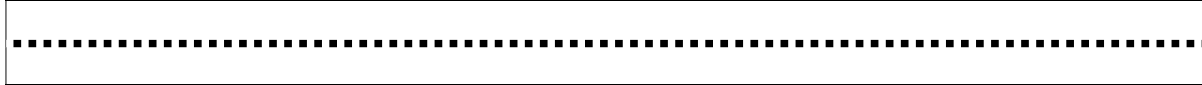


**AAVIN**  
**THE TAMILNADU CO-OPERATIVE MILK**  
**PRODUCERS' FEDERATION LIMITED::**  
**CHENNAI 600 098**



**TWO PART TENDER**  
**FOR THE WORK OF HOUSEKEEPING**  
**AT PRODUCTS DAIRY COMPLEX,**  
**CHENNAI - 600 098 FOR TWO YEARS (2024 - 2026)**

**PART – I**  
**TECHNICAL –BID**

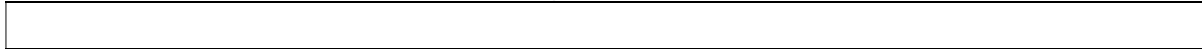
**TENDER DOCUMENT ISSUED TO**

M/S. ....



COST OF TENDER DOCUMENT, REMITTED UNDER

RECEIPT NO..... DATE ..... for Rs. ....



*Deputy General Manager (Dg)*

**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 part & 30 Part Industrial Estate, Ambattur, Chennai-600 098.
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Sir,

Sub:	Two part tender for the work of housekeeping at Products Dairy Complex for 24 months during the year 2024 -2026 - 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 part tender.

SIGNATURE OF THE TENDERER

I/We understand that the Managing Director, T.C.M.P.F. Ltd. Chennai-98 reserves the right to reject any tender offer without assigning any reasons thereof.

I /we hereby agree to hold the tender offer valid for acceptance for a period of not less than 120 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 24 (Twenty four) months and extendable up to 6 months on the same rate and terms and conditions from the date of execution of the work by the successful tenderer.

Enclosures:

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

**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 Products Dairy Complex during the working hours on any working day between 10 A.M to 5 P.M before submitting their tender offer so as to have first hand 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 22 and the part-II Commercial bid consisting of page Nos. 23 to 24 should be submitted only by e- tendering through the procurement website <http://www.tntenders.gov.inTender> for the contract work for housekeeping at product Dairy, Ambattur. The period of tender is 24 Months is extendable up to 6 months or 25% of tender value at the same rate and on the same terms and conditions.

SIGNATURE OF THE TENDERER.

5. The tenderer is requested to kindly go through the check list given and ensure compliance of the tender terms and conditions.
6. The tenderer is specifically informed that all **the** pages in Part I - Technical Bid and 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 Products Dairy for 24 months period for the year 202-2026 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 23.02.2024  |
| ii) Last date and time for submission of the Two Part Tender both Technical and Commercial bids. | : 03.00 P.M on 04.03.2024  |
| iii) Date and Time of opening of Part-1 Pre-qualification tender Technical bids                  | : 03.30 P.M on 05.04.2024  |
| iv) Place of pre bid meeting and Submission of Tender Documents                                  | : Office of the Dy General Manager, Products Dairy, TCMPF Limited, No.29 Part &30 Part SIDCO Industrial Estate Ambattur, Chennai-600098.   |
| v) Opening of Part- 1 tender qualification cum-Technical Bid and part II Commercial bids         | : Office of the Joint Managing Director, The TCMPF Limited, No.29 & 30 SIDCO Industrial Estate Ambattur,Chennai-600098.  |
| vi) 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. |

*Noted the above*

SIGNATURE OF THE TENDERER

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

- (A) The Two part tender for the contract of House Keeping at Products Dairy, Ambattur. The period of tender is 24 months for the year 2024-2026 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 persons deployed for housekeeping work should be physically healthy and tidy and they should wear a neat uniform in-order to maintain hygienic housekeeping work.
  - 4.3. tenderer should have minimum man power strength of 20 Nos of Workers.
  - 4.4. The Tenderer should provide **minimum 20 Nos. of workers** daily towards Housekeeping work for 365 days. Out of which male workers and female workers are in equal proportion. One supervisor also should be provided to supervise the work out all the above workers.
  - 4.5. Whether satisfactory performance certificate from client(s)
  - 4.6. Whether details of minimum Annual Turnover of Rs.15 lakhs for FY (2020-2021)or FY (2021-2022) or FY (202-2021)

Noted and agreed to the above

**SIGNATURE OF TENDERER**

- 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.
- 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 technically not qualified.
- 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. In the event of any escalation in cost due to reasons like revised tax payable or revision of daily wages by the Govt. or District Collector etc., Successful tenderer will have to bear such escalation and no revision of rate will be entertained at any cost during the tender period.

