

**AAVIN**

**THE TAMILNADU CO-OPERATIVE MILK  
PRODUCERS' FEDERATION LIMITED::  
CHENNAI 600 098**

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**TWO PART TENDER**

**FOR THE WORK OF HOUSEKEEPING  
AT AMBATTUR DAIRY COMPLEX,  
CHENNAI - 600 098 FOR TWO YEARS (2022-2024)  
Tender value: 69.96 lakh**

**PART – I  
TECHNICAL –BID**

TENDER DOCUMENT ISSUED TO

M/S. ....

.....

Deputy General Manager (Production)

**PART-I TECHNICAL BID -I**

**1.TWO PART TENDER APPLICATION**

From

To

M/s.

The Joint Managing Director,  
T.C.M.P.F .Limited.  
29 & 30 Industrial Estate,  
Ambattur, Chennai-600 098.

Sir,

Sub: Two part tender for the work of HOUSE KEEPING at Ambattur Dairy Complex period for two years (2022-2024) twenty four (24) months - submission of tender documents - Regarding.

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Having examined the two part tender documents consisting of Part I pertaining to Pre-Qualification cum Technical Bid and Part II Commercial Bid with price quotation, I/we hereby submit all the necessary documents and relevant information for bidding the above mentioned tender.

The application is made by me/us on behalf of ..... in the capacity of .....duly authorized to submit this two part tender offer.

Necessary legal evidence in respect of authority assigned to us / me on behalf of the bidding firm is herewith attached.

I/we submit the documents herewith agreeing to all the Instructions, Terms and Conditions in the detailed two parts tender.

**SIGNATURE OF THE TENDERER**

I/We understand that the Managing Director, T.C.M.P.F. Ltd. Chennai-35 reserves the right to reject any tender offer without assigning any reasons there for.

I /we hereby agree to hold the tender offer valid for acceptance for a period of not less than 180 days from the date of opening of part I Technical Bid.

I/We understand that the tender on acceptance will be valid for a period of two years (2022-2024) twenty four (24) months and extendable up to six (6) months on the same rate and terms and conditions from the date of execution of the agreement by the successful tenderer.

Enclosures:

1. Evidence of authority to sign
2. Part I pre-qualification - Technical bid.
3. Part-II Commercial bid with price quotation.

***SIGNATURE OF THE TENDERER(S)  
INCLUDING TITLE CAPACITY.***

***NAME:***

***(IN BLOCK LETTERS)  
(SEAL)***

## **2. INSTRUCTIONS TO THE TENDERERS**

This two-part tender document consists of:

- a) Part I - Pre-qualifying technical bid
  - b) Part II- Commercial bid for price-quote schedules.
1. Read all the terms and conditions of the two-part tender carefully before you start filling up.
  2. The tenderers are requested to inspect the work site at Ambattur Dairy Complex during the working hours on any working day before submitting their tender offer so as to have firsthand knowledge of the work.
  3. The tenderers have to submit the Original set of the two-part tender (both Part-I - Technical Bid and part II Commercial Bid) duly filled in, attach necessary documents and are advised to retain the duplicate set of documents for their reference /records.
  4. The Part-1 pre-qualification cum technical bid consisting of page Nos. 1 to 28 and the part-II Commercial bid consisting of page Nos. 29 to 30 should be submitted. **The tender documents duly filled can only be submitted by e-tendering through the e-procurement website “<http://www.tntenders.gov.in> for "Tender for the work of Housekeeping at Ambattur Dairy Complex period for two years (2022-2024) twenty four (24) months period and is extendable up to six (6) months at the same rate and on the same terms and conditions from the date of expiry of contract by the successful tenderer.**

***SIGNATURE OF THE TENDERER.***

5. Kindly go through the check list given and ensure compliance of the terms and conditions.
6. The tenderer is specifically informed that all the 1-28 pages in Part I - Technical Bid and page 29 - 30 in Part II - Commercial Bid should be signed at the bottom of each page without any omission by the tenderer/ their authorized signatory with name and seal of the firm in token of acceptance of the contents there above.
7. The tenderers who down load the documents from the web site are instructed to look for any corrigendum after the date of pre bid meeting, for any amendments if any issued. They are advised to down load the above amendments and enclose it without fail along with the technical bid documents duly authenticated. In case of failure to submit the amended documents (if any) the Federation reserves the right to reject the tender offer.

I agree to abide by the above instructions.

***SIGNATURE OF THE TENDERER.***

### **3. INTRODUCTION**

Two part tender form for the work of Housekeeping at Ambattur Dairy Complex period for two years (2022-2024) twenty four (24) months period from the date of execution of agreement by the tenderer.

