of this contract or thereafter shall be referred to the sole Arbitrators to be appointed by the Lt. Governor.
6. The Deputy Resident Commissioner reserves the right to alter the schedule of works and add or omit any items of work or having parts of the same carried out departmentally or otherwise and such alteration or variations shall not violate the Agreement.
7. The terms of the contract will be for three years with effect from the date of award of the work, which can be extended for another one year on satisfactory performance of the contractor.
8. The contract can be terminated by giving one month notice to the contractor without assigning any reason thereof whatsoever, or even forthwith if the contractor fails or neglects to render any of the said services to the satisfaction of the Andaman & Nicobar Administration, or commits breach of the terms and conditions.
9. The contractor shall be wholly responsible for any loss or damage to the property belonging to the Andaman & Nicobar Administration, caused by the contractor or by his employees and will pay to the Administration, or allow

the amount of loss, sustained by Administration to be deducted from any the security deposit and sum due to the contractor.

10. The contractor shall provide efficient manpower for providing above services and to maintain standard of cleanliness required from him. In case of failure to provide manpower for such services, the contractor shall pay or authorize the Administration to deduct proportionate expenses from the security deposit and amount from the amount due to the contractor.
11. The Andaman & Nicobar Administration shall permit the employees of the contractor to use the water and electricity free of charges for rendering the above services.
12. No other costs, charges, wages, compensation, etc. whatsoever to his staff or employees or any other person engaged by the contractor shall be payable by the Andaman & Nicobar Administration for the services required to be rendered by the contractor over and above the said contractual payment.
13. The contractor shall provide suitable uniforms season-wise along with nameplates and identity cards to all his workers.
14. The contractor shall provide cleaning and other approved materials like detergent, antiseptics of good quality in sufficient amount and on his failure to do so, the Andaman & Nicobar Administration shall purchase the materials from open market and debit the same with 10% service charges to the account of the contractor, which will be recoverable from his monthly bills besides any other penalties as provided for improper services in the terms and conditions.
15. The staff employed by the contractor for rendering all the services as mentioned above will be employees of the contractor and will be on his pay rolls. There will not be any employer-employees relationship between the Andaman & Nicobar Administration and the personnel so provided by the contractor and their any other service condition.
16. The Contractor should provide details of the Salaries / Wages and other benefits provided to the staff employed by him/them for the above services before employing the staff in the format given below :

Sl. No.	Designation of employee	Minimum wages per person per month	EPF	Service tax	Service/Administrative charge	Total

The contractor shall also comply the following instructions with regard to the payment of wages to their employees:

- a) The rate quoted by the contractor should include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, service tax etc.

- b) The offers/bids, which are not in compliance of Minimum Wages Act and any other labour laws, should be treated as invalid.
 - c) The contractor is registered with the authorities, concerned of Labour Department under Contract Labour (R&A) Act 1970 or any other Labour laws (wherever applicable).
 - d) The contractors extend the various statutory benefits like Minimum Wages, EPF Act etc. to their workmen deployed by them under the contract.
 - e) To ensure that minimum wages is extended to the individuals, the payment to the workmen is to be made by the contractor through their bank account only.
 - f) The contractor should also produce a copy of the monthly salary statement deposited in the bank including EPF details to the office of the Deputy Resident Commissioner, Chennai along with the monthly bill. The contractor is only allowed to make the payment to the employees by cash in first month of the contract period and thereafter it should be done through bank.
17. The contractor shall comply with the provision of all Labour Laws including Employees State Insurance Act, Employees Provident Fund Act and timely payment of all their dues in respect of employees engaged by him for rendering the aforesaid services as per norms and shall keep the Andaman & Nicobar Administration absolved, loss, injury, death and expenses to which the Andaman & Nicobar Administration may be put or involved as a result of contractor's failure to fulfill any of the above obligations and Andaman & Nicobar Administration shall be entitled to recover any such claims, demands, loss or injury from the contractor's monthly bill(s) or from any money due to the contractor without prejudice to its any other rights under the law. The contractor shall also provide a declaration to this effect in the format, which is enclosed herewith, and submit along with the Technical Bid.
18. The successful contractor will enter into an Agreement with the Administration, clearly specifying the terms and conditions. At the time of the Agreement, the contractor should deposit 10% of the total value of the contract being the performance security in the shape of Account Payee Demand Draft or Fixed Deposit Receipt from a Commercial bank or Bank Guarantee in favour of the Accounts Officer, Directorate of Tourism, Andaman & Nicobar Administration, Chennai.
19. The Security money so deposited by the contractor will carry no interest and can be forfeited in the event of contractor's failure to fulfill any obligation under the Agreement and unless so forfeited it shall be refunded to the contractor on termination of the contract.
20. The contractor shall deploy personnel preferable within the age group **18 years to 60 years**. The contractor shall remove personnel so provided if the Andaman & Nicobar Administration does not find them suitable.