*Noted and agreed to the above*

SIGNATURE OF THE TENDERER



- 4.17. 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.
- 4.18. 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.
- 4.19. No tenderer shall be allowed to withdraw the tenders after submitting the tender.
- 4.20. The successful tenderer 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.
- 4.21. There will be no employer- employee relationship between the employees of the successful tenderer and the Federation.
- 4.22. The successful tenderer alone is liable for implementation of all the labour laws applicable to his employees.
- 4.23. 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.
- 4.24. 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 TENDERER**

- 4.25. 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.
- 4.26. The employees of the successful tenderer cannot claim any benefits or amenities extended to Federation employees.
- 4.27. 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.
- 4.28. 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.
- 4.29. The successful tenderer, after the expiry of the contract period has to execute the work at the same rate, terms and conditions for a period up to 6 (Six) months from the date of expiry of the contract.
- 4.30. The successful tenderer should not engage persons below 18 years and above 45 years of age to this work.
- 4.31. The successful tenderer shall be responsible to the TCMPF for any loss or damage arising out of theft, burglary, pilferage, larceny, mischief, looting etc., due to the involvement or negligence of his/her workers and the successful tenderer shall make good any such losses or damages as ascertained by the Federation to the Federation and such losses are liable for deduction from his / her bills/deposits etc.

**SIGNATURE OF THE TENDERER**

- 4.32. The Successful tenderer should furnish medical fitness certificates as per **FSSAI norms within 30 days** from the date of taking over the job in respect of all his workers that they are not affected with any contagious diseases such requirement is necessary since they are handling the products daily. Failing which, the Federation will arrange for the medical checkup and certificates and the cost of expenditure incurred in such medical checkup will be recovered from the successful tenderer.
- 4.33. The Successful tenderer should execute the work as per requirement in the tender documents. If any lapse is noticed for more than 3 occasions, the Federation reserves the right to terminate the contract and the Federation would be at Liberty to call for new tender. This is in addition to recovering damages for the loss caused to the Federation by such lapses.
- 4.34. If the contract is prematurely terminated for lapses on the part of the tenderer to fulfill the terms and conditions or prematurely withdrawn by the successful tenderer, the Security Deposit is liable to be forfeited and if the amount of such loss is more than the security deposit the same will be recovered from the successful tenderer by legal means, apart from forfeiture of any amount due to the successful tenderer.
- 4.35. The Successful tenderer shall ensure adherence to all laws especially including Contract Labour (Regulations & Abolition) Act 1970, Payment Of Wages Act 1936, Workmen Compensation Act 1923, Minimum Wages Act 1948, ESI Act 1948 and Provident Fund Act 1952 as amended from time to time
- 4.36. **The successful tenderer should pay not less than the daily wages prescribed by the District Collector to his/her workers.**

**SIGNATURE OF THE TENDERER**

**5. PAYMENT OF EMD**

5.1. The tenderer should pay an **EMD amount of Rs.70,000/-** (Rupees seventy Thousand only ) can be paid through e- tendering through the procurement website <http://www.tntenders.gov.inTender>.

5.2. The tenderer not accompanied with online payment towards the prescribed amount will not be considered for Part-I Technical Bid.

5.3. The EMD remitted by the tenderer shall be forfeited in full and the offer will be summarily rejected in the following contingencies.

- If the tenderer after submitting his offer again submits fresh offer or revises the original offer.
- If the tenderer withdraws his offer or backs out before the expiry of the validity period or acceptance of the tender.
- If the tenderer revises any of the terms quoted during the validity period.

**6 SECURITY DEPOSIT:**

6.1 After evaluation and finalization of Part I Technical bids and Part II Commercial bids, selected tenderer should remit 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, TCMFP Ltd., Chennai” payable at Chennai within 15 days** from the date of receipt of work order.

6.2. The EMD paid already along with the tender PART – I Technical Bid shall be adjusted against the security deposit to be paid by the successful tenderer.

*Noted and agreed to the above*

**SIGNATURE OF THE TENDERER**

- .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 TCMPF Ltd., Chennai”**
- 6.4. The Security Deposit is liable to be adjusted against any loss or damage caused by the contractor to the Federation by violation of any of the tender condition.
- 6.5. 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.
- 6.6. No interest shall be paid for the Earnest Money Deposit or Security Deposit.