This Two part tender form contains the schedules as indicated.

- |   |  |
|---|--|
| i) Date of pre bid meeting  | 11.30 A.M on 17.08.2022  |
| ii) Last date and time for submission of the Two Part Tender both Technical and Commercial bids.                            | 03.00 P.M on 26.08.2022  |
| iii) Date and Time of opening of Part-1 Pre-qualification tender Technical bids   | 03.30 P.M. on 26.08.2022   |
| iv) Place of pre bid meeting and Opening of Part- 1 tender Pre-qualification cum-Technical Bid and part II Commercial bids. | Office of the Joint Managing Director, TCMPF Limited, No.29&30 Industrial Estate Ambattur, Chennai-600 098.  |
| v) Date and time of opening of Part-II Tender commercial bids.  | will be opened normally within 90 days time from the date of opening of Part I pre-qualifications cum Technical bids on the date and time convenient to the Tender Inviting Authority and those who qualify in the part I Technical bid will be intimated the date and time of commercial bid opening. |

***SIGNATURE OF THE TENDERER***

#### **4. General Terms and Conditions**

The Two part tender for the work of House Keeping at Ambattur Dairy Complex period for two years (2022-2024) twenty four (24) months period from the date of execution of work by the tenderer.

- 4.1. The tenderer should have a minimum of one year experience in Housekeeping Work as on the date of opening of Technical bid for having provided labourers on contract basis to any Govt. organization or Cooperative Institutions or any reputed organizations. The Federation reserves the right to inspect any organization where the tenderer provided labourers on contract basis. The copies of work order or any other authenticated document to show that the tenderer has such experience should be enclosed as evidence.
- 4.2. The tenderer should furnish an Earnest Money Deposit of Rs.69,000/- (Rupees sixty nine thousand only) by means online payment only.
- 4.3. If, the tenderer claiming exemption from the payment of Earnest Money Deposit, should furnish necessary valid documentary proof for SSI registration in the form of Entrepreneurs Memorandum EM No. Part - I and Part - II as per new system and its accessories MSMED Act 2006 of Tamilnadu Small Industries Development Corporation / the District Industries centre of Directorate of Industries and Commerce for the tenderers from Tamilnadu or NSIC certificate for the tenderers from other states in respect of those items for which the registration certificate has been obtained and tenders called for by the Federation.
- 4.4. The tenderer should have minimum man power strength of 18 Nos of workers. For shortage of workers, double the Minimum Wages act will be deducted from the monthly bill of the contractor.
- 4.5. The Tenderer should provide minimum 18 Nos. of workers daily towards the maintenance of Housekeeping work for 730 days. Out of which 9 should be male workers and 9 Nos. shall be female workers. (Excluding the male supervisor).
- 4.6. The tenderer should furnish performance certificate obtained from the previous organization where he has provided not less than 18 workers to any single organization. The performance certificate received from the previous organization should be of within the period of 5 years as on the date of submitting the tender.
- 4.7. The Tenderer should have registered under the E.P.F. & E.S.I. Act
- 4.8. The tenderer should have PAN card.
- 4.9. The tender should have GST Registration Certificate

Noted and agreed to the above

***SIGNATURE OF TENDERER***

- 4.10. The PART-I technical bid shall be opened on the date/time and venue specified in the presence of the tenderer(s) or their authorized representatives who opt to be present during the time of opening.
- 4.11. The Part I Technical bid specifies the Pre qualification based on various factors such as man power, strength, capacity, suitability, eligibility of tenderer etc., will be evaluated considered and decided prior to the opening of Part II Commercial bids of the tenderer
- 4.12. The tenderers who do not satisfy any/all the terms and conditions specifically so mentioned in the PART-I Technical bid, Part II Commercial Bid shall not be considered eligible and shall not be opened treating it as non responsive.
- 4.13. The Part-II Commercial bids shall be normally opened within 90 days from the date of opening of the part-I Technical bids at the convenient date and time of the Tender Inviting Authority. The Commercial bid will be opened in the presence of tenderers or their authorized representative who opt to be present at the time.
- 4.14. The date of opening Part II commercial bid will be informed separately to those who qualify in the PART-I Technical bid.
- 4.15. The Tender forms are not transferable or assignable.
- 4.16. No revision of rate will be entertained at any cost during the tender period. The variation in the GST or any other tax by the Government shall be effected on the end price to the benefit of either the tenderer or the Federation as the case may be.
- 4.17. No revision of daily wages by the District Collector etc., during the period of the contract, the successful tenderer should alone bear such escalation and the successful tenderer shall not claim any additional amount for such escalation.
- 4.18. The signatory of the tenderer should indicate his/her/their status in which he/she/they have signed and submit necessary legally/lawfully admissible documentary proof in respect of such authority assigned to him/her/them by the Firm.
- 4.19. If the tender opening day is declared a holiday, the tenders shall be received and opened immediately on the next working day at the same time and place