21. The contractor will maintain proper record of staff engaged and shall be made available to the Andaman & Nicobar Administration any time.
22. The contractor will provide season-wise suitable uniforms to the persons or staff so engaged or to be engaged by him for rendering the aforesaid services and shall also ensure that the same are clean, tidy and are worn by them at all times while on duty. The uniforms shall have to be approved by the Deputy Resident Commissioner, Andaman & Nicobar Administration.
23. The contractor shall provide identity Cards to the staff employed by him, which will be produced on demand by the Deputy Resident Commissioner or other staff of the Andaman & Nicobar Administration designated for the purpose.
24. All the materials supplied by them for the housekeeping work shall be of standard quality and the Andaman & Nicobar Administration reserves the right to check the material brought for cleaning at any time and reject them if not found suitable.
25. That, all disputes in question arising out of this contract whether during the currency of the contract or thereafter shall be referred to the sole Arbitrator or any other person to be appointed by the Lt. Governor, Andaman & Nicobar Islands and the decision of the Arbitrator shall be final, conclusive and binding on the parties to the contract. In case of any dispute arises between the parties during the contract period; the Administration is authorized to take up the matter in Chennai jurisdiction.
26. In case any revised Agreement is required to be entered into and signed, both parties agree into that Agreement and find same in token thereof.
27. In case where a successful tenderer fail to fulfill the contract in full or leaves the contract in the middle, the performance guarantee executed by the contractor will be forfeited and credited to the Govt. account for the loss committed to govt. The maximum amount deductible on account of levying of LD will be equivalent to 10% of the contract value calculated for a period of three years. Further if the successful tenderer fails to provide the manpower as per the requirement of the DRC, Chennai a sum equivalent to 2.5% of the contract value per month will be deducted on account of the liquidated damage for such default. Once the maximum amount to be recovered reaches to this limit, the contract / agreement may be considered for termination at the risk and cost of the contractor.
28. The Administration reserves its right to issue any other terms and conditions that it may deem to be necessary for the satisfactory execution of the work, during the process or even after the work is awarded and such additional terms and conditions will also become part of the agreement and will be binding on the contractor.

SCOPE OF WORK

A. HOUSE KEEPING

1. The contractor should deploy sufficient number of manpower for cleaning and sanitation work of the Andaman Bhawan, Anna Nagar and Andaman House, KK Nagar, Chennai on all week days including Sundays & Holidays.
2. The manpower engaged by the contractor should be able to speak Hindi and must be at least VIII Std. Passed. The unskilled worker should be healthy and literate and be able to communicate in Hindi, Tamil and English Language.
3. The contractor shall ensure that the unskilled workers so deployed are not allowed to take out any property from the premises of any aforementioned institutions without a gate pass signed by the designated official.
4. The contractor, before engaging the manpower, should verify his/her character and antecedents from the local Police Station.
5. The contractor shall be responsible for fulfilling all obligations towards such personnel deployed under law in force.
6. The manpower provided by the contractor for cleaning & sanitation services shall be work under overall supervision and direction of the Deputy Resident Commissioner, A & N Administration, Chennai or any representative authorized by him/her.
7. The manpower deployed by the contractor shall be fully responsible and accountable for cleaning and sanitation services in both the place i.e Andaman and Nicobar Bhawan, and Andaman House, including rooms, common areas etc. thereof and the entire premises.
8. The required equipment's and materials of approved quality for House Keeping services, and minimum required quantity of which are detailed below will be provided by the contractor on monthly basis and will be got approved by the Management Committee of the Andaman & Nicobar Bhawan constituted by the Deputy Resident Commissioner. In addition to the monthly requirement of materials herein stated below, the contractor shall maintain a buffer stock to the extent of 20% of the monthly requirement.
9. No other costs, charges, wages, due and compensation whatsoever to his staff, employees or other persons engaged by the contractor shall be payable by the Andaman & Nicobar Administration for the services required to be rendered by the contractor over and above the said contractual payment.
10. The contractor shall provide suitable uniforms season wise along with nameplates and identity cards to all his workers.
11. The contractor will be required to engage housekeeping staff on shift basis, which can be staggered from 7 AM to 10 PM.

12. Their services should be provided throughout seven days a week, irrespective of Sundays or declared holidays for rendering proper and efficient housekeeping services.
13. Proper record / attendance of the staff engaged will be maintained by the contractor which is to be got countersigned by the DRC of the Bhawan on daily basis.
14. Proportionate deductions will be made from the monthly bill of the contractor for absence of workers or shortfall or materials, inadequate or improper services etc.
15. Non-adherence with the schedule of work herein stated below would amount to improper service and would liable for a penalty deduction of 25% of the tendered amount for Housekeeping services from the monthly bill of the contractor. The decision of the Management committee in this matter will be final and will be binding on the contractor.
16. The contractor shall provide cleaning and other approved materials like detergent, antiseptics of good quality in sufficient amount and on his failure to do so, the Andaman & Nicobar Administration shall purchase the materials from open market and debit the same with 10% service charges to the account of the contractor, which will be recoverable from his monthly bills besides any other penalties as provided for improper services in the terms and conditions.
17. All the materials used for the work shall be of standard quality and the Andaman & Nicobar Administration reserves the right to check the material brought for cleaning at any time and reject them if not found suitable.
18. The Andaman & Nicobar Administration will provide the bed linen, towels, napkins, rugs, foot mats and curtains etc. The contractor will be responsible for its proper washing/cleaning etc.
19. The staff employed by the contractor for rendering the services will be the employees of the contractor and will be on his own pay rolls. The Andaman & Nicobar Administration shall not be responsible for any other services conditions.
20. The contractor shall comply with the provision of all Labour Laws including Employees State Insurance Act, Employees Provident Fund Act and timely payment of all their dues in respect of employees engaged by him for rendering the aforesaid services as per norms and shall keep the Andaman & Nicobar Administration absolved from all Acts, omission, faults, breaches and /or claims, demands, loss, injury, death and expenses to which the Andaman & Nicobar Administration may be put or involved as a result of contractor's failure to fulfill any of the above obligations and Andaman & Nicobar Administration shall be entitled to recover any such claims, demands, loss or injury from the contractor's monthly bill(s) or from any money due to the contractor without prejudice to its any other rights under the law.

