



**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE:  
AUDIT II COMMISSIONERATE  
690, PERIYAR BUILDING, 3<sup>RD</sup> FLOOR, NANDANAM, CHENNAI-600 035.**

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C.No.I/22/01/2016-Admn.

Dated: 16.03.2016

**TENDER NOICE**

Sub: Tender Notice inviting Quotations for providing 'Housekeeping Services' for the Financial Year 2016-17 – Reg.

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The Office of the Commissioner of Central Excise, Audit II Commissionerate, E.V.R.Periyar Maligai, IIIrd floor, 690, Anna Salai, Nandanam, Chennai – 600 035 invites quotations in sealed cover from reputed, registered firms / companies engaged in the business of housekeeping to provide housekeeping services for a period from 01.05.2016 to 31.03.2017 as per terms and conditions enclosed in Annexure 'A' to this Tender Notice. Preference would be given to such agencies who have similar work experience. The inspection of the premises can be done between 11AM and 4PM on any working day for which the firms/companies can contact the undersigned at phone nos. 9444627735/9003203437.

2. Successful tenderer has to enter into an agreement within this office which will incorporate the terms and conditions. The tenderer should submit quotations in the format given in Annexure 'A' and Annexure 'B' to this tender notice. The last date of receipt of tender is 08.04.2016. The terms and conditions can be obtained from the undersigned.

This issue with the approval of Competent Authority.

*(S. SRIDHAR)*

Asst. Commissioner (Admn.)

Copy to :

1. Notice Board
2. The Supdt. of C.Ex., Computer Section Chennai I Commissionerate for publishing the Tender Notice, Terms & Conditions and proforma in the official viz., like  
<http://kalalchennai.tn.nic.in> or  
<http://www.centralexcise Chennai.gov.in>, etc., immediately.

**AREA TO BE COVERED :**

The Office of the Commissioner of Central Excise, Audit II Commissionerate, Periyar Maligai, Northern wing of III & IV Floor comprising of 10,969 sq.ft. located at No. 690, Anna Salai, Nandanam, Chennai 600 035.

**SCOPE OF THE CONSERVANCY SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR.**

**DAILY SERVICES :**

- a. Sweeping and wet mopping of the entire office area including the lobby daily.
- b. Furnitures like tables, chairs, visitor's chairs, sofas, almirahs etc., and all the electronic gadgets like computers, telephones, fax machines, photo copier machine etc., should be dusted daily. The doors, windows, partitions including the particle board, glass and aluminium channels in the entire office should be cleaned daily.
- c. Thorough cleaning of the toilets including WCs and Urinals with attached water tanks and washbasins, by using disinfecting materials like phenyl, harpic, vim, surf etc., **once a day** and more often, if needed. And also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
- d. Vacuum cleaning the systems room and all computers in the office and sofa sets once a week.
- e. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
- f. Collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit.
- g. Maintenance and up keep of the entire office premises.
- h. Shifting of furniture and other equipments and files whenever required
- i. Attending to electrical facilities in the office, like changing of tube lights, bulbs and such other minor repairs whenever required.
- j. Conference room should be cleaned before and after every Meeting.
- k. Plants, door mats and carpets are to be cleaned daily
- l. Care should be taken that the gadgets are not tampered with during the cleaning operation.
- m. Removal of cobwebs in the corridors and lavatories.
- n. Removal of dust accumulated on the walls, windowpanes and Ventilators in the toilets.
- o. Thorough washing, rubbing and cleaning of corridors using Scrubber machine.
- p. All name boards, wall panels, paintings etc., should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish.

## ANNEXURE A

Pre-qualification requirement for award of contract for Housekeeping at

Audit II Commissionerate, Chennai-600 035.

Sl. No.	Details	
1.	Name of the Organization/Firm	
2.	Name(s) of the Proprietors/Directors along with detail address with Mobile No.	
3.	Registered Address/Telephone/Fax No.	
4.	Service Tax Registration No. (Copy to be enclosed)	
5.	Whether firm is registered & license holder under Contract Labour (Regulation & Abolition) Act.	
6.	Registration No. of the Firm (Copy to be enclosed)	
7.	Permanent Account No. of the Firm(PAN)(Copy to be enclosed)	
8.	Total Staff/Workers of the firm	
9.	Details of experience in the field	

### Declaration

I/We hereby certify that the information furnished above is full and correct and to best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not provide any service to the department in future.

(Signature of Authorised Signatory with Seal)

ANNEXURE-B

PROFORMA FOR QUOTING RATES FOR TOTAL COVERED AREA 10969 SQ.FEET

Rate for housekeeping services Per Sq. Feet per month (excluding service tax) indicating numbers of persons proposed to be engaged by the bidder	Other liabilities (If any)	Total rate per Sq.Feet/per month

Signature with Date:

Name of the Firm:

Seal:

Note: No extra payment will be made other than the above mentioned amount.

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