**7. AGREEMENT:**

- 7.1. 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.
- 7.2. If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation.
- 7.3. 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.

**SIGNATURE OF THE TENDERER**

- 7.4. 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.
- 7.5. No increase in the rate will be allowed during the period of contract or on the extension period under any circumstances.

### **8. PAYMENT TERMS:**

- 8.1 It is the liability of the successful tenderer to remit EPF, ESI and GST to the concerned Department.
- 8.2 The successful tenderer shall submit necessary monthly bill in duplicate along with advance stamped receipt, performance report, copies of the EPF.& ESI GST Remittance Challans of the previous month liability should be discharged in succeeding month on or before 25th. Non payment / Short payment of ESI, EPF & GST will be recovered from the contractors bill and the same will be remitted to the concerned Department.
- 8.3 The payment shall be made within 30 days from the date of receipt of the bills based on satisfactory performance of the work.
- 8.4 Income tax will be deducted from the monthly bill of the successful tenderer and the same will be remitted to the Income Tax Department.
- 8.5 Loss or damage if any caused by the successful tenderer to the Federation shall be adjusted against the bill amount.

### **9. PENALTY:**

- 9.1 In case the contractor failed to supply required manpower as mentioned in the scope of work, For the number of workers short the cost of wages per worker per shift will be recovered at the approved tender rate and a penalty of Rs.1,000/- (Rupees One thousand only) per person and any other revenue loss due to short labour will be recovered.
- 9.2 In case, if there is any delay in commencement of work which leads delay in despatch of products in time, then a penalty of Rs. 5000/- per day will be imposed per day.

**SIGNATURE OF THE TENDERER**

- 9.3 Time being the essence of this contract no variation shall be permitted and if the tenderer fails to supply and execute the work order, the federation shall reserve the right to cancel the order besides forfeiting the security Deposit.
- 9.4 If any lapse is noticed for more than 3 occasions, the Federation reserves the right to terminate the contract and the Federation would be at Liberty to call for new tender. This is in addition to recovering damages for the loss caused to the Federation by such lapses.
- 9.5. If the successful tenderer defaults to execute agreement or to pay security deposit or to supply required manpower either in part or full shall be debarred from participating in the subsequent any tender for a period of three years.
- 9.6. Proportionate rate cut along with penalty will be imposed for the late arrival of employees or late commencement of work.
- 9.7. A penalty of 5 times MRP of the Product will be charged for the contract worker if caught in case of theft in the main gate of product dairy.
- 9.8. If any deviations found in this regard, it will be viewed very seriously and the Production charges of that particular day will not be released for the first occasion. In case of second occasion, the Production charges plus a penalty of **Rs.5000/-** will be levied. For the third occasion, without assigning any reasons, the tender will be summarily rejected / Cancelled
- 9.9. In case any wastage arises during the production process, 2 times the cost of ingredients / the product cost for the loss will be imposed on the contractor.
- 9.10 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 by the contractor immediately. If failed to remove any littering suitable penalty will be imposed and the amount will be deducting from the bill of the contractor.
- 9.11. Rs. 50 per hour will be imposed as penalty for late arrival of employees or late commencement of work and also early leaving the work spot. The employees should be present at the work spot before 10minutes of the commencement of work on each shift. Every employee who have attending duty each shift should work 8 hour.

**SIGNATURE OF THE TENDERER**

9.12. The contract workers should be present at the work spots during working hours. Failing which, double the minimum wages will be recovered from the contractor as penalty, for each shortfall of mandays.

**10. VIOLATION OF CONTRACT**

10.1 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.

10.2 For violation of any of the Terms and conditions of the contract, the Federation reserves the right to terminate the contract.

10.3 In the event of termination of contract, the Security Deposit will be fully Forfeited and the resultant loss shall be recovered from the contractors pending bills.

10.4 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.

**11. LEGAL JURISDICTION:**

11.1. The successful tenderer shall become an Associate Member of TCMPF Ltd. by paying the requisite fees under the Tamilnadu Co-operative Societies Act & Rules.

11.2. 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.

11.3 In case of dispute, the relevant court in Chennai alone will have jurisdiction.

Noted and agreed to the above

**SIGNATURE OF THE TENDERER**



## 12.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 Self attested Photostat copies of the following documents and enclose along with the tender part-I technical bid.