21. That, all disputes in question arising out of this contract whether during the currency of the contract or thereafter shall be referred to the sole Arbitrator or any other person to be appointed by the Lt. Governor, Andaman & Nicobar Islands and the decision of the Arbitrator shall be final, conclusive and binding on the parties to the contract.
22. The Administration reserve its right to issue any other terms and conditions that it may deemed to be necessary for the satisfactory execution of the work, during the process or even after the work is awarded and such additional terms and conditions will also become part of the agreement and will be binding on the contractor.
23. The Contractor will have to maintain a Log Book with details of duties and jobs attended daily. The Log Book will have to be submitted to the Manager of the Bhawan every day and get his signature. The time will be specified to the Contractor. The Andaman & Nicobar Bhawan will supply the Log Book.

SCHEDULE OF MINIMUM QUALITY OF MATERIALS REQUIRED ON MONTHLY BASIS FOR HOUSEKEEPING WORKS IN A & N BHAWAN AND ANDAMAN HOUSE

Sl.No.	Items required	Quantity required	
		Andaman Bhawan, Anna Nagar	Andaman House, K.K. Nagar
A. Consumable items			
1.	Broom (Fool Jhadu)good quality	12 Nos.	6 Nos.
2.	Broom (Seek Jhadu)good quality	12 Nos.	6 Nos.
3.	Harpic (500 ml.)	45 Nos.	24 Nos.
4.	Phenyl	50 Ltrs	26 Ltrs
5.	Liquid Soap	15 Ltrs	8 Ltrs
6.	Room freshener (300 ml)	15 bottles	8 bottles
7.	Wiper	6 Nos.	4 Nos.
8.	Duster for table	3 Dozen	2 Dozen
9.	Duster for floor	3 Dozen	2Dozen
10.	Brass Polish ½ Ltrs.	12 bottles	3 bottles
11.	Sample Soap	4 packets (each 30 Nos.)	2 packet (30 Nos.)
12.	Colin Spray to clean glass (300 ml)	12 Nos.	6 Nos.
13.	Mosquito Repellent (half lt.)	15 bottle	8 bottle
14.	Vim bar	20 kg	10 kg
15.	Toilet paper roll	3 Dozen	2 Nos.
16.	Odonil	5 Dozen	4 Dozen
17.	Naphthalene Balls	20 kgs	10 kgs
B. Equipment			
18.	Mug	20 Nos.	20 Nos.
19.	Plastic Bucket	20 Nos.	20 No.
20.	Vacuum cleaner	2 Nos.	1 No.

21.	Scrub Machine	2 Nos.	2 No.
22.	Toilet Cleaning Brush	12 Nos.	12 Nos.

Schedule of work

Daily:

1. The Beds are to be made properly every day, soiled linen are to be replaced immediately as per our requirement. Towels in the toilets and rooms are to be checked daily and the soiled towels are to be replaced.
2. The Bed Linen, towels, napkins will be provided by the Andaman & Nicobar Administration.
3. Proper and efficient cleaning / soap washing and swabbing with water of all the floors, rooms, staircases, toilets with harpic corridors, reception area, parking area, basements, lounges and other paths, space of Andaman & Nicobar Bhawan under contract, with brushes and swabbing them with water and detergents and antiseptics. Cleaning of office and reception are to be done before 08.30 AM.
4. Proper and effective cleaning, washing and swabbing floors and walls, sanitary fittings, the corridors and reception area etc, supplying sanitary cubes, air purifier toilet paper rolls, odonils, pest killer materials, liquid soap and when required and as per quantity mentioned above.
5. Proper and effective cleaning of waste paper baskets before opening of the office and before 04.30 PM.
6. The office area, corridor and front courtyard should be cleaned thrice daily. The staircases should be wet – moped thrice daily. The toilet in the office premises, common toilets etc should be cleaned with disinfectants three times a day.
7. Dusting of all items like furniture's, fixtures, partition walls, glass panes, windows etc. and spraying the space with room refreshers of standard make.
8. Cleaning and positioning of dustbins and garbage bins etc.
9. Cleaning of all the ducts and spraying them with mosquito repellents daily.
10. Dusting and cleaning of pelmets, windowpanes, windows Grills.

WEEKLY

Cleaning of all light fitting, fans, AC grills etc. Cleaning of toilets with acid, vim, removal of cobwebs, cleaning of telephone instruments with Colin and doors with appropriate materials. Proper and effective washing / cleaning of all floors, glazed tiles and wall polishing of glazed tiles, tiles and skirting. Replacing of furniture and other items in their proper position disturbed while cleaning and polishing of floors. Wax polishing of mosaic floors, corridors toilets and other places where desired.