Noted and agreed to the above

***SIGNATURE OF THE TENDERER***



**PAYMENT OF EMD**

- 4.20. The tenderer should pay an EMD amount of Rs.69,000/- (Rupees sixty nine thousand only). The above said EMD shall be remitted online only before the closure date and time as specified.
- 4.21. If, the tenderer claiming exemption from the payment of Earnest Money Deposit, should furnish necessary valid documentary proof for SSI registration in the form of Entrepreneurs Memorandum EM No. Part - I and Part - II as per new system and its accessories MSMED Act 2006 of Tamilnadu Small Industries Development Corporation / the District Industries centre of Directorate of Industries and Commerce for the tenderers from Tamilnadu or NSIC certificate for the tenderers from other states in respect of those items for which the registration certificate has been obtained and tenders called for by the Federation.
- 4.22. The tender either without EMD in 4.20 or the claim of exemption in 4.21 will be summarily rejected.**
- 4.23. The EMD remitted by the tenderer shall be forfeited if the tenderer,
- a) withdraws his tender after submission but before opening of the tender, or
  - b) Following the opening of tender, withdraws its tender before expiration of the period of effectiveness of the tender; or
  - c) Fails to furnish the required Performance Security at the stage, the tenderer is required to do so as per the tender documents.

Noted and agreed to the above

***SIGNATURE OF THE TENDERER***

**5 SECURITY DEPOSIT:**

- 5.1 After evaluation and finalization of Part I Technical bids and Part II Commercial bids, selected tenderer should furnish a security deposit amount at 5% of the order value including the EMD drawn by means of Demand Draft /Bankers Cheque from any Nationalized/ commercial Bank in favour of "The Joint Managing Director, TCMPF Ltd., Chennai-98" payable at Chennai within 15 days from the date of receipt of work order.
- 5.2. The EMD paid already along with the tender shall be adjusted against the security deposit to be paid by the successful tenderer.
- 5.3. No exemption will be given from payment of Security Deposit under any circumstances as per TNTT Act and the same should be remitted by Demand Draft / Bankers Cheque from any Nationalized/ commercial Bank in favour of "The Joint Managing Director, TCMPF Ltd., Chennai-98"
- 5.4. The Security Deposit is liable to be adjusted against any loss or damage caused by the contractor to the Federation by violation of the tender condition.
- 5.5. The Security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract and satisfactorily complying with the scope of work and terms and conditions thereof.
- 5.6. No interest shall be paid for the Earnest Money Deposit or Security Deposit.

**6. AGREEMENT:**

- 6.1. The successful tenderer should sign an agreement on a non judicial stamp paper to the value of Rs.100/- within 15 days from the date of work order. Non execution of the agreement will lead to cancellation of work order and forfeiture of EMD in full.
- 6.2. If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation.

***SIGNATURE OF THE TENDERER***

- 6.3. If the Federation incurs any loss/additional expenditure due to the negligence of the successful tenderer in connection with the work during the period of contract, the same shall be recovered together with all charges and expenses from the successful tenderer.
- 6.4. The damages, if any, caused by the successful tenderer or his employees to the property of the Federation, the cost as ascertained by the Federation will be recovered from the successful tenderer.
- 6.5. No increase in the rate will be allowed during the period of contract or on the extension period under any circumstances.

**7. PAYMENT TERMS:**

- 7.1 It is the liability of the successful tenderer to remit EPF, ESI and GST to the concerned Department.
- 7.2 The successful tenderer shall submit necessary monthly bill in duplicate along with advance stamped receipt, performance report, copies of the attendance, EPF.& ESI. Challans of the previous month and monthly GST payment for making payments. Non payment / Short payment of ESI, EPF will be recovered from the contractors bill and the same will be remitted to the concerned Department.
- 7.3 The payment shall be made within 30 days from the date of receipt of the bills based on satisfactory performance of the work.
- 7.4 Income tax will be deducted from the monthly bill of the successful tenderer and the same will be remitted to the Income Tax Department.
- 7.5 Loss or damage if any caused by the successful tenderer to the Federation shall be adjusted against the bill amount.

**8. VIOLATION OF CONTRACT**

- 8.1 Not with-standing anything contained in the tender schedule, no obligation is cast on the Federation to accept the lowest tenderer and the Federation shall also have the right to accept or reject the tender, if the Tender Accepting Authority decides that the price quoted by the tenderer is higher than the prevailing Market rate.