- 12.1. The tenderer should have minimum one year experience Housekeeping Work as on the date of submitting the tender for having provided 20 labourers on contract basis to any 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.
- 12.2. Whether details of minimum Annual Turnover of Rs.15 lakhs along with profit and loss statement audited by certified practicing auditor for last financial year (2020-2021)or FY (2021-2022) or FY (202-2021)
- 12.3. Remittance of EMD amount of Rs.70000/- (Rupees seventy thousand only) by means of Demand Draft/Banker's cheque drawn in favour of the "**Joint Managing Director TCM PF Ltd., Chennai**" payable at "Chennai" from any nationalized / scheduled bank payable at Chennai. It shall be enclosed with the Part-I Technical Bid. NO OTHER FORM OF REMITTANCE SHALL BE ACCEPTED.
- 12.4. The tenderer should furnish the Self attested copy of the work order and attendance register, wage register, EPF, ESI challans, GST Remittance challans and any other document containing a minimum manpower of 20 persons.

*Noted and agreed to the above*

*SIGNATURE OF THE TENDERER*

- 12.5. The tenderer should furnish all the above mentioned documents in original for verification when called for.
- 12.6. 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 in full the Federation or in any District Unions previously during the last 3 years.
- 12.7. The Managing director has to full powers to change the tender terms & conditions and to cancel the contract at any time.

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

*Noted and agreed to the above*

*SIGNATURE OF THE TENDERER*

**13. TENDER EVALUATION CRITERIA:**

- 13.1 The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 13.2 The tender will be evaluated as per TNTT Act.
- 13.3 The bidder should clearly indicate the bid takes care of the minimum wages and statutory dues.
- 13.4 The tenderer should offer rate per month basis mentioned in the tabular column of the commercial bid.
- 13.5. No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
- 13.6 All inclusive end rate shall be considered for evaluation of lowest offer.

**14. VALIDITY**

- 14.1 The tender shall be kept for acceptance for a period of not less than 120 days from the date of opening of Part I technical bid. The offers with lower validity period are liable for rejection
- 14.2 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.

**15. DEVIATION:**

- 15.1 The offers of the tenderers with deviations on technical/commercial terms of the tender will be rejected
- 15.2 No alternate offer will be accepted.

Noted and agreed to the above

**SIGNATURE OF THE TENDERER**

**14.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 [duly self attested :-](#)

1. Whether the EMD. Amount of Rs.70,000/-  
(Rupees seventy thousand only)  
Remitted or not? Yes/No
  
2. Whether the Xerox copy of the work order, experience  
Certificate , any other order, certificate showing the Yes/ No  
Previous experience of one year in Housekeeping work  
in any organization.
  
3. whether Xerox copy of the previous work order or attendance  
Register or wages register, EPF, ESI, GST Remittance challans  
and any other documents containing the list not less  
than 20 persons enclosed ?. Yes/No
  
4. Whether Xerox copy of the PAN card obtained from the  
Income Tax Department enclosed? Yes/ No
  
- 5.. Whether all the pages in the Tender forms Part-I  
Technical bid and Part-II Commercial bid have been Yes/No  
duly signed by the tenderer /by his authorized signatory?
  
- 6.. Whether the tenderer has been black listed or show cause  
notices issued or prematurely terminated for non performance  
in executing the contractual agreement either partly or  
fully in the past three years in the Federation? Or Yes/ No  
in the District unions

**SIGNATURE OF THE TENDERER**

**PARTICULARS OF THE TENDERER:**

1. Registered Name of Tenderer:

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2. Registered Address:

---

3. Address for all communications with Postal address

---

4. E mail ID:

5. Telex/Fax No.

---

6. Telephone Nos.

---

7. Mobile Nos.

---

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

---

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 the 365 days including Sundays throughout the year by deploying Minimum 20 Nos. of workers at Products Dairy Ambattur.**

**Manpower deployment.**

1. Portico and front parking area, Ice cream loading Dock, fermented loading dock , Cookies block, Old product dairy production area, all the store area, Additional block , New Products Dairy, All the Dairy premises area sweeping -2 worker.
2. Plant, All rooms, passages sweeping & tiles and Glasses Wiping at NPD - 2 worker.
3. First Floor Office & Toilets, Staircase, Ground Floor office lab at new dairy and old dairy - 2 worker.
4. Drainage cleaning in all areas, Plant to service section, Roads sweeping, Back side of the plant, road, tanker parking from service section & Stores at NPD - 2 worker
5. Sweeping of old Products Dairy front, drainage, Surrounding and backside and drainage cleaning - 5 worker
6. Engineering section ( Electrical,Boiler cleaning) - 1 worker
7. Cleaning of all toilet (Gets & Ladies) at new product Dairy and old product dairy Doors, tiles, walls , wash basin etc. cleaning - 2worker
8. Cob web removing at all the places/ section at Old and New Products Dairy daily. - 2 worker
9. Cleaning of windows and floors, drainage cleaning , cob in additional block ad all the stores - 2 worker

**I. General Cleaning:**

The following areas are to be swept daily.