FORTNIGHTLY

Cleaning of brass fitting and fixture, mosquito spray, spray of insecticides, anti rodent and termite treatments. All the above services and any other work of similar nature entrusted to the contractor from time to time by Administration are to be rendered without causing any hindrance or disturbance to the occupants and staff working, before, during and after normal working hours and shall be carried out effectively in consonance and conformity with the standards of a neatly maintained premises.

B. FRONT OFFICE

- 1.** The contractor will deploy required number of trained staff for Front office/ Reception Counter work. The staff deployed by the contractor will have to be extremely well mannered and should be able to fluently converse in Hindi, Tamil and English language. The Front Office will have to function round the clock.
- 2.** The Front Office staff will have to be well conversant with the EPABX system installed in the Andaman & Nicobar Bhawan.
- 3.** Absence of Front office staff will result in a penalty deduction of the Receptionists day wages plus 25% of the day wages from the Contractors monthly bill.
- 4.** The general turnout of the Front Office staff should be good. The Front Office staff will have to be formally dressed in smart uniforms with their nameplates displayed. The uniform will have to be got approved by the Deputy Resident Commissioner, Andaman & Nicobar Administration.
- 5.** The Contractor will have to maintain a Log Book with details of duties and jobs attended in the Front Office. The Log Book will have to be submitted to the Manager of the Bhawan every day and get his signature. The time will be specified to the Contractor. The Andaman & Nicobar Bhawan will supply the Log Book.

Schedule of Work

- 1.** The Front Office staff will be required to welcome and greet the guests, attend to the Guests, attend telephone calls, transfer telephone calls, take down messages, connect telephone calls and attend to various enquiries.
- 2.** The Front Office staff will facilitate the Guests Checking in and Checking out.
- 3.** The Front Office staff will receive feedback from the Guests and inform the concerned department for providing the required service.

4. The Front Office staff will ensure that the vacant rooms are handed over to the Housekeeping for cleaning & maintenance as the case may be.
5. The Front Office staff will maintain the list of vacant rooms and ensure that the readied rooms are having all the amenities.
6. The Front Office staff will provide Newspapers in the Lobby and also provide Newspapers to the VIP's as desired by the Andaman & Nicobar Administration.
7. Cash handling, receiving the cash towards various services provided and depositing the cash to the Manager/Accountant of the Bhawan on daily basis.

C. Horticulture/Garden Maintenance only for Anna Nagar

Terms and conditions

The Andaman & Nicobar Bhawan Anna Nagar has arranged a very small green area which needs to be maintained properly by the Gardner/Mali will be deployed by the contractor as per the terms and conditions mentioned below:

1. The contractor shall provide services of Gardners per schedule of work having sound knowledge in maintaining horticulture and gardening with equipments as detailed below.

a. Hedge Cutting Knife	: 1 No.
b. Spade	:1 No.
c. Khurpi	:1 Nos.
d. Pattee	:1 Nos.
e. Katlea	:1 Nos.
f. Hose pipe	:100 meter length
2. The Gardner provided by the contractor should be able to decorate flowers in the Lt. Governor's suit. VIP suits and Conference room and reception dining table whenever required.
3. The services of the Gardner should be available in the Bhawan during daytime from 8 AM for eight hours daily.
4. The Gardner to be engaged by the contractor should adhere with the following schedule of work and always maintain the greenery in the premises of the Bhawan.
5. Non-compliances of the schedule of work/absence of Gardner's would constitute as improper maintenance of the garden and therefore would be liable for imposing penalty charges as proportionate to the amount quoted for horticulture works from the monthly bill submitted by the contractor for

maintenance of horticultural works/garden. The decision of the purchase committee in this regard will be final and binding on the contractor.

6. The Contractor will have to maintain a Log Book with details of duties and jobs attended in the Garden/ Bhawan daily. The Log Book will have to be submitted to the Manager of the Bhawan every day and get his signature. The time will be specified to the Contractor. The Andaman & Nicobar Bhawan will supply the Log Book.

D. SECURITY & FIRE FIGHTING

Terms & Conditions

1. The contractor shall provide manpower for Security and Fire Fighting services in Andaman Bhawan and Andaman House at Chennai.
2. The contractor should provide security guard at main entry point around the clock separately for Andaman & Nicobar Bhawan and Andaman House, K.K. Nagar, Chennai. The contractor shall provide qualified security personnel with knowledge of Security & Fire Fighting.
3. At any point of time the duty hours of the personnel so engaged by the contractor shall not exceed a maximum of eight hours of duration in a day. In case of default, it will amount to violation of terms and conditions of the tender and deduction of payment for whole day per effective duty point will be made from the monthly bill raised by the contractor without prejudice to any other penalty as per provisions of the tender / agreement.
4. The Security Guard should be healthy and literate and be able to communicate in Hindi & Tamil whereas the security supervisor should be healthy and educated and be able to understand Hindi, Tamil and English.
5. The contractor shall ensure that the persons are punctual and remain alert and vigilant in performance of their duties. The Agency shall engage physically fit persons and not below the age of 18 years and not above the age of 40 years for security & Fire Fighting duties.
6. The contractor shall communicate the name, parentage, Code No., residential address and age etc. of the persons deployed at each duty points. Particulars of all such person should be duly got registered at the nearest Police Station. The contractor shall supply photographs of all such persons to the Deputy Resident Commissioner and Identity Card of such person's along with photographs should be displayed all times on the chest.
7. The men supplied by the contractor will not be on Andaman and Nicobar Administration's pay rolls and that Andaman and Nicobar Administration shall not make any payment to them in any way. The contractor will also not be entitled to have any increase in rate quoted by them under any circumstances and the above rate will be valid for the entire period of this agreement.