Noted and agreed to the above

***SIGNATURE OF THE TENDERER***

- 8.2 For violation of any of the Terms and conditions of the contract, the Federation reserves the right to terminate the contract.
- 8.3 In the event of termination of contract, the Security Deposit will be fully Forfeited and the resultant loss shall be recovered from pending bills.
- 8.4 If the contractor is found to be blacklisted or terminated in any other contract with the Federation/District Unions, the Federation reserves the right to terminate the contract.

**9. LEGAL JURISDICTION:**

- 9.1. The successful tenderer shall become an Associate Member of TCMPF Ltd. by paying the requisite fees under the Tamilnadu Co-operative Societies Act & Rules.
- 9.2. If either party is in any way aggrieved, that party has the right to raise dispute by way of Arbitration under Section 90 of the Tamilnadu Co-operative Societies Act before the Deputy Registrar (Dairying)Thiruvallur whose decision shall be accepted as final.
- 9.3. In case of dispute, the relevant court in Chennai alone will have jurisdiction.

***SIGNATURE OF THE TENDERER***

## **10. PRE-QUALIFICATION**

The Pre-qualification tender/ PART -1 technical bid will contain the under mentioned aspects pertaining to the prospective contractor about their suitability capacity, financial status, antecedents, past performance etc., The tenderer should furnish the Photostat copies of the following documents duly attested by a Gazatted Officer/Notary Public and enclose along with the tender part-I technical bid .

- 10.1. The tenderer should have minimum one year experience Housekeeping Work as on the date of submitting the tender for having provided 18 labourers on contract basis to any Govt. organization, Co-op. institutions or any reputed private organization. The Federation reserves the right to inspect any organization where the tenderer provided labourers on contract basis. The copies of Registration or work order should be enclosed as documentary evidence.
- 10.2 The tenderer should have financial capacity of meeting one month bill approximately Rs.5.00 Lakhs and submit documentary evidence by way of bank statement of account either Savings Bank or Current Bank Account for the past 1 year.
- 10.3 Remittance of EMD amount of Rs. Rs.69,000/- (Rupees sixty nine thousand only) **by means of online payment only.**

**NO OTHER FORM OF REMITTANCE SHALL BE ACCEPTED.**

- 10.4. The tenderer should furnish the attested copy of the work order and attendance register, wage register or EPF or ESI challans or any other document containing a minimum manpower of 18 persons.
- 10.5. The tenderer should furnish Photostat copy of documentary evidence for having provided 18 Nos. of labourers in a single organization on contract basis during last preceding 5 years to any Govt. Organization, Co-op. Institutions or any Reputed Private Organization.

**SIGNATURE OF THE TENDEER**

- 10.6 The tenderer should furnish Photostat copy of E.P.F & E.S.I. Registration certificates and PAN Card.
- 10.7 The tenderer should furnish Photostat copy of GST registration certificate.
- 10.8 The tenderer should produce all the above mentioned documents in original for verification when called for.
- 10.9. The Federation reserves the right to reject the offer of a tenderer who had either been black listed or show cause notice issued or prematurely terminated for non-performance of work either in part or full in the Federation or in any District Unions previously during the last 5 years.

**THE TENDER NOT COMPLYING WITH THE ABOVE TENDER  
REQUIREMENT IS LIABLE TO BE REJECTED.**

Noted and agreed to the above

**SIGNATURE OF THE TENDERER**

**11. TENDER EVALUATION CRITERIA:**

- 11.1. The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 11.2. The tender will be evaluated as per TNTT Act.
- 11.3. The tenderer should offer rate per month basis mentioned in the tabular column of the commercial bid.
- 11.4. No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
- 11.5. All inclusive end rate shall be considered for evaluation of lowest offer.

**12. VALIDITY**

- 12.1 The tender shall be kept for acceptance for a period of not less than 180 days from the date of opening of Part I technical bid. The offers with lower validity period are liable for rejection
- 12.2 The tenderer shall agree to extend the validity of the bids without altering the substance and prices of their bid for further period, if any required by Federation.

**13. DEVIATION:**

- 13.1 The offers of the tenderers with deviations on technical/commercial terms of the tender will be rejected
- 13.2 No alternate offer will be accepted after the opening of Part-I Technical bid.