1. All the roads right from entrance.
2. Entire Office 1<sup>st</sup> floor including office rooms and Stair case
3. Workers rest room, Canteen and Cycle stand.
4. Dy.Genl. Manager (Dg) / Shift Officer room, Engineering Section.
5. Engineering workshop, Boiler room, Electrical room, Refrigeration, General Stores, Security Cabin and Dispatch dock.

Noted and agreed to the above

**SIGNATURE OF THE TENDERER**

**II. MOPPING:**

Moping To be done daily

1. The entire corridor starting from the Dairy entrance to all sections and first floor.
2. Staircase leading to the office.
3. Main entrance and Reception Hall.
4. The entire office room and the other Officers room.
5. All the office rooms steps, rails cleaning.

**III. WATER WASHING WITH DETERGENT:**

1. To be done to all the plant areas, walls, tiles of products dairy once in a week.

**IV. GLASS PANEL:**

1. The entire glass panels inside the Dairy has to be cleaned once in a week by using Colin spray.
2. The Glass panels in the entrance and the Corridor has to be cleaned on alternate days.

**V. COBWEB CLEANING:**

The Cobweb cleaning has to be done in all the rooms in the dairy as well as in the service block once in a week, observation of cobwebs if any will be levied penalty as decided by the federation.

**VI. TOILET:**

Daily cleaning of the following toilets.

1. Toilet in the DGM (Dg)'s room and other toilets of products dairy campus.

*Noted and agreed to the above*

**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	75 lit	Reception,Admn.Block & Officers Room
3	Diluted Acid	15 lits	Toilets & Floor removing strains.
4	Room Freshners	15 Nos	Officers' Cabin
5	Urinal cakes	75 Nos	Urinals & Wash basins
6	Naphthalene Balls	5 Kg	Urinals & Wash basins
7	Colin bottle	10 Nos	Cleaning of glasses
8	Long and Short Brushes	10 Nos each	General usage
9	Rubber squeezer	12 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.**

**VIII. Product Dairy, Loading Platform, Stores, anti cold room to be swept daily.**

**IX. The unloading dock and Tub washing area to be cleaned on alternate days.**

**X. MACHINERIES:**

All the Silos and plant's accessories and the connected Stainless Steel Pipe lines in the processing hall / Paneer Hall / Ice Cream Process / Packing Hall / Stock Rooms / Curd and Butter Milk. All machinery areas and machinery to be wiped with cloth.

**XI. STORM WATER DRAIN:**

The entire storm water drain and the drains in the Reception and Despatch dock and other places to be cleared periodically to avoid stagnation of water. The wastes to be removed then and there to ensure cleanliness in the entire campus. Noted and agreed to the above

**SIGNATURE OF THE TENDERER**



**XII.KERBS:**

The entire kerbs and loading docks provided are to be painted black and yellow or other existing colours (using acrylic paint) every months.

**XIII. 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.

*Noted and agreed to the above*

**SIGNATURE OF THE TENDERER**

**DATE:**

**AAVIN**  
**THE TAMILNADU CO-OPERATIVE MILK**  
**PRODUCERS' FEDERATION LIMITED::**  
**PRODUCTS DAIRY :: AMBATTUR ::**  
**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 for the work of House Keeping at Products Dairy, Ambattur, Chennai-600 098 for two years (2024-2026) 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**  
**PRODUCTS DAIRY: CHENNAI 600 098**

**PART-II COMMERCIAL BID**

**PRICE QUOTATIONS: RATE QUOTED PER MONTH**

**Contract for the work of Housekeeping at Products Dairy for 24 months from the date of execution of the agreement for the year 2024-2026.**

<b>Description</b>	<b>Rate per month (Rs.)</b>
<b>1. Rate quoted</b>	
<b>2. Add GST @ 18%</b>	
<b>3. Total Rate</b>	
<b>4. End rate</b> (End rate is inclusive of all costs, payment of GST and any incidental etc.. charges)	Rs. ....  (Rupees.....  .....only) per month.
<p><b>NOTE:</b>  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. The successful tenderer shall be responsible for the discharge of all legal obligations under various labour legislation in force and should take care of other statutory dues like ESI, EPF and GST etc.</p> <p>D. After quoting the rate if the tenderer goes back, the EMD remitted by the Tenderer shall be forfeited fully.</p> <p>E. The lowest end rate will be considered for award of contract.</p>	

**Signature of the Tenderer.**