8. The Deputy Resident Commissioner or any of his/her authorized officers shall be at liberty to carry out surprise checks on the guards, and other persons deployed by the contractor in order to ensure that the required number of guards and other personnel are employed and that they are doing their duties.
9. The contractor shall ensure that the guards so deployed do not allow any property of Andaman and Nicobar Bhawan, Anna Nagar and Andaman House, K.K. Nagar to be taken out of the premises without a Gate Pass signed by the designated official and they shall be responsible to protect all immovable and movable property of this Andaman & Nicobar Administration including unauthorized movement in and around the complex.
10. On taking over the responsibility of providing security & Fire Fighting arrangement, the contractor shall formulate the mechanism and duty Assignment of Security & Fire Fighting Personnel, in consultation with the Deputy Resident Commissioner, Andaman and Nicobar Administration or the officers designated by him/her in this respect, from time to time.
11. The guards and other personnel deployed by the contractor for the work shall be the employees of the contractor for all intents and purposes, and in no case shall a relationship of employee between the said personnel and the Andaman and Nicobar Administration shall accrue implicitly or explicitly.
12. The personnel so deployed shall be liable for payment of their wages etc and all other dues, which the contractor is liable to pay under various Labour Regulations and other statutory obligations.
13. The contractor shall ensure that all the employees so deployed get minimum wages and all other benefits as admissible under various Labour Laws/ Act. The contractor shall provide full information in respect of the wages etc. and paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act, 1970.
14. The contractor shall be responsible for fulfilling all obligations towards such personnel deployed under law in force.
15. The contractor shall on demand furnish copies of wages register/muster roll etc. to the Andaman and Nicobar Administration for having paid all the dues to the guards and other persons deployed by the contractor.
16. This obligation is imposed on the contractor to ensure that the contractor is fulfilling their commitments, towards their employees so deployed under various labour laws for duties in Andaman and Nicobar Bhawan at Anna Nagar and Andaman House at K.K. Nagar in this respect as per the provision of Contract Labour (Regulation & Abolition) Act, 1970.
17. The contractor shall comply with or cause to be complied with the Regulations under shops and Establishments and Minimum Wages Acts with regards to payment of wages, wages period, deductions from wages recovery of wages not paid, and deduction unauthorized made, maintenance of wages-book, wages slip, publications of scale of wages and terms of employment.

18. The contractor shall be registered under the contract Labour (Regulation & Abolition) Act, 1970 as amended. (The contractor shall at their cost if required take necessary insurance cover in respect of staff and other persons to be employed or engaged by the contractor in connection with rendering of the aforesaid services to Andaman and Nicobar Administration and shall comply with the provision of Tamil Nadu shops and Establishment Act, contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, workman Compensation Act 1923, Payment wages Act 1936, the Employees Provident Fund (and Miscellaneous Provisions) Act 1952, the payment of Bonus Act 1965, the Minimum wages Act 1948, Employers Liability Act 1938, Employment of Children Act 1938, and / or any other rules/regulation and /other status that may be applicable to them, and shall keep Andaman & Nicobar Administration indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses. contractor's failure to fulfil any of the obligations hereunder and /or under the said Acts, elements, rules/regulations and /or any bylaw or rules framed under or any of these, the Andaman and Nicobar Administration, shall be entitled to recover any of the such losses, or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments. Any obligation and / or formalities which are required to be fulfilled under the said Acts or any other Act for the purpose of entering into and/or execution of this work shall be carried out by the contractor at their own expenses etc. and the contractor shall report the compliance thereof to the Andaman and Nicobar Administration. The contractor shall be solely liable for any violation of provisions of the said Act or any other Act.
19. Uniforms shall be supplied by the contractor at its own cost, to the guards supervisor & reception personnel deployed for this work, and shall include hush-shirt, army cut pant, ankle boots web belt (with baton strap), baton whistle loaded-torches etc. The seasonal equipment's such as jerseys, great coat, winter and rain coats in monsoon, if needed, shall also be provided by the contractor at their own cost and Andaman and Nicobar Administration shall have no liability whatsoever on this account.
20. The contractor shall take all reasonable precaution to prevent any unlawful or riotous or disorderly conduct of acts of his employees so deployed and for the preservation of peace and protection of employees and property of Andaman and Nicobar Administration. In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful, riotous or disorderly conduct, the contractor shall take suitable action against such persons on the report of the Deputy Resident Commissioner, Andaman and Nicobar Administration or his/her authorized officers in this respect.
21. The contractor shall immediately replace the particular person so deployed on the demand of the Deputy Resident Commissioner, Andaman and Nicobar or his/her authorized officer(s) in case any of the aforesaid act on the part of the person so deployed or otherwise. The contractor shall be responsible for good conduct and behavior of its employees.