Noted and agreed to the above

***SIGNATURE OF THE TENDERER***

**14. PENALTY:-**

**The following penalties will be imposed on the successful tenderer for the following lapses:-**

- 14.01. Penalty at 5 times of the MRP cost will be recovered from the bill of the successful tenderer if milk packets or milk products or any dairy materials are found with the worker of the successful tenderer at the Security gate while leaving from the duty. Such worker should be immediately terminated permanently.
- 14.02. No worker is permitted to bath inside the premises or to take lunch other than the specified places. Penalty of Rs.100 per occasion will be levied and recovered.
- 14.03. Proportionate wages cut will be imposed and deducted for the late arrival of employees or late commencement of work or also early leaving the work spot.
- 14.04. The contract workers should be present at the work spots during working hours. Failing which, double the minimum wages will be recovered from the bill of the successful tenderer as penalty, for each shortfall of man days.
- 14.05. Penalty of minimum Rs. 500/- will be imposed towards the Unsatisfactory/poor performance of the work.
- 14.06. Use of panparag, smoking, betel chewing, spitting, littering or any other kind of intoxicants by the workers inside the Dairy is prohibited. If any littering found on the lawns or inside the Dairy, it should be removed immediately. If failed to remove any littering suitable penalty will be imposed and the amount will be deducted from the bill of the successful tenderer
- 14.07. The Contractor should maintain the entire Dairy and its premises neat, clean and hygienic. Failing which suitable penalty will be imposed and deducted from the bill of the successful tenderer.
- 14.08. The tokens issued to workers of the successful tenderer before commencement of work should be returned to the Security personnel at the gate after completion of the work. For non return of tokens or loss of tokens, Rs.100 per token will be deducted from the bill of the successful tenderer

**Noted and agreed to the above**

**SIGNATURE OF THE TENDERER**



**15. CHECK LIST**

Kindly ensure compliance of the under mentioned requirements, enclosed with the part I Technical Bid only as per Tender Terms and conditions mentioned in the foregoing paragraphs:-.

1. Whether the EMD amount of Rs.69,000/-  
(Rupees sixty nine thousand only)  
for two years (2022-2024) twenty four (24) months  
Remitted online or not? Yes/No
  
2. Whether the Xerox copy of the work order or experience  
Certificate or any other order or certificate showing the  
Previous experience of one year in maintenance of  
Housekeeping work in any of a  
Govt. organization or Cooperative Institutions  
or reputed Organization enclosed ?. Yes/ No
  
3. Whether Xerox copy of the work order or attendance  
Register or wages register or EPF/ESI challans or  
any other documents containing the list not less  
than 18 persons enclosed ?. Yes/No

**SIGNATURE OF THE TENDERER**

4. Whether the Xerox copies of the work order or experience Certificate or any other order or certificate awarded to the tender for being provided not less than 18 workers in a Single Organization in maintenance of House Keeping to any Govt. Organization/ Co-operative Institutions/Reputed Organization enclosed? Yes / No
5. Whether the Xerox copies of the E. P.F. & E.S.I. Registration Certificates enclosed? Yes/ No  
 If yes, the details:  
 a) EPF Registration No.....  
 b) ESI Registration No.....
6. Whether Xerox copy of the PAN card obtained from the Income Tax Department enclosed? Yes/ No
7. Whether Xerox copy of the GST Registration Certificate obtained from the Service Tax Department enclosed? Yes /No
8. Whether the price quoted schedule of the Part-II Commercial Bid duly filled up in figures and words without any correction enclosed? If any corrections made whether it is attested by the tenderer? or by his authorized signatory? Yes/ No
9. Whether all the pages in the Tender forms Part-I Technical bid and Part-II Commercial bid have been duly signed by the tenderer /by his authorized signatory? Yes/No

**SIGNATURE OF THE TENDERER**

10. Whether the tenderer has been black listed or show cause notices issued prematurely terminated for non performance in executing the contractual agreement either partly or fully in the past three years in the Federation?

Yes/ No

**SIGNATURE OF THE TENDERER**

**PARTICULARS OF THE TENDERER:**

-----  
1. Registered Name of Tenderer:

-----  
2. Registered Address:

-----  
3. Address for all communications with  
Postal address:

-----  
4. Telegraphic Code:

-----  
5. Telex/Fax No.:

-----  
6. Telephone Nos.:

-----  
7. Mobile Nos./e-Mail:

-----  
8. Name/Names of persons who are  
to be contacted regarding this Tender  
with Telephone Nos./Mobile Nos

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9. Is the tenderer a Registered contract Firm.  
If so please give details including Registration  
No. and enclose a copy of the Registration  
Certificate.  
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**SIGNATURE OF THE TENDERER:**

### **SCOPE OF WORK FOR HOUSE KEEPING :**

The Housekeeping work should be done on all days including Sundays throughout the two years (730 days) by deploying 18 Nos. of workers at Ambattur Dairy Complex from 7.00 am to 3.30 pm (Including 30 mins Lunch Break).

#### **Manpower deployment.**

- |                                      |              |
|--------------------------------------|--------------|
| 1. Cleaning                          | - 04 workers |
| 2. Mopping                           | - 03 workers |
| 3. cobweb cleaning                   | - 03 workers |
| 4. Water washing                     | - 03 workers |
| 5. Glass panel                       | - 02 workers |
| 6. Rest rooms cleaning (All Toilets) | - 01 worker  |
| 7. Drainage cleaning                 | - 02 workers |

And other related work assigned by the DGM (P) or  
By the Shift Officer.

#### **I. Cleaning - Daily**

- JMD's Office - Officers' room, Conference Hall and Sections
- 1<sup>st</sup> floor - Officers' rooms, sections and corridors
- Ground floor - Entrance area and Reception area including steps.
- DGM(Prodn.)'s Office - DGM(P) room, Shift room, Engg Section, QC Lab and DGM(P)'s section, Mini store, Control Room, Civil room, Canteen, Powder room and Butter room.
- General stores, Transport unit weigh bridge room, Parlour and security cabin.
- Workers' rest room, canteen and cycle stand.
- Engineering work shop, boiler room, electrical room, refrigeration.
- Production Block - Prepac section, process and cold rooms.
- All the roads leading from main gate to Transport section
- Butter Deep Freezer areas.
- Machineries - Silos and plants, stainless steel pipe lines
- Open terrace (Rain season Daily, others times weekly)

#### **II. Mopping - Daily**

- JMD's Office - Officers' room, Conference Hall and Sections
- 1<sup>st</sup> floor - Officers' rooms, sections and corridors
- Ground floor - Entrance area and Reception area including steps.

***SIGNATURE OF THE TENDERER:***

- DGM(Prodn.)'s Office - DGM(P) room, Shift room, Engg Section, QC Lab and DGM(P)'s section, Mini store, Control Room, Civil room, Canteen, Powder room and Butter room.
- General stores, Transport unit weigh bridge room, parlour and security cabin.
- Workers' rest room, canteen

### III. Cobweb cleaning - weekly

- JMD's Office - Officers' room, Conference Hall and Sections
  - 1<sup>st</sup> floor - Officers' rooms, sections and corridors
  - Ground floor - Entrance area and Reception area including steps.
  - DGM(Prodn.)'s Office - DGM(P) room, Shift room, Engg Section, QC Lab and DGM(P)'s section, Mini store, Control Room, Civil room, Canteen, Powder room and Butter room.
  - General stores, Transport unit weigh bridge room and security cabin.
  - Workers' rest room, canteen and cycle stand/Bike stand.
  - Engineering work shop, boiler room, electrical room, refrigeration.
  - Production Block - Prepac section, process and cold rooms.
- **using your own vacuum cleaner.**

### IV. Water washing with detergent - Daily every hour

- Production Block -  
Prepac section flooring and all side walls.  
process section, cold rooms, loading dock flooring.

### V. Glass panel - Daily

- The entire glass panels inside the Dairy cleaned every day.

### VI. All Rest Rooms - Cleaning Daily.

### VII. Drainage - Cleaning all areas Daily.

***SIGNATURE OF THE TENDERER***

**VII. MATERIALS:**

All the following materials required has to be arranged by the Contractor, which should be of standard quality.

| <b>Sl. No</b> | <b>Name of the materials</b> | <b>Quantity per month</b> | <b>Places for usage</b>               |
|---------------|------------------------------|---------------------------|---------------------------------------|
| 1             | Hard Phenoyl                 | 16 lits                   | Toilets & Drainage Points.            |
| 2             | Perfumed White Phenoyl       | 70 lit                    | Reception, Admn.Block & Officers Room |
| 3             | Diluted Acid                 | 15 lits                   | Toilets & Floor removing strains.     |
| 4             | Liquid detergent             | 40 lit                    | Floors                                |
| 5             | Room Freshners               | 7 Nos                     | Officers' Cabin                       |
| 6             | Air Freshners                | 25 Nos                    | Toilets                               |
| 7             | Urinal cakes                 | 60 Nos                    | Urinals & Wash basins                 |
| 8             | Naphthalene Balls            | 3 Kg.                     |                                       |
| 9             | Colin bottle                 | 4 Nos                     | Cleaning of glasses                   |
| 10            | Long and Short Brushes       | 6 Nos each                | General usage                         |
| 11            | Rubber squeezer              | 8 Nos                     | General Usage                         |

The above Materials to be brought inside the Dairy and it should be produced for authentication of Security Personnel in the Main Gate. The list of such materials should be produced along with the monthly bills duly authenticated by the Security personnel.