22. The contractor shall deployed its employees in such a way that they get weekly rest, the working hours/ leave for which the work is taken from them under relevant provisions of shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals day of rest and religion or other customs. In the event of contractor committing a default or breach of any of the provision of labour (Regulations & Abolition) Act 1970, as amended from time to time or furnishing any information or submitting or filing any statement under the provisions of the said regulations and rules which materially incorrect, then the contractor shall without prejudice to any other liability, pay to the Andaman and Nicobar Administration a sum of Rs.1500/- for every, default breach or furnishing, making submitting, filing such materially incorrect statement.
23. The contractor shall keep the Andaman and Nicobar Administration indemnified against all claims whatsoever in respect of the persons deployed by the contractor at various points. In case any person of the contractor so deployed enters in dispute of any nature whatsoever, it will be the prior responsibility of the contractor to contest the same. In case Andaman and Nicobar Administration is made party and is supposed to contest the case the cost thereof will be reimbursed by the contractor for actual expenses incurred towards counsel fee and other expenses which shall be paid in advance by the contractor to Andaman and Nicobar Administration on demand. Further, the contractor shall ensure that no financial or any other liability comes on Andaman & Nicobar Administration in respect of any nature whatsoever and shall keep Andaman and Nicobar Administration indemnified in this respect.
24. The contractor shall submit monthly bill for the services/manpower supplied by them during the preceding month on the first working day of the following month duly verified and signed by officers designated by the Deputy Resident Commissioner, A & N Administration, Chennai in this regard. Challans in respect of ESI, PF, along with salary sheets should be submitted along with salary bills. The A & N Administration shall make the payment on the basis of bill raised by the contractor by means of crossed cheque drawn in favour of the contractor by 15th day of the month. Income Tax and surcharge will be deducted from their bill at such rates may be prescribed by the Govt. from time to time as per Income Tax Act.
25. The contractor shall not be entitled to any increase in rates on any ground whatsoever during the period of this contract.
26. The Andaman and Nicobar Administration can rescind the contract by giving one-month notice without assigning any reason thereof. During the notice period for termination of the contract the contractor shall keep on discharging their duties and till the expiry of notice period. It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no one creates any disruption/hindrance/problem of any nature to Andaman and Nicobar Administration.

27. The security personnel, posted in the premises shall have elementary knowledge of fire fighting, first aid and rescue techniques. The personnel will be required to take adequate measure preventing the loss to the A & N Administration property and human lives including their own and immediately get in touch with the concerned enforcement/police/fire fighting authorities and to act and coordinate effectively in the operation and will be required to make a written report to the A & N Administration on the day of occurrence of such accident/incident. In the event of occurrence of fire, the contractor will be under strict contractual obligation to inform the front office positioned in the Bhawan to requisition the Chennai Fire Services for assistance.
28. The contractor shall be responsible for all injuries and accident to person employed by him and/or damage to fitting/fixtures and equipment's arising due to negligence on the part of the contractor.
29. The contractor shall carry out such other duties in the event of fire or natural calamities.
30. In case any revised agreement is required to be entered into and signed, both parties agree to enter into that agreement and final the same in token thereof.

PROPOSAL SUBMISSION FORM

To:

The Deputy Resident Commissioner,
Andaman & Nicobar Administration,
“Andaman & Nicobar Bhawan”
W-41 North Main Road Extension,
Anna Nagar West Extension,
Chennai-600101.

Sir,

I/We, the undersigned, offer to file our tender for **“Providing the services of Housekeeping, Front Office, Horticulture/Garden maintenance and Security & Fire Fighting services”** in accordance with your letter dated..... I am/We are hereby submitting our proposal, which includes the **Technical Bid**, and the **Financial Bid** sealed under separate envelopes. The Authorized Signatory has signed each page of the proposal.

If the Andaman & Nicobar Administration proposes negotiations at any stage we undertake to negotiate on the basis of the proposed details enclosed. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

A demand draft/pay order no. _____ dt. _____ for Rs...../- (Rupees only) payable to the Accounts Officer, Directorate of Tourism, Andaman & Nicobar Administration, Chennai is enclosed herewith.

I/We declare that I/We have read and understood the above terms and conditions for **“Providing the services of Housekeeping, Front Office, Horticulture/Garden maintenance and Security & Fire Fighting services”**.

I/We, the undersigned, offer to file our tender for **“Providing the services of Housekeeping, Front Office, Horticulture/Garden maintenance and Security & Fire Fighting services”** on tender basis and in token of acceptance of the same have put my/our signature on every page of terms and conditions. I/We undertake to abide by the said terms and conditions.

I/We am/are major as on the date of making this declaration. I/We further undertake that I/We am/are bound to clear the outstanding dues, during the allotment period.

I/We understand that you are not bound to accept any Proposal you receive.