**IX. MACHINERIES:**

All the Silos and plant's accessories and the connected Stainless Steel Pipe lines in the processing hall and CIP room are to be cleaned daily.

**X. STORM WATER DRAIN:**

The entire storm water drain and the drains in the reception dock and other places to be cleared periodically to avoid stagnation of water.

**SIGNATURE OF THE TENDERER**

**XI. KERBS:**

The entire kerbs provided are to be painted black and yellow (using acrylic paint) once in six months.

**XII. SPECIAL:**

In case of visits by VIPs special cleaning has to be done in and around the Dairy Premises as instructed by Dy.Genl.Manager(Production) or by the Shift Officer.

***SIGNATURE OF THE TENDERER:***

***DATE:***



**GENERAL TERMS AND CONDITIONS.**

1. The successful tenderer should ensure that his workers abide the instructions given by the Officials or Shift Officers or DGM(Prodn) of this Dairy from time to time.
2. The tenderer should offer the rate for both the works per month only.
3. The tenderer should hold the tender offer valid for acceptance for a period of 180 days from the date of opening of Part I Technical Bid.
4. No revision of rate will be entertained at any cost during the Contract period and on extension period.
5. The contractor has to execute the work at the same rate, terms and condition during the contract period and an extension up to 6 months in case of delay in finalization of new tender.
6. The work should be done on all 730 days throughout the year including on bundh days, Harthal days and even on natural calamity days unless and otherwise it is declared not necessary by the Federation.
7. A minimum of 18 persons should be engaged for maintenance of Housekeeping work .Among them, minimum of 9 male workers. Exclusive of a male Supervisor should be engaged.
8. The contractor should pay minimum wages to his/her workers as per Minimum wages Act approved by the Govt. or District Collector.
9. For shortage of workers wages as per Minimum wages Act will be deducted from the monthly bill of the contractor.
10. The successful tenderer should not engage persons below 18 years and above 50 years of age to do the work.
11. The contractor should compulsorily maintain a wage register in Form No XVII showing the minimum wages paid to his / her workers as per the “Minimum wages Act “ The wage register should be produced as and when demanded for verification.
12. The contractor shall be responsible for the discipline of the persons engaged by him for the execution of the work in this Dairy.

***SIGNATURE OF THE TENDEER***

13. The Federation has no control over the employees employed by the contractor. It is for the contractor engages the employees of his/ her choice and the Federation is concerned only with the quality of the work. Based on the quality of work the monthly bill will be settled.
14. The Contractor should provide Uniform (or) Over coat or Apron with cap to his/her employees with the name or emblem the Company, failing which it will be supplied by the Federation and the cost will be recovered from the contractor.
15. All the workers should be provided with the Identity card with colour photo, Name, date of birth, Local and Permanent address his/her workers and the supervisor. Failing which it will be supplied by the Federation and the cost will be recovered from the Contractor.
16. All the materials in standard quality should be used by the contractor at his own cost, failing which the same will be supplied by the Federation and the cost will be recovered from the bill of the contractor.
17. Use of panparag, smoking, betel chewing, spitting, littering or any other kind of intoxicants by the workers inside the Dairy is prohibited. If any littering found on the lawns or inside the Dairy, it should be removed immediately. If failed to remove any littering suitable penalty will be imposed and the amount will be deducted from the bill of the contractor.
18. The contractor should remit EPF and ESI amount payable to the concerned authorities as per rules in force in respect of his/her workers. if not remitted, or short paid as per rules in force, the Federation is entitled to recover / deduct the amount from the bill of the contractor and remit the same to the concerned authorities under the Contractor's Account.
19. The contractor shall be responsible for discharge of all the legal obligation under various labour legislations, in force for the persons engaged by him/her.
20. The contractor shall be responsible to the TCMPF Ltd., for any loss or damage arising out of theft Pilferage, larceny, mischief, looting etc., due to the involvement and or negligence of his/her workers and the contractor shall make good any such loss or damage to the Federation and such loss are liable for deduction from the bills, deposits etc., of the Contractor.
21. The contractor shall indemnify and keep harmless the TCMPF Ltd., from any claim by an employee/workers employed/engaged by him/her for the purpose raised under Workman's Compensation Act., or other enactments of such nature in force.

***SIGNATURE OF THE TENDEER***

22. It shall be incumbents upon the contractor to register himself / herself with the appropriate authorities under the Contract Labour (Regulation & Abolition) Act 1970.
23. In respect of the contractor's liability under the Labour Laws or any other laws, if the Federation incurs any loss, or expenditure the same will be recovered / deducted from the contractor.
24. The Contractor should maintain the entire Dairy and its premises neat clean and hygienic, failing which suitable penalty will be imposed for the lapses and the amount will be recovered from the bill of the contractor.
25. If the contractor do not execute the work satisfactorily, for more than 3 times the contract will be terminated, and the Federation would be at liberty to call for new tender.
26. If the contract is prematurely terminated or prematurely withdrawn by the contractor due to any reasons, the security deposit is liable to be forfeited and any of the resultant loss beyond security deposit will be recovered from the contractor by legal means apart from forfeiture of any amount due to the contractor.
27. The successful tender alone is the sole employer and it is his responsibility to extract work from his employees conforming to the stipulations in this tender document. For any commission and omission on the part of his employees the successful tenderer alone is liable and the latter shall pay damages to the Federation for any damage / loss caused to the Federation by his employees.
28. There will be no employer- employee relationship between the employees of the successful tenderer and the Federation.
29. The successful tenderer alone is liable for implementation of all the labour laws applicable to his employees.
30. In case, by chance the Federation has to shoulder any liability arising out of any statutory provisions, the successful tenderer shall make good the loss in that regard to the Federation.
31. In case of any accident involving the employees of the successful tenderer the compensation and the penal consequences under the relevant Act shall be borne entirely by the successful tenderer. If the Federation has to incur any expenditure in that regard, the same shall be reimbursed by the successful tenderer.

**SIGNATURE OF THE TENDEER**

32. The employees so engaged by the successful tenderer under no circumstances could be considered for appointment in the Federation on the ground that they have worked as a contract labourer.
33. The employees of the successful tenderer cannot claim any benefits or amenities extended to Federation employees.
34. All sums found due to the Federation under or by virtue of these presents shall be recoverable from the successful tenderer under the provisions of Tamilnadu Co-op. Societies Act 1983 or in any other legal manner as the Federation may deem fit, if the same could not be recovered by adjusting from the security deposit or the bills of the tenderer, due to any reason.
35. No labourer of the successful tenderer shall be supplied any eatables from the Dairy canteen at subsidized rates applicable to workers/staff of TCMPF Ltd.
36. The successful tenderer shall comply with the requirements or directions of statutory authorities like Inspector of Factories pertaining to the contract work.
37. General discipline, respect to co- workers especially women workers shall be maintained in the Dairy.
38. No worker is permitted to bath inside the premises or take lunch other than the specified places . Penalty of Rs. 100 per occasion will be levied for any deviation on the above.
39. The Managing Director, TCMPF Ltd., Chennai reserves the right to split the tender and place orders on one or more tenderer. The Managing Director also reserves the right to reject any tender offer fully or partially without assigning any reasons thereof.

Above terms & conditions are accepted.

***SIGNATURE OF THE TENDERER***

## **AAVIN**

**THE TAMILNADU CO-OPERATIVE MILK  
PRODUCERS' FEDERATION LIMITED::  
CHENNAI - 600 098**

### **PART – II**

#### **COMMERCIAL BID**

#### **QUALIFICATION**

**The Commercial offers of such of those tenderer who Qualify themselves for being considered for the contract work of House Keeping at Ambattur Dairy Complex, Chennai-600 098 for 24 months period from the date of execution of the agreement by the tenderer by fulfilling the entire Terms and Conditions as laid in Part I “Technical Bid” of this tender will be considered for the finalization of the tender.**

**Signature of the Tenderer.**

**THE TAMILNADU CO-OPERATIVE MILK PRODUCERS FEDERATION LIMITED  
AMBATTUR DAIRY: CHENNAI 600 098**

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**PART-II COMMERCIAL BID**

**PRICE QUOTATIONS: RATE QUOTED PER MONTH**

Contract work for Housekeeping at Ambattur Dairy Complex with minimum of 18 persons for the period for two years (2022-2024) twenty four 24 months from the date of execution of the agreement for the year 2022-2024.

| <b>Description</b>  | <b>Rate per month<br/>(Rs.)</b>                         |
|---|---|
| <b>1. Rate quoted</b>   |   |
| <b>2. Add GST</b>   |   |
| <b>3. End rate</b><br>(End rate is inclusive of all costs, payment of GST and any incidental services)  | .....<br>(Rupees.....<br>.....<br>.....only) per month. |
| <p>NOTE:</p> <p>A. The rate should be quoted for the above work both in figures and in words without any correction. If any corrections are made, the same should be attested by the tenderer or by his authorized signatory.</p> <p>B. If any discrepancy is found between the prices quoted in words and in figures, the lower of the two shall be considered.</p> <p>C. After quoting the rate if the tenderer goes back, the EMD remitted by the Tenderer shall be forfeited fully.</p> <p>D. The lowest end rate will be considered for award of contract.</p> |   |

**Signature of the Tenderer.**