Yours faithfully,

Encl: As above

Authorize Signatory
Name & Title of Signatory
Name of the Firm

ANNEXURE-I**PROFORMA FOR TECHNICAL BID**

Sl.No.	Particulars	To be filled by the agency																	
1.	Name of the Agency																		
2.	Details of EMD : i) Amount ii) DD/Bank Draft No. iii) Date iv) Issuing Bank																		
3.	Date of Establishment of the agency with registration number duly obtained from the Labour department under shop and Establishment Regulation, 2004.																		
4.	Office Address of the Agency with phone No., Fax No. & Mobile No.																		
5.	Status of the Agency whether a private Ltd., Partnership, Public Ltd. or Sole proprietor.																		
6.	Annual turnover for the last 3 years.																		
7.	Copies of Balance sheet for last two years.																		
8.	PAN No. (Copy to be enclosed)																		
9.	Service Tax Registration No. (Copy to be enclosed)																		
10.	Give details of the major similar contracts handled by the tendering company/firm/Agency on behalf of Pvt. Ltd./PSUs and Govt. departments during the last three years in the following format : In a separate sheet. <table border="1" data-bbox="337 1119 1078 1335"> <thead> <tr> <th rowspan="2">Sl.No.</th> <th rowspan="2">Name of client along with address</th> <th rowspan="2">Amount of contract (in lakhs)</th> <th colspan="2">Duration of contract</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> (Attested copies of work orders to be attached.)	Sl.No.	Name of client along with address	Amount of contract (in lakhs)	Duration of contract		From	To											
Sl.No.	Name of client along with address				Amount of contract (in lakhs)	Duration of contract													
		From	To																
11.	Whether the firm was ever black listed by any Govt. department.																		
12.	If yes, list of Govt. Department/Organizations where such personnel were supplied.																		
13.	Whether the copy of terms and conditions duly signed, in token of acceptance of the same.																		
14.	EPF Registration No. (Also attached copy)																		
15.	Income tax return for last three years.																		
16.	Annexure – A																		
17.	Annexure-B																		
18.	Annexure-C																		
19.	Bid documents to be signed in all the pages and sealed.																		

No need to enclose or attach photocopy of tender document floated by this Directorate

ANNEXURE-II**FINANCIAL BID- PART-II
(To be enclosed in a separate sealed envelope)**

Name of the tendering company/Firm/Agency:.....

A. Wages

Sl. No.	Name of guest house/schedule of work	Category of worker	Rate quoted (per day)	Amount (per day)
I. Andaman House, Anna Nagar				
1	House Keeping Services	Sweeper/scavenger/sanitary worker – 3 Nos		
		Bell boy – 1 No		
		Casual /Normal labourer – 1 Nos.		
2	Front Office Services	Junior Assistant/Data Entry operator – 2 Nos		
3	Horticulture & Gardening Services	Gardner/Mali – 1 No.		
4	Security & Fire Fighting Services	Watchman/Security guards – 3 Nos.		
II. Andaman House, KK Nagar				
1	Housekeeping Services	Sweeper/scavenger/sanitary worker – 2 Nos.		
		Casual /Normal labourer – 1 No.		
2	Security & Fire Fighting Services	Watchman/Security guards – 3 Nos.		

B. Administrative charges

1	Administrative Charges (in Rupees per person/per day)	
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Note: Contractor to quote Administrative charges per person per day**C. Rates quoted for supply of materials**

Sl.No.	Name of the items	Rate in rupees (per unit)
A	Consumable items	
1.	Broom (Fool Jhadu)	
2.	Broom (Seek Jhadu)	
3.	Harpic (500 ml.)	
4.	Phenyl (500 ml)	
5.	Liquid Soap (200 ml)	
6.	Room freshener (300 ml)	
7.	Wiper	

8.	Duster for table	
9.	Duster for floor	
10.	Brass Polish ½ Ltrs.	
11.	Sample Soap	
12.	Colin Spray to clean glass (300 ml)	
13.	Mosquito Repellent (half lt.)	
14.	Vim bar (medium size)	
15.	Toilet paper roll (1 roll)	
16.	Odonil	
17.	Naphethalene Balls (1kg packet)	
B	Equipments for Housekeeping	
1.	Mug	
2.	Plastic Bucket	
3.	Vacuum	
4.	Scrub Machine	
5.	Toilet Cleaning Brush	
C	Equipments for Gardening	
1	Hedge Cutting Knife	
2	Spade	
3	Khurpi	
4	Pattee	
5	Katlea	
6	Hose pipe	

Terms & conditions of price bid:

- i. The price bid should be typed in firm letter head pad. Hand written price bid will be out rightly rejected.
- ii. As per A & N Administration circular No.18-12/2005-Fin, the firm has to maintain transparency of monthly wages paid to employees by paying their wages through bank transaction only. The agency will compulsory open an account of all the employees engaged in department in any nationalized bank at Port Blair and the salary to be remitted by cross cheque only.
- iii. Working hours & days: Working days shall be all work days including Sundays & Public Holidays and working hours per day will be 0800 hrs.
- iv. Wages to be paid to unskilled worker (manpower engaged) should not be lower than the applicable Minimum Wages Act 1948, which is being revised from time to time.
- v. Any contractor quoting rates in tender lower than the minimum wages to be paid to skilled/unskilled as specified above, his tender will be outrightly rejected.
- vi. Administrative Charges once accepted by the department, the same will be valid for a period of 03 years. During the contract period the rate will not be altered or allowed to be increased by the contractor under any circumstance or whatsoever.
- vii. The minimum rate of wages as fixed by the District Collector, Chennai District vide Order No.Roc.C2/13459/2015 dt.29/05/2015 for the above categories of workers is as under:-

Sl. No.	Name of guest house/schedule of work	Category of worker	Minimum wages fixed by the District Collector, Chennai (per day)
I Andaman Bhawan, Anna Nagar, Chennai			
1	House Keeping Services	Sweeper/scavenger/sanitary worker – 3 Nos	Rs.297/-
		Bell boy – 1 No	Rs.233/-
		Casual /Normal labourer – 1 Nos.	Rs.269/-
2	Front Office Services	Junior Assistant/Data Entry operator – 2 Nos	Rs.342/-
3	Horticulture & Gardening Services	Gardner/Mali – 1 No.	Rs.233/-
4	Security & Fire Fighting Services	Watchman/Security guards – 3 Nos.	Rs.269/-
II Andaman House, KK Nagar, Chennai			
1	Housekeeping Services	Sweeper/scavenger/sanitary worker – 2 Nos.	Rs.297/-
		Casual /Normal labourer – 1 No.	Rs.269/-
2	Security & Fire Fighting Services	Watchman/Security guards – 3 Nos.	Rs.269/
EPF & ST as applicable from time to time Bonus, ESI (if applicable)			

- viii. The above rates were fixed based on the consumer price index for Chennai District for the month of March, 2015, being the wages payable per day to different categories of employment for the year 2015-16 in Chennai District. The rates fixed in the specified categories are minimum payable to such category employees.
- ix. The indent for the materials will be placed on monthly basis by the DRC, Chennai for the respective Andaman Bhawans at Anna Nagar and Andaman House at KK Nagar, Chennai. The contractor has to supply and handover all the ordered materials to the officer concerned of the respective guest houses within 30 days. In case the materials are found defective and are not up to mark the same will be returned to the contractor and any materials supplied by the department, the difference of cost thereof will be deducted from subsequent monthly bill.
- x. No extra payment or otherwise shall be paid to the contractor for transportation of materials to the DRC, Chennai of the respective Andaman Bhawan at Anna Nagar and Andaman House at KK Nagar, Chennai.

UNDERTAKING

I further affirm that I have read and fully understood the scope of work, terms & conditions laid down in tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. After my offer is accepted, I will execute agreement with the DRC, Chennai within the period as may be prescribed by the Department and that I shall also be bound by all such terms and conditions laid therein. If I contravene any of the conditions of the agreement, I will forfeit my right to continue my contract.

Signature.....

Name.....

(Capital letters)

Official seal of the firm).

ANNEXURE 'A'

DECLARATION OF NEAR RELATIVES TO BE SUBMITTED BY THE TENDERER

WeM/s.....

.....

R/o.....
hereby certify that none of our relative(s) as defined in the tender documents is/are employed in Office of the DRC, at Chennai, as per details given in tender documents. In case at any stage, it is found that the information given by us is false/incorrect, the office of the DRC, Chennai shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signature of the tenderer with seal

Dated :

Place :

ANNEXURE 'B'

DECLARATION

I/We.....Proprietor/Partner(s) hereby declare that the firm/company namelyM/s..... has not been black listed or debarred in the past by any other Government or Semi-Government Organization (Name of the organization.....) from taking part in tenders.

In case the above information is found false at any time, I/We are fully aware that the tender/contract will be rejected/cancelled by the Department of Tourism, Port Blair. In addition to the above, the Director(Tourism) will not be responsible to pay the bills of any completed/partially completed month(s).

Signature of the Tenderer with seal

Date :

Place :

ANNEXURE 'C'

CERTIFICATION OF MINIMUM WAGES TO BE SUBMITTED BY THE TENDERER

We,
M/s.....
R/o.....
hereby certify that we comply with the minimum wages Act that are to be paid to the Labourers engaged by us vide latest rate as fixed by the Directorate Tourism, A & N Administration. While quoting the rates for the tender any dispute arises out of the payment of minimum wages, responsibilities lies with us only. We also certify that we will comply with the EPF, Bonus, Service Taxes and other mandatory charges regularly as per the existing rules without fail.

Signature of the tenderer with seal

Dated :
Place :

Sl.No.	Consumable items	Qty to be supplied to Andaman House, Anna Nagar	
1.	Broom (Fool Jhadu)good quality	6 Nos.	
2.	Broom (Seek Jhadu)good quality	6 Nos.	
3.	Harpic (500 ml.)	45 Nos.	
4.	Phenyl	25 Ltrs	
5.	Liquid Soap(500 ml), Hamam/Dettol/Life bouy	15 Ltrs	
6.	Room freshener (300 ml), Jasmine/lavender flavor reputed brand	24 bottles	
7.	Wiper reputed brand	6 Nos.	
8.	Duster for table good quality	2 Dozen	
9.	Duster for floor good quality	2 Dozen	
10.	Brass Polish ½ Ltrs.	1 bottle	
11.	Sample Soap(lux/Hamam/Liril)- 20 gms	300 nos	
12.	Colin Spray to clean glass (300 ml)	6 nos.	
13.	Mosquito Repellent with machine (500 ml) goodnight/allout	15 bottle	
14.	Vim bar	3 kg	
15.	Toilet paper roll good quality	6 Dozen	
16.	Odonil packet	3 Dozen	
17.	Naphethalene Balls	5 kgs	
B. Equipment (Replenishment)			
18.	Mug	20 Nos.	
19.	Plastic Bucket (50 Ltr)	20 Nos.	
20.	Vacuum cleaner	1 Nos.	
21.	Scrub Machine	1 Nos.	
22.	Toilet Cleaning Brush	12 Nos.	